

DENVER HOUSING AUTHORITY

Resident Council Board & Local Resident Councils

Policy Handbook

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INTRODUCTION

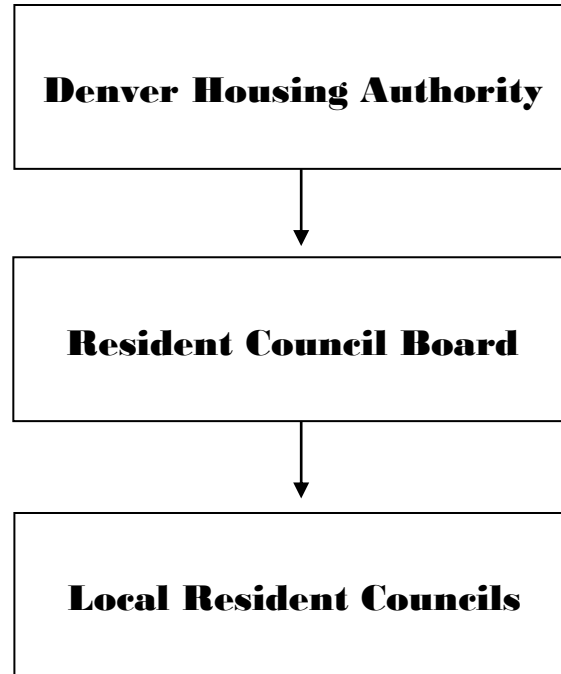
This handbook is designed to:

- Present an understanding of the role of resident councils and their officers.
- Outline the relationship of resident councils to residents, to the Resident Council Board, and to the Denver Housing Authority.
- Provide guidelines for conducting meetings, preparing budgets and workplans, establishing goals, and encouraging resident participation.

The handbook will answer questions often asked regarding resident councils including:

- What is a resident council?
- Why have a resident council?
- What are the responsibilities of resident council members – residents and officers?
- What is the role of the Denver Housing Authority?
- What is the Resident Council Board and what is its relationship to the local resident councils?

ORGANIZATIONAL CHART



THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF DENVER

VISION AND MISSION STATEMENTS

VISION 2008 – 2011

DHA's vision is that every individual or family shall have quality and affordable housing in communities offering empowerment, economic opportunity, and a vibrant living environment.

MISSION STATEMENT

DHA's mission is to serve the residents of Denver by developing, owning, and operating safe, decent, and affordable housing in a manner that promotes thriving communities.

Resident Council Overview

RESIDENT COUNCIL OVERVIEW

Each Denver Housing Authority (DHA) development and building is encouraged to operate a Local Resident Council (LRC). The Resident Council Board (RCB) is the governing agency of all DHA's LRCs. RCB Executive officers, in partnership with Resident and Community Services (RCS) staff, assist LRC and RCB members (residents) at each site with the organization and functioning of the LRCs.

PURPOSE OF RESIDENT COUNCIL

The LRCs and the RCB serve as self governing organizations of a development or building of a DHA-managed property. The principal purposes of the RCB and the LRCs are to:

- Advocate for residents before DHA and other agencies,
- Evaluate physical and social conditions at respective developments or buildings,
- Encourage programs and activities designed to promote leadership, self-sufficiency, safety, and education.
- Encourage good working relationships between residents and DHA staff.
- Determine the needs of each development or building.

LOCAL RESIDENT COUNCIL MEMBERS

Each resident is a member of their LRC and is encouraged to:

- Know the purpose of the resident council.
- Attend and participate in the resident council meetings and activities.
- Make concerns known to their LRC and/or the RCB and be aware of how their council can help address these concerns.
- Become familiar with lease requirements and follow those requirements.
- Participate with the resident council in a positive way to improve their community.

PARTICIPATION IN RCB AND LRC MEETINGS

- LRC and RCB meetings are open to the public.
- RCB membership is made up of two LRC officers from each LRC. These two officers will be known as the RCB representatives for their respective LRC and will be the voting membership for their LRC.

- Only RCB representatives are eligible to serve as RCB Executive Officers. It is the responsibility of the LRC membership to appoint the RCB representatives for their LRC.
- If the appointed RCB representative is unable to attend the RCB monthly meeting the LRC is required to send an alternate LRC officer in their place. This representative will represent their LRC as the RCB representative for that meeting.
- Only the two RCB representatives from each LRC will be provided with transportation by DHA to the monthly RCB meeting.
- Only the two RCB representatives from each LRC can vote on motions at the RCB meeting.
- Visitors to an RCB and LRC meeting must wait until “Open Discussion” to address the RCB and or LRC.

PROPER USE OF POSITION

- LRC and RCB officers are elected by their peers to represent them. These positions need to be treated with respect and not be abused in any way.

