

RESIDENT ADVISORY BOARD COMMITTEE PROCEDURE MANUAL

***A GUIDE FOR USE IN THE
CITY OF SACRAMENTO
AND
COUNTY OF SACRAMENTO
FOR THE:***

- ***ASSOCIATE COMMITTEES***
- ***BY-LAWS COMMITTEE***
- ***ETHICS COMMITTEE***
- ***EXECUTIVE COMMITTEE***
- ***GRIEVANCE COMMITTEE***
- ***NOMINATION COMMITTEE***
- ***REPRESENTATIVE PANEL***
- ***RESIDENT COMMITTEES***
- ***AND OTHER COMMITTEES OF THE RAB***

CHAPTER INDEX

1. *ASSOCIATE COMMITTEES*
2. *BY-LAWS COMMITTEE*
3. *ETHICS COMMITTEE*
4. *EXECUTIVE COMMITTEE*
5. *GRIEVANCE COMMITTEE*
6. *NOMINATION COMMITTEE*
7. *RECALLS*
8. *REPRESENTATIVE PANEL*
9. *RESIDENT COMMITTEES*
10. *OTHER COMMITTEES OF THE RAB*

APPENDIXES & GLOSSARY

- *MILEAGE FORM*
- *ORG CHART*

PREFACE

In general, if a committee handles money they are required to have bylaws and must have a minimum of three officers on their board. If they do not have a checking account the need is mitigated and the committee may operate under the **RAB By-laws** and these procedures with the exception of **Associate Committees**. All committees and sub-committees must have a chairperson. The Chair shall be appointed by the **Executive Committee** or elected by the members of the committee. Sub-committees shall either elect a secretary or use the services of the secretary of their parent committee. Except for sub-committees of the **RAB Executive Committee**, the Chair of each sub-committee shall have a seat on the parent committee board as an officer of that board.

CHAPTER 1 ASSOCIATE COMMITTEES

PURPOSE

Associate Committee Membership is for resident committees which do not meet the basic criteria for standard resident committee membership.

STRUCTURE

The **RAB** does not control the structure of **Associate Committees**. **Associate Committees** are not under the control of the **RAB** but do have a business relationship and each may gain benefits from their membership. No **HUD** money may be spent on **Associate Committee** members other than the cost of **RAB** overhead in listing the committee in the records and communicating with the committee.

MEMBERSHIP

Associate Membership for resident committees is open to all committees wishing a relationship with the **RAB**. This would include **SHRA** or **HUD** properties that are not considered '**Conventional Housing**' and properties not managed by **SHRA**.

BY-LAWS

Associate Resident Committees must have their own by-laws and have no prohibition in their by-laws against such a relationship.

RECOGNITION BY RAB

The **RAB** will recognize any **Resident Committee** desiring such recognition, as long as the committee is not a reproach to the **RAB**. Application for **Associate Membership** is made to the **Executive Committee**. **Associate Members** do not vote on **RAB** business. **Associate Members** may sit on **RAB** sub-committees but may not chair the committee and may not vote in the selection of the sub-committee chair.

CHAPTER 2 BY-LAWS COMMITTEE

PURPOSE

The **By-laws Committee** is charged with keeping the By-laws and procedures in agreement (or out of conflict) with the CFR, MOU, State, and Federal laws. The **By-laws Committee** has the responsibility to draft proposed changes in the by-laws and/or Procedures Manual.

STRUCTURE

The Chair is appointed by and reports to the **Executive Committee**. All meetings of the **By-laws Committee** are open meetings. The committee may be informal, and voting by consensus or by poll.

MEMBERSHIP

The **By-laws Committee** is open to all five types of **RAB** members. The Chair of the committee is appointed. The balance of the committee may be invited or self appointed. **Associate Members** may voice their opinions, but they may not vote.

OFFICERS

The committee shall have a Chair. Other positions may be appointed as needed.

CHAPTER 3 ETHICS COMMITTEE

PURPOSE

The **Ethics Committee** is charged with developing a set of Ethics for the **RAB**. The **Ethics Committee** shall make recommendations of sanctions for abuse or misuse of authority, power, or money by committee or sub-committee members.

