

# Bylaws

## The Housing Stability Strategic Advisors (Approved July 16, 2021)

### I. Name and Purpose

(a) The Housing Stability Strategic Advisors of the City and County of Denver (“City”) was created and exists under Division 3, Article V, Chapter 27 of the Denver Revised Municipal Code (“DRMC”). The Housing Stability Strategic Advisors shall be referred to herein as the “Strategic Advisors.” The Strategic Advisors are a “Public Body” as defined in DRMC Section 2-32(ddd).

(b) The general purpose of the Strategic Advisors is, in accordance with DRMC Section 27-164, to render advice and recommendations to the Executive Director of the City’s Department of Housing Stability (“HOST”) in regard to the planning and implementation of City programs and services related to homelessness resolution, housing stability, and housing opportunities. Such advice and recommendations shall include strategies to preserve and increase the supply of affordable housing in the City, to the extent such programs and services are supported by expenditures from the Affordable Housing Permanent Funds, as provided in DRMC Section 27-150, and federal or other funds allocated by the Executive Director of HOST for housing development, preservation, or programs. Such advice and recommendations shall also include strategies that support equity for those that have been historically disadvantaged in access to housing and for those experiencing homelessness.

### II. Duties and Responsibilities

As required by DRMC Section 27-164, the Strategic Advisors shall:

(a) Recommend goals, objectives, and policies to inform the adoption of the three- to five-year strategic plan for City housing expenditures (the “Strategic Plan”).

(b) Recommend an annual action plan to implement the Strategic Plan and assist the HOST with prioritization and allocation of City housing expenditures.

(c) Review annual progress reports and regular intermittent reports throughout each year, at the discretion of the Executive Director of HOST, that evaluate the implementation of the goals of the Strategic Plan.

(d) Prior to HOST’s annual budget submission, recommend annual goals, objectives, and policies to inform budget priorities for expenditures to be made from the Affordable Housing Permanent Funds.

(e) Provide the Executive Director of HOST with on-going recommendations regarding the matters set forth in DRMC Section 27-164(e).

### **III. Membership**

#### **Section 1. Eligibility of Membership; Term of Members; Vacancies.**

(a) The Strategic Advisors consists of eleven (11) members. The qualifications and appointing authority for the members are as follows:

i. Two (2) members must have professional or lived expertise in the effects of gentrification and displacement or housing instability on lower-income households. The Mayor and the City Council shall each appoint one (1) such member.

ii. Two (2) members must have professional or lived expertise in homelessness or in providing housing or services for residents experiencing homelessness. The Mayor and the City Council shall each appoint one (1) such member.

iii. Two (2) members must have professional or lived expertise living in affordable housing or developing income restricted housing. The Mayor and the City Council shall each appoint one (1) such member.

iv. One (1) member that will represent public, private, or philanthropic partner organizations that fund affordable housing. The Mayor shall appoint such member.

v. Two (2) members must be representatives from organizations that have a national best practice perspective on housing stability, homelessness resolution, or housing opportunity. The Mayor and the City Council shall each appoint one (1) such member.

vi. One (1) member must be a community representative appointed by the Mayor.

vii. One (1) member must be a community representative appointed by the City Council.

(b) The appointed members shall serve three-year terms, except the initial term of the Strategic Advisors members shall be staggered in accordance with DRMC Section 27-159(a). Members may be appointed for successive terms.

(c) All vacancies shall be filled in accordance with the requirements of DRMC Section 27-160.

**Section 2. Attendance.** It is the official policy and expectation of the Strategic Advisors to have its members regularly attend Strategic Advisors meetings. Regular attendance is vital to conduct the business of the Strategic Advisors, to have a quorum

of the Strategic Advisors, to have informed Strategic Advisors members and quality participation, and to respect the time and interest of the public.

If any member of the Strategic Advisors is absent from any regular meeting, such member shall give the reason for the absence to the Executive Director of HOST or a City staff member designated by the Executive Director of HOST and the Chairperson of the Strategic Advisors.

A City staff member designated by the Executive Director of HOST shall keep records of Strategic Advisors member attendance and whether each absence is excused or unexcused.

Any absence from a Strategic Advisors meeting due to sickness of a member, the death of a member of the member's family, court subpoena, or absence from the City, shall be considered an excused absence. Other absences may be deemed excused at the discretion of the Chair. All other absences shall be considered unexcused.

If a Strategic Advisors member has more than three (3) unexcused absences in a calendar year, a replacement representative will be reappointed by the Mayor or City Council, as appropriate, to fill the Strategic Advisors member's position.

**Section 3. Conflicts of Interest.** Participation and voting in Strategic Advisors business by members of the Strategic Advisors shall be subject to the requirements and limitations of the City's Code of Ethics, in accordance with DRMC Section 27-163(b).

