

**JACKSON AFFORDABLE HOUSING DEVELOPMENT BOARD
BY-LAWS**

ARTICLE I

Name, Registered Office and Agent:

Name: The name of the Board shall be the "Jackson Affordable Housing Development Board (AHDB)".

Registered Office: The Board shall have a registered address of, and conduct all meetings at, Jackson City Hall 161 W. Michigan Avenue, Jackson, Michigan 49201.

ARTICLE II

Intent, Vision, Mission and Powers of the Authority:

Intent: The intent of the Board is to promote the health, safety and general welfare of the people of the City of Jackson, by serving as an advisory body to the Jackson City Council, to propose remedies on the implementation of housing goals, objectives, and policies that support economically integrated housing opportunities in the development or rehabilitation of housing; to stimulate the production and preservation of owner-occupied and non-owner occupied housing available to low income individuals or families; and to optimize benefits available to low and moderate-income residents by incentivizing affordable residential housing projects within the City of Jackson.

Powers: The Board shall have the powers and duties as prescribed by City of Jackson Ordinance No. 2021-14.

ARTICLE III

Appointment of Members

Appointments: Pursuant to Section 14-703 of Ordinance 2021-14, the Board shall consist of five (5) members nominated by the Mayor and approved by City Council who shall be residents of Jackson County. Members shall serve for five-year terms. Members shall have experience and/or an interest in addressing housing affordability, stability, and development needs within the City. The terms of office of the first Board members appointed shall be fixed by the Mayor and City Council so that the terms of two(2) members will be for one (1) year, two (2) members will be for three (3) years, and one (1) will be for five (5) years. After the initial Board is

formed, all members thereafter will be appointed for five-year terms.

Compensation: All members of the AHDB shall serve without compensation.

ARTICLE IV Ex-Officio Members

Ex-Officio Members: The terms of the three appointed ex-officio members first appointed hereunder shall be fixed by the Mayor and City Council so that the terms of one (1) member will be for one (1) year, one (1) members will be for two (2) years, and one (1) member will be for three (3) years. After the initial ex-officios are appointed, all ex-officio members thereafter will be appointed for two-year terms.

The Board may appoint up to three (3) appointed ex-officio members to the Board for two (2) year terms who shall be residents of Jackson County. Not less than one of the appointed ex-officios shall be an individual who has experiential understanding of housing instability. These ex-officio members shall be experienced and/or have interest in addressing housing affordability and development and can serve as resource persons and/or serve on committees. The AHDB shall also have the following three (3) statutory ex-officio members:

- (i) The City Manager, or their designee, shall be an ex-officio member of the Board and provide adequate support staffing to the Board.
- (ii) The Executive Director of the Jackson Housing Commission shall be an ex-officio member of the Affordable Housing Development Board.
- (iii) One (1) member of the City Council shall be an ex-officio member of the Affordable Housing Development Board, who shall be appointed to said body in accordance with policies established by the Mayor and City Council.

ARTICLE V Board Member Attendance, Replacement & Removal

Attendance: All Board members are expected to attend scheduled AHDB meetings. If any member of the Board is absent for three (3) consecutive, regularly scheduled meetings, that member shall be considered delinquent, unless the Board member provides oral or written notification. The Secretary shall keep attendance records and shall notify the Board at a regularly scheduled meeting whenever any member's absences become "delinquent".

Replacement: Board members shall be either reappointed or replaced at the expiration of each member's term of office. A member whose term of office has expired shall continue to hold

office until a successor has been appointed. If a vacancy is created by resignation, a successor shall be selected for appointment within thirty (30) days, and will hold office for the remainder of the term of office vacated.

Removal: A Board member may be removed from office for causes that may include, but shall not be limited to, inefficiency, neglect of duty, delinquency, misconduct, or malfeasance.

ARTICLE VI Conflict of Interest

Conflict of Interest: A Board member who has a direct interest in any matter before the Board shall disclose such interest prior to the Board taking any action. Such disclosure shall become an official part of the records of the Board and the member with the disclosed conflicting interest must abstain from casting a vote.