STRUCTURE

The Chair is appointed by and reports to the **Executive Committee**. All policy meetings of the **Ethics Committee** are open meetings. Inquiries and follow-up meetings shall be closed meetings if privacy rights would otherwise be jeopardized or infringed upon. The committee may be informal, and voting by consensus or by poll. All sanctions shall be voted on by, and carried out by the **Executive Committee**.

MEMBERSHIP

The **Ethics Committee** is open to all five types of **RAB** members. The Chair of the committee is appointed. The balance of the committee may be invited or self appointed. Associate members may voice their opinions, but they may not vote.

OFFICERS

The committee shall have a Chair. Other positions may be appointed as needed.

CHAPTER 4 EXECUTIVE COMMITTEE

PURPOSE

The **Executive Committee** shall oversee and be responsible for the daily operations of the **RAB**.

STRUCTURE

RAB Representatives shall elect from its **Governing Body** an **Executive Committee** consisting of a Chair, 1st Vice Chair, 2nd Vice Chair/Parliamentarian, a Secretary, and a Treasurer to serve as Executive Officers of the **RAB**. In the absence of the Chair, a Vice Chair shall preside.

MEMBERSHIP

The chair and vice chairs shall be committee chairs from their respective committees. The treasurer shall be a **Resident Committee** chair or treasurer from his/her committee. The secretary must be a resident of a **HA** property.

VACANCIES

If an officer of the **Executive Committee** is absent from two (2) consecutive **Resident Advisory Board** meetings, (quarterly meetings) except in the event of illness or death in the family, he/she may be removed from office.

If the Chair becomes vacant, the 1st Vice Chair shall fill the vacancy until a special election is held. Notice of the election shall be given to all **Governing Body** Representatives prior to the meeting.

Except in the case of a recall, replacement of **Executive Committee** members may be made by appointment if the balance of the term of office is less than one year. Such appointments shall be made by a vote of the remaining **Executive Committee** members.

RECALL

Any elected officer of the **Executive Committee** may be recalled by a vote for removal by a majority of a quorum of **Governing Body** members. A properly noticed recall election must be promptly conducted when a petition requesting such an election is received from not less than sixty percent (60%) of the **Governing Body** membership.

The *Procedures for Recall* shall be provided to voters for their inspection upon request. The *Procedures for Recall* shall also be contained in the **RAB Committee Procedure Manual**. If a recall is successful, a special election will immediately follow to serve out the term of office. Any elected officer of the **Executive Committee** who has been recalled will not be able to run for the same office for the balance of the full term.

REPRESENTATION

The **Executive Officers** shall represent all of the residents of **HA**-operated developments and will act in an advisory capacity to convey concerns of the residents to **HA** staff or to the **Housing Commission**.

Responsibilities

- a. The Chairperson shall conduct meetings. He/she shall work with the balance of the committee to obtain committee and **RAB** goals. The Chair shall also call special meetings and appoint sub-committees.
- b. The 1st Vice Chair shall conduct meetings when the Chairperson is not available. Working with the balance of committee to obtain committee and **RAB** goals.
- c. The 2nd Chair/Parliamentarian shall be available if Chair and 1st Vice Chair is not available. Present Bylaws and Code of Federal Regulations when there is a difference of opinion or clarification is needed in **RAB** meetings.
- d. The Secretary shall keep all records from all **RAB** and **Resident Committee** meetings. Responsible for **RAB** minutes, agenda, mailings, and notices.
- e. The Treasurer shall work with the **Audit Committee** to create the budget. Do reports, financial statements, checkbooks, and financial books or audits for all the committees. Will develop an annual operating budget describing proposed activities and estimated costs.