Resident Council Board Overview

DHA'S RESIDENT COUNCIL BOARD

RESPONSIBILITIES

The RCB works in partnership with DHA to govern each LRC. The responsibilities of the RCB and its officers are to:

- A. Act as the representative of DHA residents.
- B. Adopt written procedures for operation, such as by-laws.
- C. Hold regular meetings with residents, through their LRCs, to ensure that residents have input and are knowledgeable about and involved in LRC decisions and activities.
- D. Develop, bi-annually, a workplan that outlines eligible resident participation activities for the RCB and each LRC. Eligible activities include, but are not limited to:
 - activities to inform, acquaint, advise, promote, and update residents concerning the issues and/or operations that affect resident households and their living environment;
 - resident surveys and other forms of resident input; annual membership events or site-based community promotions/publicity that enhance resident participation; resident outreach and promotional activities;
 - RCB and LRC training, elections and organizing, leadership development, household training and communication;
 - orientation and responsibilities for new and existing residents;
 - planning functions for such items as the Agency Plan, revitalization, safety and security, property management and maintenance, and capital improvements; and
 - promoting and encouraging activities and programs that promote education, leadership, security, and self-sufficiency.Minimal refreshment costs that are directly related to resident meetings for these activities are eligible for resident participation funds.
- E. Disburse funds to each LRC after approval of the LRC workplan by the RCB and DHA.
- F. Monitor, in conjunction with DHA, resident participation activities and the use of all funds on a monthly basis.
- G. Provide an annual report to DHA regarding resident participation activities and the use of funds.

OFFICER DUTIES

The officers of the RCB are the Executive Officers and should be chosen for their leadership qualities and abilities. Executive Officers of the RCB fulfill the following responsibilities:

- A. Provide oversight of all LRCs which includes:

- Approving bylaws.
 - Approving workplans.
 - Auditing Treasurer's Reports.
 - Reviewing and approving receipts.
 - Providing technical assistance.
 - Providing LRC oversight to ensure that bylaws are followed.
 - Monitoring issues raised at RCB meetings and tracking their resolution.
- B. Sit on relevant committees including Special Events Committee and LRC Oversight Committee, Resident Council Board Executive Committee, Security, etc.
- C. Speak at Board of Commissioners meetings.
- D. Participate in other activities including, but not limited to:
- Fundraising
 - Recruiting
 - LRC startup
 - Special events including, but not limited to, Senior Ball, back to school events, resource fairs, youth leadership, etc.
- E. Provide technical support to LRCs.
- F. Refer RCB and LRC issues to Executive Staff of DHA monthly.
- G. Attend LRC meetings to audit activities and provide technical assistance.
- H. Provide residents with a means of communicating with DHA staff.
- I. Provide residents with opportunities for leadership and upward mobility.
- J. Help determine the needs of developments and buildings and communicate those needs to DHA.
- K. Help facilitate programs and activities for DHA youth, adult, and senior residents in the areas of self sufficiency, leadership, safety, and education.
- L. Foster a close working relationship between residents, maintenance, and management.
- M. Assist residents secure better services from outside agencies.
- N. Conduct resident hearings as outlined by the Lease and Grievance Procedure.

LOCAL RESIDENT COUNCIL AND RESIDENT COUNCIL BOARD COMPONENTS

Officers must be at least 18 years old and on the lease of the respective DHA-managed property. Terms of office are two years. An office may be vacated by resignation, death, termination for nonattendance, termination for other cause, or a vote of impeachment.

Board positions -- Each LRC has five elected executive board positions: President, Vice-President, Secretary, Treasurer, and Sergeant-at-Arms.

Elections are held every two years according to the election schedule. No individual can hold the same office for more than two consecutive terms.

Meeting Accessibility of LRCs and the RCB must be accessible to all people.

Resident Issues -- All residents have the right to voice their opinion at meetings in “Open Discussion.” When residents have issues or ideas that concern their community, they should bring those suggestions to their LRC. If issues are not resolved at the LRC level, they will be referred to the RCB and then to the RCB Executive Committee, if necessary.

Official meeting -- Each LRC holds monthly meetings on the same day and time each month, except in December. At least three executive board members must be present for a quorum which is necessary to run an official meeting. Each LRC must have RCB-approved and DHA-approved by-laws that state how many residents must be in attendance in order to have a quorum. LRC and RCB business can only be conducted if a quorum is present.

Roberts Rules of Order -- LRC and RCB meetings are structured according to Roberts Rules of Order style.

Training – LRC trainings, offered monthly, must be completed by LRC officers within the first three months of attaining their position or they will be removed from office.

Technical Advisors – Resident and Community Services (RCS) staff attend LRC meetings as technical support. RCS staff assist with correct meeting procedures.

Resident Participation Funds Workplan -- Each LRC that is eligible for Resident Participation Funds through the RCB, must complete a six-month workplan on a biannual basis which outlines what that LRC plans to spend their allotted funds on for that period. The workplan must be approved at an LRC meeting before submission to the RCB Executive Officers and RCS for approval. If a workplan is not approved, it will be returned to the respective LRC for changes. Once a workplan has been approved, funds can be spent from the HUD account on workplan items without a resolution. All other expenditures must be accompanied by an approved resolution.

LRC & RCB Officers

LRC OFFICERS

Representation -- LRC Officers are elected by LRC members to represent them, their issues, and their needs to the RCB and to DHA.

Holding Meetings – LRC officers are responsible for the facilitation of regular monthly LRC meetings. In this capacity, their duties include:

- **Conduct officer premeeting** -- LRC officers meet together before the LRC meeting to prepare the agenda for the official LRC meeting.
- **Bring an agenda** to every meeting. Agendas are very important. If a meeting is held without an agenda, participants feel that they are not an involved part of the meeting.
- **Bring copies of committee reports**, including but not limited to RCB, Special Events, and Security, to all LRC meetings.
- **Encourage resident participation** in all meetings.
- **Work together as a team** to hold an effective, productive, positive meeting.

