

By-Laws

Accessible Housing Advisory Board

Article One: Name

The official name of this board shall be the Accessible Housing Advisory Board, which may be referred to as "AHAB."

Article Two: Purpose

Section 2.1: The parties recognize the need for joint cooperative effort towards creation of affordable housing, housing stabilization services and alleviating homelessness in the greater Sioux Falls area. This Agreement dissolves the previously existing Homeless Advisory Board and creates the Accessible Housing Advisory Board, which will focus on accessible housing, housing supportive services and homelessness.

The Purpose of the AHAB shall include:

- A. To become familiar with the housing and homelessness needs of the greater Sioux Falls area and available resources to address these needs.
- B. To evaluate the relative need and community benefit of projects funded under the Housing Division of the City of Sioux Falls with federal grant funds from the Community Development Block Grant (CDBG) and HOME funds grant along with local general fund dollars.
- C. To prepare and endorse the federal annual action plan required by the U.S. Department of Housing and Urban Development.
- D. Such other related purposes as may be necessary or beneficial to further the cause of providing affordable housing and housing supportive services, and reducing or eliminating homelessness in the greater Sioux Falls area.

Section 2.2: The AHAB is not organized for a monetary profit. No part of any monies made available to the committee shall acclimatize to the benefit of a member or individual.

Article Three: Area

Section 3.1: The area of interest of the AHAB is the greater Sioux Falls Area. The AHAB may, however, from time to time find it proper to interrelate housing projects and development project considerations to the surrounding areas of Lincoln and Minnehaha counties, when so requested by public officials, or by the inherent relationship of a project to the City of Sioux Falls.

Article Four: Membership

Section 4.1: The City and the County mutually agree to dissolve the Homeless Advisory Board. Additionally, the City has previously dissolved the Affordable Housing Advisory Board by ordinance 41-02 dated 05/08/2020. In place of these two previously existing boards, the City and the County mutually create the Accessible Housing Advisory Board, also referred to as AHAB (hereinafter referred to as the "Board").

Section 4.2: The Board shall consist of 11 members including:

- A member of the Sioux Falls City Council, to be appointed by the mayor and approved by the City Council.
- A member of the Minnehaha County Commission, to be appointed by the Minnehaha County Commission Chair and approved by the Minnehaha County Commission.
- A member of the Lincoln County Commission, to be appointed by the Lincoln County Commission Chair and approved by the Lincoln County Commission.
- A member of the Sioux Falls School District Board, to be appointed by the School Board President.
- City of Sioux Falls Director of Planning and Development Services, or his or her designee to be appointed by the mayor and approved by the City Council. .
- A member of the Minnehaha County Staff, to be recommended by the Director of Health and Human Services and approved by the Minnehaha County Commission Chair.
- Five citizens at-large, who must be residents of Lincoln County or Minnehaha County.

In the event that the Lincoln County Commission and/or the Sioux Falls School District Board elects not to fill their designated seat(s) on the Board at any given time, then such seat(s) shall be treated as an "At-Large" position unless and until the Lincoln County Commission and/or Sioux Falls School District Board subsequently appoints a member to the Board as authorized herein. If the Lincoln County Commission and/or Sioux Falls School District Board subsequently appoints an individual to the Board, such appointment will become effective at the time the at-large replacement member completes his or her term, is removed for cause, resigns, or becomes incapable of performing his or her duties, whichever first occurs.

Section 4.3: At-large Board members are to be selected by the then-existing members of the Board, subject to approval by the mayor of the City of Sioux Falls and the Lincoln County Commission Chair or Minnehaha County Commission Chair. Applications for the at-large Board positions shall be submitted to the City via the City's website or submission to the mayor's office. All applications received will be first reviewed by the City of Sioux Falls Director of Planning and Development Services, or his or her designee to determine eligibility status. Eligible applications will be submitted for review to the current Board members, who will forward recommendations for open positions on the board to the mayor and the Lincoln County Commission or Minnehaha County Commission Chair for approval.