All **Executive Committee** members participate in doing the following:

- a. Help disseminate information and materials to residents.
- b. Attend appropriate meetings, including, **Resident Committee** meetings, **RAB** meetings, **Housing Commission** meetings, orientation meetings, training meetings, and other special meetings as appropriate.
- c. Representing the **RAB** before the **Housing Commission**.
- d. Advising the **Commissioners** and **Executive Director** in all areas of **HA** operations, including but not limited to occupancy, general management, maintenance, security, resident training, resident employment, social services, and modernization priorities.
- e. Acting in a capacity which recommends policy to the **Governing Body, HA** and **Housing Commission**, and when necessary to various city, county, and federal agencies.
- f. Working with appropriate **HA** staff in the development and production of staff reports to be heard by the **Commission** on **RAB** issues.
- g. Maintaining open communication with the **HA** and advising **HA** on issues and concerns of residents.
- h. Serving on **HA** committees/teams and representing the resident body.

BY-LAWS

The Executive Committee shall be governed by the **RAB** by-laws.

FINANCES

The Treasurer shall maintain current books for the Board. The books shall be available for inspection by any member. A financial report shall be issued at the quarterly meetings and at **Governing Body** meetings.

CHAPTER 5 GRIEVANCE COMMITTEE

PURPOSE

The **Grievance Committee** is to make sure that the Grievance procedures are understood by the residents of the Housing Authority.

STRUCTURE

The Chair is appointed by and reports to the **Executive Committee**. All policy meetings are to be open meetings to all residents. The committee may be informal and voting by consensus or by poll.

MEMBERSHIP

The **Grievance Committee** is open to all five types of RAB members. The Chair of the Committee is appointed but the balance of the committee may be invited or self appointed. Associate members may be included in discussions but have no voting rights.

OFFICERS

The committee shall have a Chair. Other positions may be appointed as needed.

CHAPTER 6 NOMINATION COMMITTEE

PURPOSE

The Nomination Committee is to make sure that the rules of the by-law is followed in the nomination and election of members of the Executive Committee as well as members of the various resident committees.

STRUCTURE

The Chair is appointed by and reports to the **Executive Committee**. All meeting will be open to any and all residents. The committee may be informal and voting by consensus or by poll.

MEMBERSHIP

The Nomination Committee is open to all five types of **RAB** members. The Chair of the committee is appointed from a pool of volunteers. The balance of the committee may be invited or self appointed. Associate members may voice their opinions; but they will have no vote.

CHAPTER 7 RECALLS

Procedures for Recall for the Executive Committee:

The following process shall be followed to recall an officer of the **RAB Executive Committee**.

1. A resident shall make known their desire to recall the officer to their **Resident Committee**. If no **Resident Committee** exists, this would be the **Representative Panel**.
 - a. The committee/panel shall vote to determine support for the recall.
 - b. If the vote carries, the delegate of the committee/panel (**Governing Body Member**) shall contact the **RAB Executive Committee** to proceed with the recall. (Exception: in a recall of all **RAB Executive Committee** members **SHRA Resident Services** may be contacted for proceedings.)
2. An officer of the **Executive Committee** shall provide to the **Governing Body Member** a copy of "Procedures for Recall" in a timely manner. (Exception: in a recall of all **RAB Executive Committee** members **SHRA Resident Services** shall provide the proceedings.)
3. The **Governing Body Member** shall prepare, or have prepared, a "Petition for Recall". The petition must state the reason for the recall and provide signature, address, and date space for supporters of the recall, both sides of the paper may be used. The heading and language shall appear on all petitions. Signatures on a separate sheet without the petition language will not be valid, whether stapled or otherwise fastened to the petition or not.
4. The petition shall be submitted to the **RAB Executive Committee** for compliance verification before circulation. The day the petition is verified 'as compliant' is considered to be the first day of the recall. (Exception: in a recall of multiple **RAB Executive Committee** members **SHRA Resident Services** may do the verification.)
5. The minimum number of signatures shall be determined and provided to the petitioner. This shall be the number in effect on the first day of the recall.
6. Upon verification the petitioner shall be allowed one meeting cycle to collect signatures. (30 days for monthly meetings, 60 days for bimonthly meetings, 90 days for boards with quarterly meetings.)
7. The petitioner shall submit completed petitions to **RAB Executive Committee** for certification. (Exception: in a recall of multiple **RAB Executive Committee** members **SHRA Resident Services** may do the certification.)
 - a. Petitions not returned before 1 week after the collection period shall be deemed invalid.
 - b. The certified petitions shall be sealed and held by the **RAB** secretary.