Training – All LRC officers must attend DHA's LRC training within three months of being elected or they will be removed from office.

Termination Process – LRC and RCB Officers will be terminated from their position if they do not comply with mandatory attendance guidelines for their LRC/RCB Meetings. Officers will be terminated after 3 unexcused absences and/or 6 excused absences during their two year term.

Appeal Process – A terminated LRC Officer may appeal their termination through the process outlined below:

- I. A written request for appeal shall be submitted to the Executive Board of the LRC where the member wishes to be reinstated.
 - i. Such a request must be submitted within 30 days of termination.
 - ii. LRC Executive Board shall inform the RCB in writing that such an appeal is being considered.
 - iii. Appeal shall be placed on agenda for the next LRC meeting.
- II. LRC consideration of appeal
 - i. Member shall present the case as to why they believe they should be reinstated.
 - ii. LRC shall allow open discussion on the merits of the appeal.
 - iii. A vote to support or deny appeal shall be taken by the LRC (Appellate shall not be present during vote).
- III. Result of the vote shall be recorded in the meeting minutes and appellate member shall receive written notification of the LRC decision.

- IV. A written result of the vote shall be formally submitted to the RCB. The RCB Executive Board shall then consider the request..

EXECUTIVE BOARD MEMBERS

A Local Resident Council (LRC) consists of **ALL** of the residents of a building or development. The LRC Executive Board is made up of the following officers:

President

Vice President

Secretary

Treasurer

Sergeant-At-Arms

DUTIES OF OFFICERS:

PRESIDENT

What is the role of the President?

The LRC and RCB President, functions first and foremost as ***meeting facilitator***. In this capacity, the president:

- Makes sure the agenda is followed.
- Ensures that meetings begin and end on time. LRC meetings should be one hour. RCB meetings should be two hours.
- Encourages everyone to state their opinion.
- Refrains from letting their opinion be known.
- Never shows whether they like or dislike a person or suggestion.
- Never agrees or disagrees with an opinion or a position.

Was the job well done?

- Was the agenda followed?
- Did the meeting begin on time and end on time?
- Did the president state his or her opinion or let it be known? This should not happen.
- Did the president show his or her like or dislike for people who spoke? This should not happen.
- Did the president show his or her agreement or disagreement with the opinions? This should not happen.

Duties of the President: Preside over all LRC meetings, keeping the following in mind:

- Remain calm and listen to all remarks without bias or prejudice;
- Speak no more than necessary while presiding;
- Work with the LRC officers to develop LRC meeting agendas;
- Make sure an agenda available at each meeting for all members;
- Conduct meetings from prepared agendas;
- Have a working knowledge of parliamentary procedure;
- Have a good understanding of their by-laws;
- Have a good understanding of the RCB/LRC Policy Handbook;

- Have a list of active committees and committee members available;
- Extend every courtesy to proponents and the opponents of a motion, regardless of personal opinion. The president should only vote in a tie, and then only by silent ballot. The position of the president, should never be included in discussion;
- When the president wishes to address an issue, **which should be rarely**, he/she must give the chair to the highest ranking officer, until the discussion is complete;
- Be available to approve and sign official documents for the LRC;
- Act as a primary signer for all check requests;
- Be aware of all resident activities and functions in the development or building;
- Lead the LRC in encouragement and promotion of resident participation in activities of the DHA, the RCB, the LRC, the community and the neighborhood;
- Be instrumental in establishing the LRC budget and workplan.

VICE PRESIDENT

What is the role of the Vice-President?

The Vice-President fulfills two main responsibilities:

- Fills in for any vacant position, and
- Becomes the president if that position is vacated.

The Vice President is very important because LRCs frequently have vacant positions.

In order to best perform in a position vacated by another officer, the Vice-President should make it their goal to understand as much as possible about each officer position.

The Vice President shall:

- Act in the place of the President whenever necessary;
- Become the President in case of a vacancy in the office of President;
- Preside at official meetings, in the absence of the President or whenever the President temporarily vacates the chair;
- Act as assistant to the President in all duties and assignments;
- Work with the LRC Executive Board to develop the LRC agenda;
- Have a working knowledge of parliamentary procedure;
- Have a thorough understanding of the LRC by-laws;
- Oversee all standing committees of the LRC;

- Present monthly reports in the absence of Secretary and/or Treasurer; and
- Absorb duties and responsibilities of any vacant LRC Officer position.

SECRETARY

What is the role of the Secretary?

The main responsibility of the Secretary is the minutes – taking minutes, distributing minutes, keeping copies of minutes, and forwarding copies of minutes to RCS.

Important information about minutes:

- They can be hand written or typed.
- They can be read out loud or passed out for others to read.
- They can be short or long.
- Minutes must provide an overview of what happened in a meeting and a record all motions and resolutions.
- Minutes do not need to include all details of a meeting.

