

HOUSING AUTHORITY OF THE COUNTY OF SAN DIEGO
RESIDENT ADVISORY BOARD
BYLAWS

ARTICLE I – PURPOSE AND AUTHORITY

Section A - Purpose

The Housing Authority of the County of San Diego (HACSD) Resident Advisory Board (RAB) shall participate and make recommendations regarding the development of the HACSD's annual plan for submittal to the U.S. Department of Housing and Urban Development. The RAB may also be called upon, at HACSD's request, to advise on any other issue.

This Residency Advisory Board (RAB) is established in order to:

- Provide a forum for HACSD and residents to share information about the agency's plan and participate in the planning process associated with affordable housing and related services for assisted families living in the HACSD.
- Have fair and equal representation of Public Housing (PH) and Housing Choice Voucher (HCV) assisted resident groups within HACSD.
- Advise the Director of HACSD regarding plan impacts and needs of the community.

Section B – Membership Selection and Operational Policies

The Director or designee of HACSD has authority over RAB membership selection and operational policies.

Section C – Antidiscrimination Policy

The RAB is advisory to the HACSD and its Board of Commissioners. It is the policy of the RAB to comply fully with Federal and State laws protecting the individual rights of applicants, residents, and/or staff. The RAB shall not operate in any manner that will discriminate against an individual on the basis of the race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability, veteran or military status, or genetic information of that person.

Section D - Amendments

These by-laws may only be amended as approved by the Director or designee of HACSD.

ARTICLE II – MEMBERSHIP AND SELECTION

Section A – RAB Members

The RAB shall consist of nine (9) members, comprised of seven (7) voting members (“Representatives”) and two (2) alternate positions (“Alternates”). The number of members of the RAB may be amended by the Director or designee.

RAB Representatives and Alternates, if any, serve as representatives for all HACSD public housing and Section 8 programs, and not only their own development/program. In addition, to be eligible to serve on the RAB, each Representative and Alternate must meet the following eligibility criteria:

- Resident must be directly assisted under the Public Housing or Section 8 HCV Program in the HACSD's jurisdiction. This includes Project Based Vouchers (PBV) and Special Programs, such as VASH.
- Resident must be a Public Housing tenant or HCV participant in good standing, i.e. meeting all family obligations under the Public Housing or Section 8 program.
- Resident's name must be listed on the lease.
- Resident must be at least 18 years old or be an emancipated minor.
- Resident must be willing to participate in training and orientation as a RAB Representative/alternate.
- Resident must agree to abide by these Bylaws.
- Resident must be willing to attend regular RAB meetings.
 - Representatives who fail to attend two or more RAB meetings without notice to the RAB co-chairs or HACSD liaison without 'good cause' for non-attendance may be removed from the RAB. Alternates are not required to attend all RAB meetings.
 - Alternates are expected to attend two meetings per year. If an alternate does not meet this minimum attendance requirement, then the alternate shall not be eligible to move up to a representative slot in the case of a vacancy.
- Resident must be willing to work collaboratively with other members in reviewing and commenting on HACSD policies, procedures, and decisions that are part of the PHA Plan and any amendments to the Plan.
- Resident must be willing to be an active participant in a RAB sub-committee as needed.
- Resident must avoid conflicts of interest.

Section B – Application for RAB Membership

Individuals interested in membership on the RAB are required to complete an application and submit said application to the HACSD staff liaison. All applications and recommendations for membership on the RAB shall be reviewed for completeness. All completed applications will be considered by HACSD as vacancies arise. Applications will be maintained for a period of one (1) year. After one year, it is necessary to file a new

application for another year of eligibility.

Section B – Selection Process and Goals

Vacancies on the RAB may occur as a result of any of the following events:

- The death of the incumbent;
- The resignation of the incumbent;
- Excessive absences (more than 2) from the regular meetings during a 12-month period; or
- Loss of eligibility (see section A).

In the event of a vacancy, vacancies shall be filled first by eligible alternate members. If Alternates decline or are otherwise not available to fill the vacancy, HACSD staff will determine eligible candidates from applications submitted and nominate candidates for appointment on the RAB based on the selection process identified by HACSD and per the goals outlined below. HACSD recommending nominees shall seek candidates that have an interest, necessary expertise, time available for service, and who are representative of the PHA resident and participant population. Nominations will be evaluated and approved by the Executive Director, Deputy Director or designee of HACSD.