- i. If the **RAB** secretary is up for recall the petitions shall be sealed and held by the **RAB** treasurer.
 - ii. If the **RAB** secretary and the **RAB** treasurer are both up for recall the petitions shall be sealed and held by **SHRA Resident Services**.
8. The **RAB Executive Committee** may work to resolve the cause of the recall until fourteen (14) calendar days after the petitions are returned for certification.
9. If a resolution is reached, the petitioner may cancel the petition.
10. The **RAB Executive Committee** may verify signatures but shall not stop the process for failure to contact signers. A minimum 15% of the required signatures should be certified as valid. Known invalid signatures will be discounted. (Exception: in a recall of multiple **RAB Executive Committee** members **SHRA Resident Services** may do the verification.)
11. If no resolution is reached, a properly noticed recall election shall be scheduled in a timely manner.
12. The election shall be posted in accordance with the bylaws, but in any event, not less than 30 days prior to the election.
13. Per the by-laws, a third-party shall either 'observe, certify, or carry out' the election.
14. An officer up for recall may observe the election but shall be excused from any official duties during the meeting where the recall occurs.
15. *Electioneering: Both the officer and the petitioner may provide a written statement of support of their position.*
 - a. *The statement shall be limited to one page (or 450 words).*
 - b. *The statements are to be presented to the RAB Executive committee two (2) weeks prior to the election.*
 - c. *The Executive committee shall provide a copy of the statement of support to both parties.*
 - d. *The statement of support shall be posted or provided to voters one (1) week prior to the election.*
 - e. ***NO ELECTIONEERING may be done at regular committee meetings.***
16. If the chair (or president) is being recalled, another officer of the board shall chair the meeting in which the election is held. The balance of the officers may choose this person.
 - a. In a case where the entire **Executive Committee** is up for recall, **SHRA Resident Services** shall chair the meeting.
17. If the recall is successful, an election shall immediately follow to fill the vacancy.
 - a. Nominations will be accepted immediately after the result is announced.
 - b. A vote shall be taken to fill the open position.

- c. A person elected after a recall shall be elected to fill the current term of office and shall begin serving the term of office at the conclusion of that meeting.
18. If the recall is not successful, the officer shall resume duties at the conclusion of that meeting.

Procedures of Recall for Resident Committees:

1. A resident shall make known their desire to recall the officer.
2. An officer of the committee or **RAB Executive Committee** shall provide to the resident a copy of "Procedures of Recall" in a timely manor.
3. The resident shall prepare, or have prepared, a "Petition for Recall". The petition must state the reason for the recall and provide signature, address, and date space for supporters of the recall. Both sides of the paper may be used. The heading and language shall appear on all petitions. Signatures on a separate sheet without the petition language will not be valid, whether stapled to the petition or not.
4. The petition shall be submitted to the **RAB Executive Committee** for compliance verification before circulation.
5. The minimum number of signatures shall be determined and provided to the petitioner.
6. Upon verification the petitioner shall be allowed one meeting cycle to collect signatures. (30 days for monthly meetings, 60 days for bimonthly meetings, 90 days for committees with quarterly meetings.)
7. The petitioner shall submit completed petitions to **RAB Executive Committee** for certification.
 - Petitions not returned before 1 week after the collection period shall be deemed invalid.
8. The certified petitions shall be sealed and held by the **RAB** secretary.
9. The **RAB Executive Committee** may work to resolve the cause of the recall until fourteen (14) calendar days after the petitions are returned for certification.
 - If a resolution is reached, the petitioner may cancel the petition.
10. If no resolution is reached, The RAB shall schedule a recall election in a timely manor.
11. The **RAB Executive Committee** may verify signatures but shall not stop the process for failure to contact signers. A minimum 15% of the required signatures should be certified as valid. Known invalid signatures will be discounted.
12. The election shall be posted in accordance with the bylaws, but in any event, not less than 30 days prior the election.
13. Per the by-laws, a third-party shall either 'observe or certify' the election. The **RAB Executive Committee** may conduct the recall election.

