



# Housing Authority of the City of Columbia, Missouri

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## Resident Advisory Board

### Open Meeting Notice

### CHA Resident Advisory Board Meeting Agenda

**Date: Thursday, April 28, 2022**

**Time: 5:00 p.m.**

**Place: Paquin Tower Community Room, 1201 Paquin Street**

- I. Call to Order and Introductions
- II. Approval of Meeting Agenda
- III. Guest Announcement on Local Employment Opportunities: Construction and Demolition
- IV. FY 2022 PHA Plan Amendment: Kinney Point
- V. Draft Bylaws and Elections of Officers
- VI. Adjournment

**\* RAB Members needing transportation assistance should call Charline Johns at (573) 443-2556 ext. 1122 before 12:00 Noon on Wednesday, April 27, 2022.**

***A light meal will be available for RAB members at 4:45 p.m.***

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Ms. Charline Johns, Executive Assistant at (573) 443-2556, extension 1122, or (800) 735-2966 (TTY) at least one working day prior to the meeting.

**Media Contact:** Randy Cole, CEO  
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A complete agenda packet is available for review at all CHA offices during regular business hours and posted on the CHA web site at: [www.ColumbiaHA.com](http://www.ColumbiaHA.com).

“It is the mission of the CHA Resident Advisory Board to facilitate positive communication and understanding among residents and administrators of CHA in order to create opportunities to continually improve affordable housing and the environment of the community.”

## ARTICLE I: NAME

1. **Name:** The name of the organization is Columbia Housing Authority Resident Advisory Board and is abbreviated as CHA RAB and referred to throughout this document as the “Resident Advisory Board.”
2. **Location:** The organization’s office is at 201 Switzler or such other location as may be designated by the Board of Directors in the future.

## ARTICLE II: PURPOSE

The purpose of the Resident Advisory Board is to improve the quality of life and resident satisfaction for the residents of residents living in CHA owned properties and Section 8 program participants, referred to as the “property” throughout this document. This includes:

1. Representing the General Membership in matters which affect residents’ common interests, rights, status, and duties.
2. Providing input to the **Columbia Housing Authority** (referred to in this document as the PHA or public housing authority) on matters that impact residents including maintenance, modernization, redevelopment, PHA policies and procedures, Capital Improvement Plans, Annual Plans, Operating Budgets, resident services, resident training, employment, and economic opportunities.
3. Seeking a mutually respectful working relationship with the PHA and other organizations that have a role in the operation, management, and development of residents’ housing, including regular communication and meetings with the PHA.
4. Participating in activities to create a positive living environment for the residents.
5. Fostering a sense of community among residents, keeping residents informed about the Resident Advisory Board, and maintaining a viable organization.
6. Educating residents about their rights and responsibilities.
7. Actively participating and making decisions around the CHA operations through a working partnership with the PHA (as appropriate and agreed upon by both parties).
8. Advocating for the residents who seek and need the assistance of the organization, when possible.
9. Creating committees to further the goals of the Resident Advisory Board as need and as staff capacity is available.

## ARTICLE III: MEMBERSHIP

The participation of Members of the organization is crucial for the Resident Advisory Board's success. Members' input is needed to ensure that the Resident Advisory Board truly represents the needs of the residents. Only members can make decisions related to the future of their housing.

1. **Members:** All residents of CHA owned properties and Section 8 Program participants (names of the property or properties being represented) who are listed on the lease and are 18 years or older or the head of household (of any age) are Members of the Resident Advisory Board. Participation is voluntary (24 CFR part 964.125).

Membership will terminate:

- a. By providing written notice to the Secretary of the Resident Advisory Board; or
  - b. Automatically, when a person is no longer a CHA program participant.
2. **Members' Rights:** The Resident Advisory Board shall not impose any unreasonable restrictions on participation by any resident who it represents. All Members have the right to:
    - a. Nominate Members of the Resident Advisory Board to the Board of Directors. (24 CFR part 964.130).
    - b. Run for and serve on the Resident Advisory Board, Board of Directors, as long as the Member is in compliance with the lease (24 CFR part 964.125).
    - c. Vote to elect the Board of Directors (24 CFR part 964.125).
    - d. Participate in the organization's meetings and activities held for Members (24 CFR part 964.18).
    - e. Have a reasonable opportunity at meetings to make their views about matters of common interest known.
    - f. Vote on all matters put to the membership for a vote, including issues relating to the future of their housing, management policies, and the housing subsidy.
    - g. Vote to adopt, repeal, or amend the Resident Advisory Board's Bylaws.
    - h. Participate in the recall of a member of the Board of Directors (24 CFR part 964.115).
    - i. Serve on committees.