ARTICLE VII Committees

Committees: The Board may establish committees, as appropriate, to assist it relative to its powers and duties as outlined in City of Jackson Ordinance No. 2021-14, provided that all recommendations to the City Council shall be made by the Board and not by a committee of the Board. The Board may, by majority vote of the members, appoint persons who are not members of the AHDB to be members of such committees.

ARTICLE VIII Meetings

Meetings: Board meetings will be held in the second floor City Council Chambers or other place or places as it may from time to time designate by resolution. Meetings of the Board shall be held on a Board-approved schedule, which shall define the date(s) and time(s) of the meeting(s).

Open Meetings Act: All meetings shall be open to the public and advertised in accordance with the Michigan Open Meetings Act, Public Act 267 of 1978, as amended. Minutes of the meeting are to be made available for public inspection when requested.

Voting Rights and Privileges: All Board members, in good standing, shall be accorded one (1) vote per motion.

Manner of Voting: The voting on all financial questions coming before the Board shall be by roll call. All other questions shall be answered by voice vote unless a Board member requests a roll call. The ayes and nays on all votes shall be entered upon the minutes of the meeting.

Quorum: A simple majority of Board members, appointed and serving, at a duly authorized Board meeting, shall constitute a quorum. A simple majority of votes from members present at any duly authorized Board meeting is required to take official action on matters coming before the Board.

Proxies: Board members must be present to vote, and no proxy votes will be allowed.

Order of Business: At the regular meeting of the board, the following shall be the order of business:

1. Roll Call
2. Approval of Previous Meeting Minutes
3. Approval of the Agenda
4. Public Comment (3 minute limit per person)
5. Consent Calendar
6. New Business
7. Board Member Comments
8. Adjournment

ARTICLE IX

Officers, Terms of Office and Duties

Officers: The officers of the Board shall be elected by the Board, and shall consist of a Chair, Vice-Chair and Secretary. An officer shall not execute, acknowledge or verify any document or instrument in more than one capacity.

Terms of Office: In the first quarter of each year, the Board shall hold an organizational meeting and, by majority vote, elect a Chair, Vice-Chair and Secretary. This election shall be assumed at the next regularly scheduled meeting and shall run for the term of one year. Each officer elected shall hold office until a successor is elected, or upon resignation and/or removal from said office. A vacancy in any office because of resignation, removal, disqualification, or otherwise may be filled at any meeting of the Board for the duration of the unexpired term of office.

Duties of Officers:

CHAIR: The Chair of the Board shall lead all meetings. The Chair shall have the right to make

motions and/or seconds, as do all Board members. The Chair shall review all regular meeting agendas before submission to the Board for approval.

VICE-CHAIR: The Vice-Chair shall act in the capacity of the Chair in his/her absence.

SECRETARY: The Secretary shall attend all meetings of the Board and record all votes, financial decisions, and the minutes of all proceedings. The Secretary shall perform duties for all standing and other committee meetings as required by the Board. Staff of the City's Community Development Department may assist the Secretary with his/her duties as required.

ARTICLE X Staff and Consultants

Staff and Consultants: The Board recognizes the need to hire, or contract for services, as needed. The Director of the City's Community Development Department, or his/her designee, shall report to the Board and shall:

- a. Be the first point of contact for the public and private Board initiatives;
- b. Manage the day-to-day operations of the Board;
- c. Develop and follow an approved management plan and budget;
- d. Manage and maintain oversight on projects recommended by the Board and authorized by City Council;
- e. Provide an annual report concerning the activities and financial condition of the Board;
- f. Apprise the Board on legislation and rule changes affecting Board operations; and
- g. Complete other assignments as needed.

Agenda Items: Staff will be responsible for placing items on the agenda that are for routine business. A member of the board may request any additional item(s) be placed on the agenda. The information must be submitted to the Staff member responsible for assembling the agenda, in writing by the required submission deadline.

ARTICLE XI Fiscal Year

Fiscal Year: The fiscal year of the AHDB shall mirror the fiscal year used by the City of Jackson.

Fiscal Depository Designation: The Board shall utilize the City of Jackson for all financial reporting and transactions of the Board as prescribed by City of Jackson Ordinance No. 2021-14.

ARTICLE XII
Amendments

Amendments to By-Laws: The By-Laws of the Board shall be amended only with the approval of a quorum of the Board at a regular meeting.