

# **HOUSING & COMMUNITY DEVELOPMENT COMMISSION BYLAWS**

**June 22, 1999  
(Amended June 18, 2002  
Amended July 24, 2012)**

## **Article I. - Name of Organization**

The name of the organization is the Orange County "Housing and Community Development Commission" (H&CD Commission).

## **Article II. - Purpose of the Organization**

Section 1. The purpose of the H&CD Commission is to provide advice (a) to the Board of Commissioners of the Orange County Housing Authority as required by California law, and (b) to the OC Community Services. The advice to the Department shall pertain to the housing-related needs of the low to moderately low-income families residing in the unincorporated targeted areas and in the Cities participating in housing programs of the County of Orange.

Section 2. The H&CD Commission shall also advise the Department on the funding priorities for rental assistance, new housing, residential rehabilitation, public works improvements, economic development, continuum of care homeless assistance, housing related non-profits, and other housing supportive services.

## **Article III. - Members**

Section 1. The Board of Supervisors of Orange County acts as the Board of Commissioners of the Orange County Housing Authority as specified by Section 1-2-301 of the Codified Ordinances of the County of Orange.

Section 2. The Board of Commissioners shall appoint eleven (11) members to the H&CD Commission as prescribed by Section 1-2-302 of the Codified Ordinances of the County of Orange.

Section 3. Each appointee shall be referred to as an H&CD Commission Member.

## **Article IV. - Officers and Duties**

Section 1. The H&CD Commission shall have a Chairperson, Vice Chairperson, and an Executive Director/Secretary. These officers shall perform the duties prescribed by these Bylaws.

Section 2. The members of the H&CD Commission shall nominate and elect a Chairperson and a Vice-Chairperson from its membership at the regularly scheduled meeting in July of each year.

Section 3. The Chairperson shall preside at all meetings of the H&CD Commission.

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Section 4. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in the case of resignation, removal, or death of the Chairperson, the Vice-Chairperson shall perform Chairperson duties until the H&CD Commission elects a new Chairperson. This election shall occur at the next regularly scheduled meeting of the H&CD Commission. Such election will be for the unexpired term of this office.

Section 5. The Director of OC Community Services is the Executive Director of the Orange County Housing Authority. For the purposes of the H&CD Commission, the Executive Director is the Secretary of the H&CD Commission. The Executive Director/Secretary is a non-voting member of the H&CD Commission and his or her duties are to prepare all the H&CD Commission's agendas with related materials, maintain any meeting minutes in accordance with the Ralph M. Brown Act, and perform any other H&CD Commission related administrative matters. The Executive Director/Secretary may delegate his or her duties to other individuals.

## **Article V. – Meetings**

### Section 1.

A. The H&CD Commission's regular meeting will be at 10:00 A.M. on the fourth Thursday of each month at the Planning Commission Room of the Orange County Hall of Administration, 10 Civic Center Plaza, First Floor, Santa Ana, CA or at such other location designated by the H&CD Commission and noticed pursuant to the Ralph M. Brown Act.

B. If the fourth Thursday of a month is a holiday, the H&CD Commission shall designate an alternate date for that month, no later than the regular meeting previous to the month containing the holiday.

Section 2. The Chairperson may call a special meeting to consider a specific issue as requested in writing by the Executive Director/Secretary or by at least four (4) H&CD Commission Members. Each H&CD Commission Member shall be notified by the Executive Director/Secretary by U.S. mail no less than 72 hours prior to the special meeting date. The Executive Director/Secretary shall also attempt to contact each H&CD Commission Member by telephone.

Section 3. All regular and special meetings will be open to the public.

Section 4. Six (6) members of the H&CD Commission shall constitute a quorum. When a quorum is in attendance, the H&CD Commission may take action upon a vote of a majority of members present.

Section 5. Each H&CD Commission Member shall abstain from voting on any project where he or she has or may have a conflict of interest.

Section 6. If any member of the H&CD Commission is absent without excuse for three (3) consecutive scheduled meetings, the Executive Director/Secretary shall notify the Chair, who will communicate with the Member in writing, and when appropriate, notify the Board of Commissioners.