14. An officer up for recall may observe the election but shall be excused from any official duties during the meeting where the recall occurs.
15. NO ELECTIONEERING may be done at regular committee meetings.
16. If the chair (or president) is being recalled, either the **RAB Executive Committee** or another officer of the board shall chair the meeting in which the election is held. The balance of the officers may choose this person.
17. If all members of a committee are up for recall the **RAB Executive Committee** shall chair the meeting.
18. If the recall is successful, an election shall immediately follow to fill the vacancy.
 - Nominations will be accepted immediately after the result is announced.
 - A vote shall be taken to fill the open position.
 - A person elected after a recall shall be elected to fill the current term of office and shall begin serving the term of office at the conclusion of that meeting.
19. If the recall is not successful, the officer shall resume duties at the conclusion of that meeting.

Procedures of Recall for Sub-Committees:

These procedures apply to committees that elect their officers. If the committee officers were appointed to their position the means of redress shall be through the appointing committee.

1. A committee member shall make known their desire to recall the officer.
2. An officer of the committee or **RAB Executive Committee** shall provide to the committee member a copy of "Procedures of Recall" in a timely manor.
3. The committee member shall prepare, or have prepared, a "Petition for Recall". The petition must state the reason for the recall and provide signature, address, and date space for supporters of the recall. Both sides of the paper may be used. The heading and language shall appear on all petitions. Signatures on a separate sheet without the petition language will not be valid, whether stapled to the petition or not.
4. The petition shall be submitted to the **RAB Executive Committee** for compliance verification before circulation.
5. The minimum number of signatures shall be determined and provided to the petitioner.
6. Upon verification the petitioner shall be allowed a minimum of 30 days or one meeting cycle, which ever is greater, to collect signatures. (30 days for monthly or more frequent meetings, 60 days for bimonthly meetings, 90 days for committees with quarterly meetings.)
7. The petitioner shall submit completed petitions to **RAB Executive Committee** for certification.

- Petitions not returned before 1 week after the collection period shall be deemed invalid.
 - The certified petitions shall be sealed and held by the **RAB** secretary.
8. The **RAB Executive Committee** may work to resolve the cause of the recall until fourteen (14) calendar days after the petitions are returned for certification.
 - If a resolution is reached, the petitioner may cancel the petition.
 9. If no resolution is reached, The **RAB Executive Committee** shall schedule a recall election in a timely manor.
 10. The RAB Executive Committee may verify signatures but shall not stop the process for failure to contact signers. A minimum 15% of the required signatures should be certified as valid. Known invalid signatures will be discounted.
 11. The election shall be noticed by posting or mail not less than 30 days prior the election.
 12. A third-party shall either 'observe or certify' the election.
 13. An officer up for recall may observe the election but shall be excused from any official duties during the meeting where the recall occurs.
 14. NO ELECTIONEERING may be done at regular committee meetings.
 15. If the chair is being recalled, either the **RAB Executive Committee** or another officer of the board shall chair the meeting in which the election is held.
 - If all members of a committee are up for recall the RAB shall chair the meeting.
 16. If the recall is successful, an election shall immediately follow to fill the vacancy.
 - Nominations will be accepted immediately after the result is announced.
 - A vote shall be taken to fill the open position.
 - A person elected after a recall shall be elected to fill the current term of office and shall begin serving the term of office at the conclusion of that meeting.
 17. If the recall is not successful, the officer shall resume duties at the conclusion of that meeting.

CHAPTER 8 REPRESENTATIVE PANEL

PURPOSE

The purpose of the Panel is to facilitate the free flow of information to and from the residents of the HA and to provide a broad spectrum of representation for those residents.

STRUCTURE

A Resident Representative Panel shall be elected to serve as resident liaisons to the Executive Committee. Scope of function: Monthly meetings, Report to Executive Committee, communicate with those they represent.