The goal of the RAB selection process is that members will represent and reflect the residents assisted by the HACSD. Those participating in the selection process shall recognize that the RAB representatives should be from a broad cross-section, representing the diversity of groups in public and assisted housing (race, ethnicity, gender, disability, etc.) and spread geographically. To the extent feasible, the following groups shall be represented on the RAB:

I. Representation of the following housing types as available:

- a. Public Housing Residents
- b. Project-Based Voucher Participants
- c. Housing Choice Voucher Participants
- d. Section 8 Special Programs including VASH

II. Representation the following populations if appropriate applicants are available:

- a. Elderly/Disabled
- b. Families with Children
- c. Veterans
- d. Working Families
- e. Families formerly experiencing homelessness
- f. Transition-Age Youth, defined as being between the ages of 18-24

Section D – Member Terms

Each member appointed by HACSD shall serve a term of at least three (3) years. Service after the initial three years is at the option of the member and the HACSD.

Members of the RAB should be allowed no more than 2 absences total from the regular meetings during a 12-month period. Staff will keep a record of all member absences; proxy will represent no member.

ARTICLE III – DUTIES AND RESPONSIBILITIES

Section A - Duties

The duties and responsibilities of the Resident Advisory Board shall be as follows:

- I. To make recommendations in the development of the HACSD's PHA Plan, and
- II. To provide input for any significant amendment or modification to the HACSD's PHA Plan.

The RAB will be involved in the planning process as soon as feasible and given enough time to fully participate in the process to provide meaningful representation

Section B - Expectations

In performing these duties, the Resident Advisory Board will:

- a. Attend regularly scheduled meetings to obtain relevant information regarding PHA Plan development and modification;
- b. Review PHA Plan data and materials;
- c. Attend workshops for training/activities/information sharing; and
- d. Perform any additional advisory duties requested by HACSD.

ARTICLE IV - OFFICERS

Section A – Election and Terms of Officers

Officers shall be elected by the Resident Advisory Board and shall include two chairpersons. Elections for chairpersons shall occur annually, on the first regularly scheduled RAB meeting during the calendar year. Terms of office shall be for one year and co-chairs may be re-elected for additional terms. Each co-chair shall rotate responsibility for each meeting.

Section B – Office Vacancies

If an office is vacated, an election shall be held at the next scheduled meeting.

Section C – Officer Duties

The co-chairs provide general supervisory guidance to the RAB, such as taking roll call and collecting input. HACSD staff will facilitate the meeting agenda. The co-chairs are the sole official spokespersons for the RAB unless this responsibility is delegated in writing.

Section D – HACSD Staff Duties

Assigned staff from HACSD records the minutes of all RAB meetings and handles RAB correspondence. The assigned staff keeps the roll, certifies the presence of a quorum, maintains a list of all active representatives, and keeps records of actions as they occur at each meeting. It is the responsibility of assigned staff to assure that posting of meeting notices in a publicly accessible place for 72 hours prior to the RAB meeting occurs, to keep a record of such posting, and to reproduce and distribute the RAB notices and minutes.

ARTICLE V – ORGANIZATION PROCEDURES

Section A – RAB Meeting Procedures

Robert's Rules of Order govern the operation of the RAB in all cases not covered by these By-laws. HACSD staff or the RAB may formulate specific procedural rules of order to govern the conduct of its meetings in addition to those stated.

Section B - Voting

Any group voting is based on one vote per person and no proxy or absentee voting is permitted. Telephonic voting at meetings conducted virtually will be counted the same as voting in person. Voting Alternates are subject to approval by the Executive Director, Deputy Director, or designee. Voting Alternates are required to adhere to the meeting attendance policy applicable to Representative members of the RAB.

Section C – Meeting Scheduling

All regular and special meetings of the RAB and its sub-committees are open to the public to the extent required by the Ralph M. Brown Act. Meetings are to be held in accessible, public places. Notice of all regular meetings shall be posted in a publicly accessible place for a period of 72 hours prior to the meetings. Special meetings require 24-hour notice. In addition, such notice of regular meetings will be mailed on request.

Section E – Quorum

A quorum shall be a majority of the members currently appointed to the RAB. No vote of the RAB shall be considered as reflecting an official position of the RAB unless passed by a majority of its quorum present at the specific meeting where the vote was taken.

Section F – Conflicts of Interest

Any member of the RAB who feels that they have a conflict of interest or feels that there is the appearance of a conflict of interest, shall publicly declare the conflict of interest and abstain from discussion and voting. RAB members are responsible for determining whether or not they have a conflict of interest on any particular item.

Effective Date:

Name: David Estrella

Title: Deputy Director, Housing Authority of the County of San Diego

Signature:  Date: 12/16/2020