Section 4.4: The term of the at-large members of the Board shall be three (3) years, or until their successors are appointed. The terms of the at-large board will be staggered with no more than 2 members being replaced each year.

Section 4.5: Any AHAB member may be removed for malfeasance or nonfeasance of duty by a vote of two-thirds of the then-existing Board members. Failure to attend at least 50% of the regular meetings in any 12-month period, or failure to attend three consecutive meetings, may be considered nonfeasance.

Any member may voluntarily resign their position with the Board by submitting written notification to the City of Sioux Falls Director of Planning and Development Services, or his or her designee. Vacancies thus created shall be filled as soon as practical.

Replacements for Board members who resign, are removed, or become incapable of performing their duties prior to the scheduled end of their term will be selected as required by the relevant portion of this Agreement. The term of any person selected as a replacement member of the Board will continue until the end of the scheduled term of the member whom they are replacing.

Article Five: Officers

Section 5.1: A Chairperson is to be elected from the members of AHAB on an annual basis by a majority vote of the members of the AHAB. The Chairperson may be removed for cause by a two-thirds vote of all then-current AHAB members. The Chairperson shall remain a committee member unless otherwise removed as provided in Article Four, Section 4.5. The Chairperson may serve in that capacity no more than two (2) consecutive years. A term of at least seven (7) months will be considered a full, one-year term.

Section 5.2: A Vice-Chairperson and a Secretary are to be elected on an annual basis by a majority vote of the members of the AHAB.

Section 5.3: Any Officer may resign by written notice to the AHAB and to the City of Sioux Falls Director of Planning and Development services, or his or her designee.

Section 5.4: Duties of the Officers are as follows:

- A. Chairperson – preside at all meetings, prepare meeting agendas in cooperation with the City of Sioux Falls Director of Planning and Development services, or his or her designee, , schedule special meetings as provided in these by-laws.
- B. Vice Chairperson – to act in the absence or incapacity of the chairperson.
- C. Secretary – to direct and maintain accurate minutes of committee meetings and correspondence.

Article Six: Meetings

Section 6.1: The AHAB shall meet monthly for regular meetings. Written notice of all meetings shall be provided to all members and the Sioux Falls City Council and shall be posted on the City of Sioux Falls website at least seven calendar days prior to such meeting. Such notice shall indicate the time and place of the meeting and the agenda of business. The annual meeting for the purpose of selecting officers shall be the first meeting in June.

Section 6.2: Special meetings may be called or scheduled by the chairperson or by two members of AHAB giving written notice to the chairperson requesting such a meeting. Business transacted at any special meeting shall be limited to the business set forth in the notice.

Section 6.3: The attendance of a quorum of members shall be necessary at any meeting in order to conduct business of the AHAB. A majority of the members of the board shall constitute a quorum for

the transaction of business. If less than a quorum is present at a meeting, the members present shall adjourn the meeting.

Section 6.4: Except as otherwise provided herein, a majority vote of the members present at a meeting at which a quorum is present shall be required for an act or resolution to constitute an act or resolution of the Board.

Section 6.5: All meetings shall be open to the public except such meetings, or portions of meetings, that would fall under an exception to the open meetings requirements of State law.

Section 6.6: Except as otherwise provided in these by-laws, Roberts Rules of Order shall govern all matters regarding the meetings or activities of the Board.

Article Seven: Committees

The AHAB may by majority vote establish standing sub-committees for the conduct of its business. The purpose of and members to serve on such sub-committees shall be established as part of such vote, and a sub-committee thus created shall cease to exist upon completion of the purpose for which it was created.

Article Eight: Amendments to the These By-Laws

The AHAB may establish, amend, or revise these by-laws in accordance with the following procedure:

- A. All members shall be provided written copies of the proposed by-laws, changes or amendments at least fifteen (15) days prior to a meeting at which these are to be considered. Notice of time and place of such meeting shall be included with the proposed change or amendments.
- B. A minimum of two-thirds of all current AHAB members must approve these by-laws as presented or make any change or amendment thereof.

Dated this _____ day of _____, 2021.

Signature - Chairperson

Printed Name

Title