The Secretary shall:

- Execute roll-call;
- Keep all minutes in a binder (by year) and bring them to all meetings;
- Work with the LRC Executive Board to develop the LRC agenda;
- Create the announcement flyer for the monthly LRC meeting;
- Read aloud or present copies of previous month's minutes for approval;
- Record meeting minutes and submit a copy to RCS on a monthly basis;
- Complete, keep, and forward copies of all resolutions to RCS;
- Act as an alternate signer on all bank drafts;
- Minutes should include the following:
 - Time, date and place of each meeting;
 - Executive roll-call, attendance (attach list of names of each member present);
 - Treasurer's Report;
 - Committee Reports;
 - Guest Speaker Information;
 - Old and New Business including all motions and outcomes of those motions;

- Open Discussion (i.e. membership comments);
- Adjournment time;
- The place and time of the next LRC meeting.
- Complete, keep, and forward copies of all resolutions to RCS.
- Act as an alternate signer on all bank drafts.

TREASURER

What is the role of the Treasurer?

The main responsibility of the Treasurer is tracking and reporting activities in the LRC's financial account in the Treasurer's Report.

Important information about the Treasurer's Report:

- The Treasurer receives a completed Treasurer's Report from DHA's Account Technician prior to each LRC meeting.
- The Treasurer does not complete Treasurer's Report. Their main responsibility is to make sure the report is correct.

The Treasurer shall:

- Read monthly Treasury reports at LRC meetings which includes a detailed list of expenditures/deposits (debits and credits) for the previous month;
- Keep copies of all resolutions relating to the expenditures for the previous month;
- Keep copies of all receipts for the previous month;
- Act as a primary signer on all check requests;
- Be a custodian of all the LRC funds and disburse them only upon authorization from a majority approval of the LRC members;
- Prepare a budget with the assistance of the LRC Executive Board, for approval by the LRC membership;
- Work with the LRC Executive Board to develop the LRC agenda.

SERGEANT-AT-ARMS

What is the role of the Sergeant-at-Arms?

The main responsibility of the Sergeant-at-Arms is encouraging and maintaining a positive "mood" at meetings.

This involves:

- Setting up the room;
- Greeting guests; and
- Maintaining order.

The Sergeant-At-Arms shall:

- Call all meetings to order;
- Maintain order throughout each meeting;
- Call each meeting to adjournment;
- Prepare the meeting area prior to the start of each meeting;
- Greet the members and visitors at meetings;
- Distribute copies of the agenda and all other appropriate literature to all persons attending the meeting;
- Maintain the sign-in sheet. Submit a copy of the sign-in sheet to the LRC secretary for addition to the minutes and to the RCS Department;
- Ensure that monthly flyers/meeting announcements are delivered to each unit;
- Work with the LRC Executive Board to develop the LRC agenda.

ELECTION PROCEDURES

ELECTION COMMITTEE

1. Election announcement flyers sent to every unit. Residents should be asked if they would like to serve as a volunteer to serve on an Election Committee. This is usually done at an LRC meeting. Election Committees assist with the election procedure. The initial Election Committee meeting should be held 3-5 days after the public announcement if volunteers come forward.
2. The Election Committee should be made up of residents who are not running for office. If a resident serves on the Election Committee, he or she is not eligible to run for LRC office. This helps to ensure that a fair election can be conducted.
3. When no residents volunteer, an Election Committee cannot be formed. In this case, DHA staff will run the election process.
4. The Election Committee should meet periodically throughout the Election Process. The Election Committee will assist with resident notification, flyer distribution, scheduling of election, election day preparations, and election notification.

NOMINATION PERIOD

1. The Nomination Period should be open for at least 30 days to ensure that all residents have a fair chance to nominate eligible candidates for office.
2. Nomination forms should be passed out door to door in respective buildings or developments. Nomination Forms should clearly state the open offices (President, Vice-President, Treasurer, Secretary, Sergeant-at-Arms), the date that nominations close, and where to submit completed nomination forms.
3. In order to be accepted as a nomination, the name of the nominated individual must be clearly written (first and last name) on the line next to the position for which they are being nominated. Individuals may nominate themselves for any position.
4. Once the nomination period closes, all nominees will receive a Nomination Letter from RCS stating the position for which they have been nominated. Nominees have one week to return the completed form to RCS. Self-addressed stamped envelopes to DHA-RCS will be provided with Nomination Letters.
5. If an individual declines a nomination, they will not be placed on the election ballot. Individuals accepting nominations will be placed on the ballot. Nominated individuals who do not return the Nomination Letter will automatically be placed on the ballot at the highest position nominated.

6. Once Nomination Letters have been returned, the Election Committee or DHA staff will post a list of the nominees for office. A resident name can only appear once on the ballot so a candidate must select only one position to run for. If a candidate does not select a position, they will automatically run for the highest position they were nominated for.

ELECTION PERIOD

1. Election flyers list the date and times of the election and list candidates running for office.
2. The Election Flyer should be distributed to each household 3-5 days before the election. The Election Flyer can be posted in a community space at any time after the nominating period and before the election.
3. There should be at least 30 days between the end of the Nomination Period and the Election. This allows for campaigning. Election Day should have available hours in the morning and in the afternoon so that most residents have the opportunity to vote. All votes should be entered in the locked voting box by residents.
4. All residents 18 and older may vote. A list of eligible residents will be requested from DHA's MIS Department at least one week prior to the election. Individuals will only be allowed to vote if they are on this list. Each resident will be allowed a one vote and may vote ONLY on their behalf. No *votes by proxy* will be accepted.
5. Votes should be counted the following morning at DHA with at least one witness.
6. Election results should be posted on site within twenty-four hours. The original ballots and summary sheet should be kept in the LRC file in case questions arise.