## ARTICLE IV: MEMBERSHIP MEETINGS

The Resident Advisory Board shall use meetings to conduct the organization's business, obtain updates from CHA staff, get input from residents, share information, and make decisions. Meetings will be as open and accessible as possible to facilitate participation from the membership.

1. **Regular Membership Meetings:** The Board of Directors shall hold at least 4 regular meetings a year for the General Membership. The Resident Advisory Board may also hold additional and more frequent regular meetings for Members and conduct special meetings in between regular meetings.
  - a. **Purpose:** The purpose of regular meetings will be to inform residents about matters of general interest, solicit residents' input on issues of concern, and make decisions.
  - b. **Notice:** The Board of Directors shall provide written notice of regular meetings which will be posted at least 7 calendar days in advance of meetings.

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Notice will be posted in prominent locations including the CHA Administration Building and CHA Owned Residential Properties.

The Resident Advisory Board will strive to provide more notice, depending on resources available, which may include flyers, door-to-door, phone trees, mail or email, public meetings, social events or other means. In the event of temporary relocation, notice may be provided through alternative means including mail, email, phone, and text, as determined by the Board.

- c. Agenda:** Items for the agenda will be included in the meeting notice. Items for the agenda may be added by Members by written request to the president or secretary of the board at least 3 days in advance of the meeting. The membership may vote to discuss agenda items that are proposed at the meeting or may add them to the agenda for the next meeting.
- d. Review of Yearly Budget:** At least once a per year at a regular meeting, the Board of Directors will review and have an open discussion with Members about the Resident Advisory Board's proposed yearly budget prior to adopting it. At least annually, a yearly statement of income and expenditures from all funding sources will be made available to Members.
- 2. Emergency Membership Meetings:** The President or a majority of the Board of Directors may call an emergency meeting.

  - a. Notice:** When it is not possible to give 7 calendar days' notice, the Board may call an emergency meeting with 48 hours' notice. The Board will post notice of the emergency meeting in prominent locations including those listed above and will strive to provide more notice, as possible. Notice must indicate that the meeting is an Emergency Meeting and include the agenda item requiring emergency action.
  - b.** Use of emergency meetings should be limited and should only occur when there is a decision that must be made before the next regular meeting.
  - c.** The Board should endeavor to provide as much notice as possible.
- 3. Attendance:** Regular, special, and emergency meetings shall be open only to Members and CHA staff. The Board of Directors shall keep a record of attendance for all meetings.
- 4. Location of Meetings:** Regular, special, and emergency meetings will be at times and places that are reasonably convenient to residents and accessible to people with disabilities, including wheelchair accessible. As possible, meetings will be held in-person, on the property.
- 5. Virtual meetings:** The Board may convene meetings virtually, as long the notice provided includes virtual access instructions and so long as an option is available for participation by phone.
- 6. Conduct of the Meeting:** The president, or in their absence, the vice president or another board officer, shall chair meetings. Board members shall meet in advance of meetings to set the agenda. The Officers may set procedures for the meeting, including a time limit on speakers and a decision-making process.
- 7. Translation and Interpretation Services:** As possible and necessary, the Resident Advisory Board will provide services to ensure that all residents can participate in the language they are most comfortable in. The Resident Advisory Board will work to secure resources as needed. The Board will set a process for requesting interpretation and translation.

8. **Voting:** Only Members are permitted to vote on Resident Advisory Board matters. Voting can only be exercised by Members present at a Membership meeting, unless the Board makes known in writing to the Membership that absentee voting or voting by proxy is allowed and what procedures will be used. The Board shall determine how votes shall be taken and whether voting shall be conducted by a show of hands or by a written ballot.
9. **Quorum:** Except as otherwise required by these Bylaws, all business at any regular, special, or emergency Membership meeting shall be by a simple majority vote of those Members present. However, a quorum (the number of Members who need to be present) of at least 10% of Members shall be required for the following situations:
  - a. A vote on a Memorandum of Understanding between the Resident Advisory Board and the housing authority;
  - b. Decisions that would require temporary or permanent relocation of the residents (or changes to a relocation plan);
  - c. Decisions related to a sale, conversion from public housing, or other disposition of the property; and
  - d. Decisions related to a change or termination of any subsidy the property receives.

## ARTICLE V: BOARD OF DIRECTORS

The Board of Directors, also referred to as the “Board” in this document, is responsible for managing the affairs of the Resident Advisory Board, conducting its business, and consulting and informing Members.

