

BYLAWS GOVERNING THE DAVIDSON AFFORDABLE HOUSING & EQUITY BOARD

I. NAME

The Town of Davidson Board of Commissioners formed the Affordable Housing & Equity Board (hereafter referred to as “Board”) in November 2020.

II. POWERS AND DUTIES

A. The Affordable Housing and Equity Board will help guide the town’s work on affordable housing and equity/inclusion, providing input and guidance for the town board’s strategic objective to prioritize equity and inclusion and create a culture of belonging, address past inequities, and treat everyone with respect and dignity.

III. ELECTION AND TERM OF SERVICE

B. All Members will be appointed according to the Board of Commissioners’ Rules of Procedure.

C. Members will serve three-year terms beginning on the first of the calendar year following their appointment.

D. Should a vacancy occur in the middle of a member’s term, a new member will be appointed to the Board according to the Board of Commissioners’ Rules of Procedure.

E. Members may be reappointed for one subsequent term. Past Members are eligible for reappointment after sitting out three years.

IV. MEMBERS

A. The Board shall consist of thirteen (13) members, plus a representative from each of the following non-profit organizations: Ada Jenkins Center, Habitat for Humanity, Davidson Housing Coalition, and the Davidson Community Foundations.

B. The Housing & Equity Director and non-profit representatives shall serve as ex-officio members of the Board. The ex-officio members will not have a vote on matters coming before the Board. The Housing & Equity Director or their designee will assist in scheduling meetings, coordinating speakers, drafting agendas, and producing other review materials necessary for the Board’s work.

C. Any member of the Board who attends fewer than 75 percent (75%) of the regular and special meetings as well as the equity trainings held by the Board during any one-year period, will forfeit membership automatically.

D. Members must notify the Chair and/or the appropriate town staff member (typically, the Housing & Equity Director) in writing to resign from the Board.

V. MEETINGS

A. The Board shall meet on the fourth Thursday of every other month starting October 2023, unless otherwise scheduled by the Board in advance.

- B. All scheduled meetings of the Affordable Housing & Equity Board shall be published to the Town of Davidson website at least 72 hours in advance.
- C. Should a meeting be determined to be unnecessary, the Chair or Housing & Equity Director shall contact members in writing and remove the scheduled meeting from the Town of Davidson website.
- D. The Chair and Housing & Equity Director shall jointly determine if a special meeting is necessary. If a special meeting is necessary, the Chair and Housing & Equity Director will set the agenda for a special meeting.
- E. A quorum shall be in attendance before any official action can be taken. A quorum is half of the current Board membership plus one.
- F. In order to adopt a recommendation, a majority of members present shall vote in the affirmative.
- G. Information may be sent via email or other electronic media between meetings.
- H. Order of business at regular meetings shall be as follows:
 - 1. Call to Order
 - 2. Determination of Quorum
 - 3. Welcome and Recognize New Members or Guests
 - 4. Changes to Agenda
 - 5. Adopt Minutes
 - 6. Old Business
 - 7. New Business
 - 8. Subcommittee and Staff Updates
 - 9. Adjourn
- I. General parliamentary rules, as given in “Roberts Rules of Order,” shall be observed in conducting the meetings.
- J. Public comments
 - 1. Prior to the start of the public comment period, persons wishing to address the Housing and Equity board members will register on a sign-up sheet stationed by the meeting room door or leave a voicemail message. Prior to beginning the public comment period, the Chair will collect the sign-up sheet and recognize speakers in the order that they registered. Speakers will address the Housing and Equity board members from the podium and special accommodations will be made for persons with a disability with appropriate advanced notice to Town Staff. Speakers will be asked to identify themselves for the record. Following in person comments, staff will play voicemail messages in the order they were received. These messages will be played during public comment periods, but will be limited to three minutes and the speaker must identify their name. The deadline to submit by phone is 5:00 pm the day prior to the meeting. If the same comment is made via in person and voicemail, only one will be used in the meeting with the in person taking priority.
 - 2. All public comments should be related to agenda items of the current meeting.
 - 3. Each speaker shall be limited to a maximum time of three (3) minutes. Each speaker will only be allowed to speak once during the public comment period. Town staff shall

or Chair will serve as timekeeper and the Chair will promptly announce when the speaker's time has expired.

4. No time may be yielded or transferred from one speaker to another. Each speaker will be concise and avoid repetition. In order to avoid repetition and delay, groups of people supporting the same position are encouraged to designate a spokesperson for the group.

6. Speakers will address comments to the entire board as a whole and not one individual member. Discussions between speakers and members of the audience will not be permitted during the public comment period.

7. Speakers who have prepared written remarks are encouraged to leave a copy of such remarks with the Chair.

8. Speakers shall be civil and courteous in their language and presentation. Insults, personal attacks, accusations, profanity, vulgar language, inappropriate gestures, or other inappropriate behavior will not be tolerated.

9. In order to provide for the maintenance of order and decorum in the conduct of the meeting, the Chair may declare "out-of-order" any person who fails to comply with this policy. The Chair shall caution any such person to abide by the provisions of this policy. Refusal to do so shall be grounds for removal of the speaker from the meeting.

K. OFFICERS

A. The officers of the Board will be Chair, Vice Chair and Secretary.

B. Officers shall be elected at the first regular meeting of the annual term.

C. The term of each officer position shall be one year.

D. The Secretary's position may be filled by Town staff if necessary.

E. With the resignation or termination of the Chair, the Vice Chair shall ascend to the position of Chair and a replacement for the officer position of Vice Chair shall be selected by Board election from the remaining members who do not currently hold an officer position.

F. With the resignation or termination of the Vice Chair or the Secretary, a replacement for the officer position shall be selected by Board election from the remaining members who do not currently hold an officer position.

VII. DUTIES OF OFFICERS

A. Chair

1. Shall plan an agenda for each regular meeting in collaboration with the Housing & Equity Director.

2. Shall preside at all meetings.

3. Shall represent the Board and present its recommendations to the Town of Davidson Board of Commissioners or appoint a designee to perform that duty.

B. Vice Chair

1. Shall perform the duties of the Chair in the absence of the Chair.

C. Secretary

1. Shall record minutes of all meetings.

2. Shall submit to the Housing & Equity Director the written draft of meeting minutes at least one week prior to the next scheduled meeting.

VIII. AMENDMENTS

- A. Amendments to the Bylaws of the Board may be presented at a regular meeting.
- B. Amendments to the Bylaws of the Board must be approved by the Town of Davidson Board of Commissioners prior to their adoption.

Approved by the Board of Commissioners November 28, 2023