Robert's Rules of Order

ROBERT'S RULES OF ORDER

(Taken from The a-b-c's of Parliamentary Procedure)

Parliamentary procedure refers to the practices used in meetings to keep things orderly and give everyone a fair chance to be heard. It is the body of rules that is used when people meet as a group to discuss business. DHA's RCB and LRCs follow the structure of Robert's Rules of Order which provides guidelines for parliamentary procedure.

What is parliamentary procedure?

It is a set of rules for conducting business at public gatherings.

Why is parliamentary procedure important?

Because it allows everyone to be heard and meetings to be held efficiently, productively, and with minimal confusion.

PARLIMENTARY PROCEDURE ENSURES:

- Democratic rule
- Flexibility
- Protection of rights
- A fair hearing for everyone

AGENDA

An agenda is generally followed by organizations using parliamentary procedure. Here is a typical example of an agenda template:

- *Call to Order* – If a quorum is present, the chair or president says, "This meeting will come to order."
- *Minutes* – The secretary reads or provides a record of the previous meeting.
- *Officer's Reports* – Officers and committees may report on their activities.
- *Reports of Special Committees* – Special committees report on the tasks and business for which they were created.
- *Old Business* – This is business that has not been finished at a previous meeting.
- *New Business* – New topics are introduced.
- *Speakers* – These inform the people at the meeting of other subjects or events.
- *Adjournment* – The meeting ends by a vote.

HOW DO MEMBERS GET THEIR SAY?

- They present motions: *“I move that...,” “I make a motion that...”*
- Motions are seconded to express support for discussion of another member’s motion: *“I second the motion that...”*
- Debate and give opinions on motions: *“I agree with the motion because...,” “I disagree with the motion because...,” “I would like to change the motion a little by suggesting....”*
- Vote on motions: *“All those in favor?” “Any opposed?”*

SOME QUESTIONS RELATING TO MOTIONS

- ***Is it in order?***
 - Your motion must relate to the business at hand and be presented at the right time. It must not be obstructive, rude, frivolous, or against the bylaws.
- ***May I interrupt the speaker?***
 - Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.
- ***Can the motion be amended?***
 - Some motions can be changed by striking out and/or inserting wording. Amendments must relate to the subject as presented by the main motion.
- ***What vote is needed?***
 - Most motions require only a majority vote (more than half the members present and voting). Motions concerning the rights of the assembly or its members, however, need a 2/3 vote to be adopted.
- ***Can it be discussed?***
 - Some motions can be debated again and revoted on to give members a chance to change their minds. The motion to reconsider must come from the winning side.

PRESENTING MOTIONS

Here’s what happens when you want to present a motion:

1. You obtain the floor.
 - a. Wait until the previous speaker is finished.
 - b. Rise and address the chair/president. Say, *“My name is _____ from site. I would like to make a motion.”*

2. Make your motion.
 - a. Speak clearly and concisely.
 - b. State your motion. For example, say, *"I make a motion that we help the children with back to school supplies. I move that we serve at least 50 children and we spend \$_____ [amount of money] to buy supplies."*
 - c. Your motion should be as specific as possible. You should state the amount of money you suggest, what it should be spent on, dates, sites, etc.
 - d. Stay on the subject.
 - e. Be respectful and polite.
3. Wait for someone to second your motion.
 - a. Another member will say, *"I second the motion to" restate the motion.*
 - b. Or, the president will ask for someone to make a second.
 - c. If there is no second, your motion will not be considered.
4. The president asks for discussion.
 - a. The president says, *"is there any discussion?"*
 - b. If a member brings up a topic that is not relevant to the motion on the floor, the president should state *"That is not in order at this time."*
5. The president asks for a vote.
 - a. When discussion seems to be ended, the president asks, *"Is there any more discussion?"*
 - b. If there is no response, the president asks, *"All in favor?"* and *"All opposed?"*
 - c. A hand count is taken and the president announces the results.

During debate/discussion, please keep the following points in mind:

- Listen to each side of the debate.
- Focus on issues, not people.
- Avoid questioning someone's motives.
- Be polite and respectful.

The President should always appear impartial and express no opinion. The President should facilitate debate. That means they should make sure that people are recognized to speak, that order is maintained, that speakers stay on topic, etc. They should **not be part of the debate**. If the president must absolutely engage in the debate, and **this should happen rarely**, they must step down until the motion is completely discussed.

PRINCIPLES OF ROBERT'S RULES:

1. **Voting** -- The right to vote is limited to adult (18+) members who are present in a meeting during the time a vote is taken.
 - Rules cannot be suspended to give a right to vote to a non-member.
 - Cumulative voting is prohibited (more than one vote per item).
 - Absentee voting is against the rules.

A higher voting threshold (a larger majority) is required to change something than to adopt it in the first place.