MEMBERSHIP

The makeup of the panel shall be based on the makeup of the tenant population:

- 3 residents – one each from Dos Rios, New Helvetia, and River Oaks
- 3 residents from the 'Senior Garden' sites
- 3 residents from the 'High Rises'
- 3 residents from non-committee sites
- 2 residents from the 'North Area'
- 2 residents from the 'Central Area'
- 2 residents from the 'South Area'

If a panel member moves out of HA property or away from the area they represent they will be replaced.

OFFICERS

The Representative Panel shall elect from its members a chair, a vice chair and a secretary.

CHAPTER 9 RESIDENT COMMITTEES

PURPOSE

Resident Committees shall be from **SHRA** Conventional Housing sites. This membership is open to provide representation for the residents to **SHRA** and the **Housing Commission**. The **Resident Committees** are to serve as a liaison, through the **RAB**, between the public housing residents and the **Housing Authority** and to ensure the ongoing participation in the planning and implementation of programs affecting them. The **RAB** serves as an advisory board to the **Sacramento Housing and Redevelopment Commission, SHRA, and the Housing Authority of the City and County of Sacramento** in all areas of **PHA** operations, including but not limited to occupancy, general management, maintenance, security, resident training, resident employment, social services and modernization priorities.

STRUCTURE

Resident Committees shall have a minimum of three officers on their boards. If the community entrusts the committee with additional duties, each subcommittee chair shall have a seat on the committee board as an officer of the board.

MEMBERSHIP

Membership in the committee shall include any person whose name appears on the lease of a unit in the apartment building who is at least eighteen (18) years of age.

OFFICERS

OFFICERS/DIRECTORS
Title and Qualifications

Chair:

The Chair of the Board shall preside at all meetings of the committee, and is responsible in representing the committee in conducting business on behalf of the committee.

- The Chair shall not hold the responsibility of caretaker of the building.

Secretary:

The Secretary shall be the custodian of all records and documents of the Committee and perform all other duties consistent with these by-laws.

Treasurer:

The Treasurer shall have the care of, receive and give receipts for monies due and payable to the Committee, and deposit all monies in the bank received by him/her in the name of the committee.

Subcommittee Chair:

The chair of each (if any) subcommittee shall be a board member.

RECALLS:

All recalls of committee officers shall be done with the procedures in the manual.

BY-LAWS

If the committee maintains a checking account, the committee shall have a governing set of by-laws. If the committee does not have funds, there is no need for a set of committee by-laws, the **RAB** by-laws and this manual are sufficient.

The following is to be incorporated into each resident committee's by-laws:

NAME:

The name of this organization is the *Committee* of the **RESIDENT ADVISORY BOARD**

PURPOSE:

The purpose shall include:
the committee and **RESIDENT ADVISORY BOARD** will develop a partnership agreement, setting forth cooperative means of setting goals and processes for achieving them.

- b. The agreement and activities should be described in a Memorandum of Understanding (MOU) reviewed every two (2) years.
- c. The committee shall select a member to be a delegate to the **RESIDENT ADVISORY BOARD**. This person shall be the Committee **VOTING MEMBER** or the **Governing Body Member**. The committee shall also select an alternate.

BOARD OF DIRECTORS

Number:

The Board of Directors of the committee shall consist of at least three (3) Officers.

Recall:

Recall of committee officers shall be done through the procedures set forth in this manual

Any elected officer of the board who has been recalled will not be able to run for the same office for the balance of the full term.

RECOGNITION BY RAB

A committee shall be recognized by the **RAB** if:

- There are three or more members on the board
- The committee holds bi-monthly meetings (or more frequent)
- The committee does not misspend resident or **HUD** funds
- The committee has a delegate to the **Governing Body**
- Any and all sanctions have expired

CHAPTER 10 OTHER COMMITTEES OF THE RAB

PURPOSE

STRUCTURE

MEMBERSHIP

OFFICERS

BY-LAWS

RECOGNITION BY RAB