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## **Article VI. – Committees**

Section 1. The H&CD Commission shall appoint member(s) to participate in the following Standing Committees: the Application Review Committee (ARC) and the Project Advisory Committee (PAC).

Section 2. The Application Review Committee (ARC) is to perform a quality review of all proposal applications and to rate the projects based on their ability to meet HUD's national objectives; H&CD Mission Statement; the Housing Consolidated Plan and Needs Assessment for the County of Orange; and, any other Board of Commissioners' policy. ARC will recommend the appropriate projects and funding sources to the OC Community Services Director, who will request Board of Supervisors' approval.

Section 3. The Project Advisory Committee (PAC) will review all major housing project proposals and recommend approval or denial to the OC Community Services Director. In addition, to recommending approval, PAC will identify the funding source or sources.

Section 4. The H&CD Commission may establish ad hoc committees on an "as needed basis". The H&CD Commission shall appoint members to these committees. Ad hoc Committee members are eligible for per diem as approved by the H&CD Commission.

## **Article VII. – Rules of Procedure**

The H&CD Commission shall adopt Rules of Procedure. The Rules of Procedure shall be submitted to the Board of Commissioners as "receive and file". The Board of Supervisors, acting as Board of Commissioners, may reject the Rules of Procedure by a majority vote at a regular scheduled meeting.

## **Article VIII. - Compensation**

Section 1. Each H&CD Commission Member shall receive per diem payment for attendance at no more than four meetings per month of the H&CD Commission, which shall not exceed fifty dollars (\$50.00) per day, and shall receive necessary traveling and subsistence expenses incurred in the discharge of duties.

Section 2. H&CD Commission Members appointed to Standing Committees shall receive compensation at the rate of fifty dollars (\$50.00) per meeting attended. H&CD Commission Members who are not appointed to Standing Committees and are specifically authorized to

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participate in Standing Committee deliberations also may be compensated at the fifty-dollar (\$50.00) per meeting rate if approved by the H&CD Commission. H&CD Commission Members appointed to ad hoc committee assignments are eligible for the fifty-dollar (\$50.00) per diem rate as approved by the H&CD Commission.

Section 3. This per diem allowance includes any necessary travel and/or subsistence expenses incurred by an H&CD Commission Member in discharging his or her duties and no additional compensation shall be paid for mileage and other expenses.

Section 4. Commission Members may receive compensation for housing-related conferences, seminars, educational activities, and training activities. Professional conference expenses, and training activity expenses eligible for reimbursement include:

- Conference or seminar registration fees;
- Lodging expenses incurred while attending conferences, seminars, or training activities;
- Cost for meals incurred while attending conferences, seminars, or training activities; and/or
- Commission Members' transportation expenses incurred while attending such conferences, seminars, or training activities.

Claims for reimbursement must include itemized receipts with the name, date, and nature of the expense. Meals, for Commission Members only, may be itemized on a separate sheet of paper, including date, meal (i.e., breakfast, lunch, dinner), and amount of each meal. Meals over \$25 will require a receipt. Claims for registration fees, lodging expenses, and transportation expenses over \$100 must receive prior approval of the OC Community Services Auditor-Controller. Claims for all conference or training activity expenses, including registration fees cannot be paid until the conference or training activity has actually been attended.

## **Article IX. – Conflict of Interest & AB 1234 Ethics Training**

Each H&CD Commission Member must file a **Statement of Economic Interest** upon assuming office, leaving office and on an annual basis during appointment tenure as prescribed by the Conflict of Interest Code of the County of Orange.

Each H&CD Commission Member must file an **AB 1234 Ethics Training Proof of Completion Certificate** upon completion of the Ethics training prior to December 31 in the year of appointment. After the initial training, the H&CD Commission Member must complete training every even numbered year thereafter. The training must cover both ethics laws and ethics principals.

## **Article X. – Amendment of Bylaws**

The Bylaws may be amended by vote of the Board of Commissioners.