2. **Bylaws** are the rules that define your group. Bylaws define characteristics of your organization and cannot be changed without previous notice and the consent of a large majority (2/3 vote) of your members. ***Bylaws should be made available to all organization members.***
3. **Meetings** are the official convening of the members to transact official business. Regular meeting times should be spelled out in the bylaws.
 - All LRC and RCB meetings should begin on time.
 - RCB meetings should last two hours.
 - LRC meetings should last one hour.
4. **Special meetings** are called for the purpose of taking up business that requires the attention of your group but can't wait until the next regular meeting. Special meetings cannot be held unless your bylaws authorize them. Bylaws should be clear regarding how a special meeting can be called and should specify the amount of notice required to members in a reasonable amount of time in advance. Only topics listed in the special notice can be discussed in a special meeting. This rule protects the rights of absentees.
5. **Quorum** is the minimum number of voting members who must be present at a meeting in order to conduct business. The quorum should be outlined in an organization's bylaws. If a quorum is not present at a meeting -- no business can be conducted.
6. **Agenda** is a listing of items of business that will occur in a meeting. The agenda is at the heart of every good business meeting and should include the following:

Call to Order: In order to begin the meeting a single rap of the gavel is followed by the declaration: "This meeting will come to order."

Roll Call: After the meeting is called to order, it is time to call the roll.

Minutes: Minutes from the prior meeting are reviewed. After corrections are made, a motion should be made to approve the minutes, and a 2nd should be made. The president says, "all in favor" and then "any opposed?" If the majority approves the minutes, the president says, "The minutes are approved."

Treasurer's Report: The Treasurer will provide the Treasurer's Report to the members on the expenditures, deposits, and balances of accounts.

Unfinished Business: This portion of the agenda deals with any items that were not closed when the previous meeting was adjourned.

New Business: This portion of the meeting is when new items are raised.

Announcements: Officers, members, and guests can make announcements.

Guest Speakers: Many groups move this section up in the agenda since most speakers are on a tight schedule.

Adjournment: It's time to go.

Holding Effective And Productive Meetings

MEETING BASICS

Accessibility -- LRC and the RCB meetings must be accessible to all people.

Issues/Concerns -- All residents have the right to voice their opinion about LRC issues at meetings in Open Discussion. When residents have issues or ideas that concern their community, they should bring those topics to their LRC meeting. If issues are not resolved at the LRC level, they will be referred to the RCB and then to the RCB Executive Committee, if necessary. The LRC is not a forum for personal issues but for issues relative to the site.

Agendas -- Agendas should be brought to all meetings and should outline what is to be discussed. Meetings should be based on pre-determined goals and objectives. This includes discussing issues that are still open from the last meeting, which will be under the heading OLD BUSINESS on the agenda, and bringing new issues, which would be under NEW BUSINESS on the agenda.

Official meeting -- Each LRC offers monthly meetings on the same day and time each month. At least three executive board members must be present for a quorum and a specific number of residents, as determined by the bylaws.

Quorum -- A quorum is the minimum number of people required to hold an official meeting. Each LRC must have RCB- and DHA- approved by-laws that state how many officers and how many other residents must be in attendance in order to have a quorum. LRC business can only be conducted if a quorum is present.

Technical Advisors -- RCS staff in attendance at the LRC meetings serve as technical advisors. RCS staff assist with the correct meeting procedures.

Roberts Rules of Order -- LRC and RCB meetings are structured according to Roberts Rules of Order style. Each officer is required to receive training within three months of being elected on the basics of this process. In addition, all elected officers receive training on their individual position, appropriate forms, and what is expected of them in their official capacity.

Bulletin Boards -- Bulletin boards at a regular meeting place are excellent tools for communicating information regarding special events and meetings. The Secretary of the council should be in charge of updating and posting information. Brochures and pamphlets regarding community agencies, programs of interest to residents, etc., can also be posted on the bulletin board.

TIPS FOR HOLDING TASK-ORIENTED MEETINGS

1. **Set meeting objectives** at the outset. LRC Officers should conduct premeetings to work out the agenda based on current issues and objectives.
2. **Schedule regular meeting arrangements** including location, time, equipment, materials, etc.
3. **Determine meeting procedures.** For example, will your council call the meeting to order with a gavel, will your council use a tape recorder, will your officers sit at a separate table, etc.
4. **Begin and end on time.** LRC meetings should be one hour. RCB meetings should be two hours long.
5. **Follow the agenda.** Without an agenda, participants do not feel like they are informed or an important part of the meeting. Stay on the agenda to maintain order, meet expectations, and stay on time.
6. **Prioritize agenda items** and allot time to each item. This should be determined at the LRC Premeeting. At the end of the allowed time, either postpone lower priority agenda items or set another time to complete agenda items that need more time.
7. **Create a subcommittee** when an item of discussion needs more time. Committee members can bring a report back to a subsequent LRC meeting.
8. **Provide Committee Reports** -- LRC officers should bring reports from other committees and from RCB meetings back to their LRC. These reports don't need to be read at your LRC meeting, but important information should be highlighted and copies of these reports should be available. Reports should come from all committees including but not limited to: RCB, Security, and Special Events.

The reason for providing reports is to:

- Inform residents regarding what is going on at DHA.
 - Increase the residents' sense of being involved and informed.
 - Encourage resident participation.
9. **Encourage active participation** but keep members on task and be aware of time issues. Some councils set time limits on speakers.

COMMITTEES/SUBCOMMITTEES

A committee or subcommittee is a small group of persons from the LRC or RCB appointed to perform a task that cannot be done efficiently at regular LRC or RCB meeting. The most common uses of committees are to plan and evaluate activities.