1. **Number of Officers:** The Board of Directors of the Resident Advisory Board shall consist of 5 Members and one non-voting Ex-Officio position to be held for the CHA Board of Commissioners Resident Position. (24 CFR 964.115 mandates a minimum of five elected board members.)
2. **Term of Office:** Members of the Board of Directors shall be elected for a term of 3 years. The terms of the board will be staggered. On election of the first Board, the Board shall decide which positions will be for one year for the initial term.
3. **Responsibilities:** The Board is responsible for carrying out membership decisions and making day to day decisions to manage the organization. The following decisions may not be made by the Board alone and must be ratified by the entire membership:
  - a. A Memorandum of Understanding between the Resident Advisory Board and the housing authority;
  - b. Decisions that would require temporary or permanent relocation of the residents (or changes to a relocation plan);
  - c. Decisions related to a sale, conversion from public housing, or other disposition of the property; and
  - d. Decisions related to a change or termination of any subsidy the property receives.
4. **Board Meetings:** The Board of Directors shall determine the frequency, location and time of their Board meetings and shall provide notice of their meetings to the General Membership. Board members are required to attend Board meetings. Generally, Board of Director meetings are open to the General Membership and CHA staff unless the Board of Directors decides to close the meeting and go into executive session for all or a portion of its meeting. It may do so only to discuss confidential matters, including but not limited to removal of an officer or Board Member, discipline, and litigation. Non-tenants may attend only by invitation of the Board of Directors.

5. **Notice:** The Board will work to have regularly scheduled monthly meetings. The regular schedule will be posted in prominent locations at the property. In the event that a meeting time changes, the Board should provide general members with at least 3 day's notice by posting the notice in prominent locations. Board members shall be notified personally by phone, email, or written notice of meeting dates and times. The presence of all Board members in a meeting waives notice requirements to Board members.
6. **Special Meetings:** Special meetings shall be held at any time when called by the president of the Board or any of the other directors.
7. **Quorum:** A quorum is necessary for the Board of Directors to vote on matters, including financial matters. A quorum shall be 3.
8. **Voting:** Matters shall be decided by a majority vote of Board members only if a quorum is present. The General Membership cannot vote on matters at the Board of Director meetings.
9. **Filling Vacancies:** The Board may fill any vacancies that occur on the Board between regular elections (whether created by recall, resignation, or a Board member permanently leaving CHA programs/housing) by advertising the vacancy to the Members and requesting volunteers who meet the requirements to be on the Board, including not being in violation of the lease. A majority vote of the Board may then select a Member to fill the vacancy until the completion of the term. The Board may instead choose to leave a vacancy open until the next election, but not if doing so would cause the number of Board members to drop below what constitutes a quorum.
10. **Resignation:** A member of the Board of Director may resign by giving written notice to all other members of the Board of Directors or by giving oral notice at a Board meeting in person where it is recorded in the minutes.

## ARTICLE VI: ELECTIONS OF THE BOARD OF DIRECTORS

An election process allows for Members to inform potential Board members of issues and areas of interest to the Members and for resident leaders wishing to be on the Board an opportunity to express their interest in representing the Membership, their priorities for their term, and any relevant experience.

1. **Elections:** Elections shall be held every 3 years for the Board of Directors in the first quarter of the calendar year. There shall be a fair election procedure that imposes no unnecessary restrictions on Residents who want to run for the Board. The PHA may monitor the elections (24 CFR 964.130).
2. **Eligibility:** All Members of the general Membership shall be eligible to serve on the Board of Directors, so long as they are:
  - a. Not employed by the PHA or management in policy-making or supervisory positions (24 CFR 964.145).
  - b. Are in compliance with their lease (24 CFR 964.125). A resident is considered in compliance with their lease even if they are in the process of a grievance or court procedure where no final determination has been made, or if they have a PHA or court agreement and are complying with it.



- c. If a majority of members present at the meeting vote to remove the Board Member, that person is immediately removed as a Board Member and Officer (if applicable). Any Board Member who is removed as a Board of Director must turn over all of the Board's records and accounts to the Board of Directors.
- d. The Board must follow the procedure for filling a vacancy, unless (in line with that procedure) the Board decides not to fill the vacancy.