#### IV. **Chairperson**

**Section 1. Chairperson; Term.** The Strategic Advisors shall elect a Chairperson, approved by a majority vote of the Strategic Advisors. The Chairperson shall serve a two-year term and is eligible for reelection. The Chairperson's term begins at the meeting at which the Chairperson is elected.

**Section 2. Election of Chairperson.** The Strategic Advisors shall hold an election for the Chairperson at the first regular meeting after these bylaws are adopted and every two (2) years thereafter.

**Section 3. Duties of Chairperson.**

(a) The Chairperson shall preside at all meetings of the Strategic Advisors and shall have all the power to execute Strategic Advisors-authorized writings in the name of the Strategic Advisors, except where the signing and execution thereof shall be expressly delegated by the Strategic Advisors to some other person. Any signature delegation shall be upon formal motion, recorded in the minutes of the Strategic Advisors meeting. The Chairperson shall have the power to appoint subcommittees from among the members as he or she may decide are appropriate to assist in the affairs of the Strategic Advisors, and to appoint such subcommittees as may be established by

a resolution of the Strategic Advisors at any regular or special meeting where such resolutions may be proper.

(b) The Chairperson shall authorize calls for any special meetings either on his or her own initiative or on the resolution of the Strategic Advisors. The Chairperson is also a member of the Strategic Advisors with full voice participating in all matters and shall have the right to vote independently of whether or not there is a tie vote. The Chairperson shall be an ex-officio member of all subcommittees.

(c) The Chairperson may represent the Strategic Advisors at any and all City Council sub-committee, full council meetings, community meetings, or public hearings to present the advice of the Strategic Advisors. The Chairperson may appoint other members of the Strategic Advisors at large to represent the Strategic Advisors at such meetings as described above.

**Section 4. Temporary Chairperson.** In the event the Chairperson will be absent from a meeting and has advance notice of such absence, the Chairperson and the Executive Director of HOST shall work together to select a temporary Chairperson. The member who will serve as temporary Chairperson will be notified as soon as practicable. In the event the Chairperson is absent from a meeting without advance notice, the Executive Director of HOST shall select a temporary Chairperson. The temporary Chairperson's designation ends at the conclusion of the meeting at which the member served as the temporary Chairperson.

## V. **Meetings**

**Section 1. Regular Meetings.** The Strategic Advisors must meet a minimum of six (6) times per calendar year. A regular meeting of the Strategic Advisors shall be held at a regularly scheduled date and time at a site designated by the affirmative vote of the Strategic Advisors and posted on the HOST website. The agenda of such meeting shall be sent via email to all Strategic Advisors members and posted on the HOST website prior to the date of each meeting. The Chairperson, absent objection by any member, may cancel meetings for cause, including absence of a quorum, lack of business to conduct, or other unforeseeable circumstances. Notice of such cancellation shall be given to the Strategic Advisors members at least twenty-four (24) hours in advance of the time of the meeting, if possible.

**Section 2. Special Meetings.** Special meetings of the Strategic Advisors may be held at any time. A call for such meetings shall be issued by the Chairperson or by the written request of not less than six (6) members of the Strategic Advisors for the purpose of transacting business specifically stated in such call. Notice of the special meeting must be provided to all members and the Executive Director of HOST at least forty-eight (48) hours in advance of the special meeting. The notice of the special meeting may be issued by email, by telephone or by mail; but in any event, the purpose of the special meeting shall be stated to each member. No business other than that set forth in the call for the special meeting shall be transacted at the special meeting.

**Section 3. Quorum.** A quorum for the transaction of business shall consist of the majority of the Strategic Advisors members plus one. It shall be the responsibility of the Chairperson to determine what number constitutes a quorum at each meeting.

**Section 4. Agenda.** The Chairperson, the Executive Director of HOST, or a designated HOST Staff member shall establish the agenda for each meeting. The Chairperson and the Executive Director of HOST will seek input from individual members of the Strategic Advisors as well as input from HOST staff.

**Section 5. Vote.** Unless otherwise provided for by ordinance, all actions of the Strategic Advisors must be taken by the concurring vote of the majority of the members present.

**Section 6. Open Meetings.** All Strategic Advisors meetings shall be open to the public in accordance with the terms of DRMC Chapter 2, Article III, as may be amended from time to time.

## **VI. Amendments**

These Bylaws may be amended at any regular meeting of the Strategic Advisors by a vote of a majority of the entire Strategic Advisors. In addition, these Bylaws may be amended at any time upon the written approval of two-thirds of all the members of the Strategic Advisors.

## **VII. Parliamentary Procedures**

Parliamentary procedure in a meeting of the Strategic Advisors is informal. However, if required to keep order, the Chairperson may apply Robert's Rules of Order, Revised Edition to resolve any parliamentary issue not specifically covered by these Bylaws.