1. Committees are authorized by and responsible to the resident council of which it is a part.
2. Committee members are appointed by the presiding officers or are elected by the members of the council.
3. When anyone makes a motion or seconds a motion, they are required to sit on any relevant subcommittee and attend any event related to that motion. For example, if someone makes a motion or seconds a motion for a back-to-school event, they must sit on the subcommittee to plan this event and they must attend the event.
4. Committee Chairman is responsible for conducting meetings and for reporting to the council.
5. Committee members should be people best qualified to assist in the committee's task. They should be willing to accept responsibility and follow the task through to its completion.

THE TEAM INSIDE THE TEAM

In order to create a strong LRC within your building or development, you must first try to enhance and strengthen your Executive LRC TEAM.

TEAM PLAYERS

Everyone on a team, to perform at their highest level, needs to feel they are an important player. Everyone has skills, and for your TEAM to be as strong as possible, everyone should feel needed.

Learning Skills to Help Each Other -- In a team, each member looks out for the best interest of the whole unit, which means they also have to look out for each other. One of the most difficult and scary times for an officer, is in their first few months in office. When your council has a new officer, or when an officer needs help with their work assignment, your team should work together to figure out the best way to help them.

SUPPORTING THE PRESIDENT

The president has a lot of responsibility which means they often feel a lot of stress and may need support. They are required to:

- Keep order at meetings,
- Create an environment of efficiency and respect,
- Keep their personal opinions out of view, and
- Keep on task with their LRC's workplan and budget.

Try to notice when the president has handled a situation well and give a little "pat on the back."

OTHER KEY PLAYERS

Although the president is responsible for presiding over meetings, all of the officers are responsible for important "behind the scenes" activities of the LRC including:

- Putting together and following the LRC workplan,
- Putting together monthly meeting agenda,
- Setting up speakers,
- Preparing minutes,
- Making sure sign in sheets are completed and filed,
- Ensuring that appropriate paperwork is forwarded to DHA,

- Auditing Treasurer's Reports and semiannual reports,
- Acting as representatives for residents of their building or development, and more.

STRONG TEAMS

A strong team will be able to:

- Unite as LRC Officers. Issues between officers do arise, but they should not be dealt with in an official meeting – they should be dealt with behind the scenes,
- Inform residents with agendas and reports, and
- Encourage everyone to give their opinions.
- Encourage resident participation.
- Provide events and activities for their community.

SERVICE COORDINATOR GRANTS

To fulfill the Service Coordinator Grant responsibilities, the LRC and their Service Coordinator must complete a monthly LOCCS draw down. Two LRC Officers (one must be the President and the other cannot be the Sergeant-at-Arms) must execute the monthly LOCCS draw at a Bridge Project Office.

RESIDENT PARTICIPATION FUNDS

RCB AND LRC ACCOUNTS

ELIGIBLE RCB AND LRC ACCOUNTS

The RCB and each LRC works with a HUD Resident Participation Funds Account and a Fundraising Account. The RCB manages these accounts:

- Accounts 1 and 2 are RCB accounts.
 - Account 1 is the RCB Fundraising Account.
 - Account 2 is the RCB HUD Resident Participation Account.
- Accounts 3 and 4 are LRC accounts.
 - Account 3 is the LRC Fundraising Account.
 - Account 4 is the HUD Resident Participation Account.

RESIDENT PARTICIPATION FUNDS

Resident Participation Funds support programming designed to inform and update residents regarding issues and operations that affect their living environment and programming that addresses safety, self-sufficiency, education, and leadership.

Funding for resident participation is made in an equitable manner based on the number of occupied units per year. The DHA works in partnership with the RCB to determine the activities and distribution of resident participation funding.

1. **Criteria to be Met to Receive Allocation Funds** -- Each recognized DHA LRC is eligible to receive Tenant Participation Funds from the RCB twice per year, in January and July, if the following criteria are met:
 - a. DHA has received HUD Tenant Participation Funds for the corresponding fiscal year.
 - b. The LRC has held regular monthly meetings.
 - c. The LRC has submitted monthly meeting minutes to DHA's RCS Department.
 - d. The LRC has submitted monthly treasurer reports to DHA's RCS Department.
 - e. The LRC has submitted monthly meeting sign-in sheets to DHA's RCS Department.
 - f. Two LRC representatives have attended at least two RCB meetings in the prior six-month period. Three meetings are held every six months.

- g. The LRC has submitted a six month workplan to be approved by DHA and the RCB Executive Board which plans for the use of the Tenant Participation Funds. No deviation from the approved workplan is permitted without approval by the RCB Executive Board and DHA.
- h. The LRC has spent 90% of the money they received from their last allocation.

USES OF TENANT PARTICIPATION FUNDS

Shall be used for:

- Activities to inform, acquaint, advise, promote, and update residents of public housing concerning the issues and/or operation that affect resident households and their living environment.
- Other forms of resident input such as annual membership events or site-based community promotions that enhance resident participation.
- Resident training and education.
- Resident surveys.
- Activities and programming that promote self-sufficiency, education, leadership, and/or safety.
- Minimal refreshment costs that are directly related to resident meetings are eligible uses of resident participation funds.
- At least one LRC/RCB officer must attend every event that is approved by the LRC or RCB.
- A monthly Treasurer's Report and a semiannual must be submitted to DHA's Account Coordinator and Human Service Program Specialist showing all deposits and expenditures for this account.