## ARTICLE VII: OFFICERS

1. **The Resident Advisory Board shall have Officers;** that is, members of the Board of Directors with specific responsibilities.
2. **Election of Officers and Responsibilities:**

The Board of Directors shall appoint among themselves by majority vote each of the Officers.
3. **Positions:** The officers shall include:
  - a. **President:** The President shall chair Board of Directors and General Membership meetings, represent the Membership and the Board of Directors, sign correspondence and documents on behalf of the organization (except as otherwise designated by the Board of Directors), and exercise general oversight of the organization.
  - b. **Vice-President:** The Vice-President shall perform the duties of the President when the President is absent or unable to perform their duties and shall assist the President in carrying out their duties.
  - c. **Secretary:** The Secretary shall take and maintain minutes of all Board of Directors and General Membership meetings and shall record attendance, whether there is a quorum, and the votes taken. The secretary shall ensure that proper notice of all meetings is given to the Members. In the absence of the Secretary, a temporary secretary may be designated to record the meeting minutes.
  - d. **Treasurer:** The Treasurer shall keep the organization's financial records, sign off on checks authorized by the Board and ensure there are at least two signatures on each check, and provide regular statements of income and expenditures from all funding sources to the Board and once a year to the Membership.
  - e. **Alternate Officers:** Other Board members may be elected as Alternate Officers who may assist the primary officers in carrying out their functions.
4. **Term of Office; Resignation, Removal from Office, and Filling of Vacancies:**
  - a. **Term:** The Officers' term of office shall be the same as their term on the Board.
  - b. **Resignation:** An Officer may resign by giving written notice to all other members of the Board of Directors or by giving oral notice at a Board meeting in person where it is recorded in the minutes. The resignation of an Officer shall not be deemed to be a resignation from the Board of Directors unless this is stated. Any Officer who resigns shall have the responsibility to turn over any relevant Board records and accounts to the Board of Directors.
  - c. **Succession of Officers:** If an Officer is unable to serve or resigns, the remainder of the Board can decide on a successor to take on their duties.
  - d. **Removal from Office:** Board members may be removed from office as described under Article VI, number 6. A Board member who is recalled also ceases to be an Officer.



## ARTICLE VIII: COMMITTEES

1. **Standing Committees:** The Board of Directors, or the Membership by a vote at a Membership meeting, may establish standing committees to carry out the goals and objectives of the organization. It may actively recruit Members to serve on committees to ensure democratic participation and to further the goals of the organization. Any standing committees shall report to the Board and Membership on their ongoing work.
2. **Temporary Committees or Working Groups:** The Board of Directors, or the Membership upon a vote at a Membership meeting, may form temporary committees, or working groups, to further the mission of the organization.

## ARTICLE IX: GENERAL FISCAL PROVISIONS

1. **Fiscal Year:** The fiscal year of the organization shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup> of each year
2. **Budgets:** Annually at a Membership meeting, the Treasurer shall provide an annual statement of income and expenditures from all funding sources. Following this, a budget will be proposed and discussed at this meeting and then adopted at this meeting or at the next Board meeting.
3. **Expenditures of Tenant Participation Funding:** The Resident Advisory Board shall not make any expenditure of tenant participation funds received from the PHA except in accordance with a budget approved by the PHA. Such funds shall only be used for the Resident Advisory Board's ordinary and necessary business and authorized activities. This does not apply to funds raised from private or other sources.
4. **Financial Statement to PHA:** The Resident Advisory Board will submit a financial statement to the PHA in accordance with the Resident Advisory Board – PHA agreement related to tenant participation funds. The report will account for all income received and expenditures made from tenant participation funds. This does not apply to funds raised from private or other sources.

## ARTICLE X: BYLAWS

1. **Adoption:** These Bylaws shall become effective upon approval by a majority vote of Members who are present at a properly noticed meeting.
2. **Publication:** A copy of the most recent Bylaws must be made available to any Member of the Resident Advisory Board upon their request. A copy of these Bylaws and any amendments will be submitted to the PHA. The Board of Directors shall keep copies of the Bylaws on file, including any amendments and the date of adoption and amendment.
3. **Translation:** The Board of Directors shall seek assistance from the PHA to arrange for copies of the Bylaws to be translated into the languages commonly spoken at the property.
4. **Amendment of Bylaws:** The Bylaws may be amended only by a vote of 67% (2/3) of Members who are present at a regular or special Membership meeting, after proper notice which states the proposed amendments.

**5. Approval:** These Bylaws were approved at the Membership meeting of

\_\_\_\_\_ (name of the Resident Advisory Board) held on \_\_\_\_\_ (date).

Signatures below of officers:

\_\_\_\_\_  
Name

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name

Date: \_\_\_\_\_

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Name

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