INELIGIBLE ACTIVITIES

- Entertainment and associated costs.
- Payment of lobbying services
- Expenditures that are contrary to HUD or Office of Management Budget directives.
- Alcohol or drugs are not permitted at any time at any LRC or RCB event.

LRC AND RCB FUNDRAISING ACCOUNTS

1. The RCB and each LRC are permitted to raise funds for resident activities as long as they follow all applicable DHA building regulations and State of Colorado fund-raising regulations.
2. Fund-raising monies must be deposited into an account separate from Tenant Participation Funds. Account 1 is RCB's Fundraising Account and Account 3 is the LRC Fund Raising Account.
3. Fund raising money may not be kept by any individual LRC member.
4. All expenditures from the fund-raising monies must be approved at a monthly LRC meeting by majority vote.
5. A monthly Treasurer's Report and a semiannual report must be submitted to DHA's Account Technician and Human Service Program Specialist showing all deposits and expenditures this account.
6. Fund-raising monies must be spent on activities that include residents of a building or development. Events funded through fund-raising monies cannot exclude any group of people living at the building or development.
7. At least one LRC/RCB officer must attend every event that is approved by the LRC or RCB.
8. Eligible activities may include holiday functions, barbecues, educational programming, and resident recognition activities.
9. Fund raising activities must be approved at an official LRC meeting.
10. Some sample fund raising activities include: selling photo books, selling calendars, selling recipe books, having a yard sale, having a car wash, etc.
11. Selling food is not an eligible fund raising activity.
12. Check request and resolution requirements are the same as for the HUD Resident Participation Funds.

ACCOUNTING POLICIES FOR ALL ACCOUNTS

In order for all LRC funds to be handled in a uniform manner, the following policy has been established. DHA's Resident and Community Services (RCS) and the RCB enforce this policy.

A. **Financial Reports**

1. **Treasurer's Reports** are required for submission to DHA every month. This report will be prepared by DHA's Account Coordinator in collaboration with the LRC Treasurer and DHA's Human Service Program Specialist. Copies of these reports are available to Executive RCB at any time and will be provided to the Executive RCB on a quarterly basis.

B. **Verification of Account Activities** – The LRC and RCB Treasurers are required to verify account activities monthly in both of their accounts, Resident Participation Funds and Fund Raising, through the DHA and RCB bookkeeping system.

C. **Eligible and Ineligible Expenditures and Activities**

1. **Eligible Expenditures**

Expenditures must be approved by a majority vote of a full resident council at a regularly scheduled meeting or at a special meeting. A resolution must be completed and kept with files to record the approval of the expenditure.

The following are guidelines for expenditures for money being spent from HUD Resident Participation Funds. Expenses are allowed for RCB-approved program activities established by the LRC workplans with available funds. Eligible expenses from this account include supplies, speakers, resident participation incentives, gas, mailing, fliering stipends, and/or minimal food costs. The guidelines to determine eligibility are as follows:

- **Supplies** necessary to effectively run LRC meetings and activities. Requested supplies will be reviewed and approved by RCB Officers.
- **Professional Speakers** for topics on education, safety, self-sufficiency, leadership and/or other approved LRC/RCB activities. The average cost for qualified speakers is \$50.00 every half hour. Many speakers will charge less and many provide services for free. To be paid, speakers must be employed by a professional agency that provides services and expertise in the area in which they are instructing. Speakers must submit an invoice on official business paperwork with a business logo.
- **Resident Participation Incentives** – Gift cards, not to exceed \$50.00 a meeting, are allowable. **Cash is not an allowable incentive.** Drawings may be held for special incentives upon approval of the RCB for special events. No individual item may exceed \$40.00.
- **Gas** required by the LRC to run LRC errands. The LRC can approve up to \$25.00 a month for gas.
- **Mailing costs** – DHA will mail material for LRCs that request this service. The cost that DHA is charged to mail will be the cost charged to the LRC. For example, if the rate is \$.50 per envelope (with two inserts) and the LRC needs to mail 400 envelopes (with two inserts a piece), the cost will be \$200.00 for this mailing. The price charged to DHA and then to the LRC will change based on the cost the post office charges for stamps and the number of inserts being mailed.

- ***Fliering stipends*** -- \$1.00 for every 10 units. For example, if there are 50 units to be fliered, the stipend will be \$5.00. If there are 150 units to be fliered, the stipend will be \$15.00.
- ***Minimal food costs*** -- HUD's Federal Code of Regulations mandates that food must be a minimal cost. To qualify as an eligible expense, food can only be provided at an event that supports education, safety, self-sufficiency, and/or leadership. The cost of food must not exceed \$150 unless it is for a large event with more than 50 participants.

2. Ineligible Activities

- Entertainment and associated costs.
- Payment of lobbying services
- Expenditures that are contrary to HUD or Office of Management Budget directives.
- Alcohol or drugs are not permitted at any time at any LRC or RCB event.

D. Check Requests

- Money spent from any account must be approved by a majority vote at an LRC or RCB meeting.
- A resolution must be completed in order to receive a check from DHA's Account Technician.
- ***No check can exceed \$150.00.*** If more than \$150.00 was approved by an LRC or the RCB, more than one check will need to be written. No resident can receive more than one check per month. If two checks are requested (more than \$150.00) at least two LRC officers will have to receive checks.
- Checks may be written for as much as \$150.00 to pay for several items.
- All receipts must be kept.
- Any change must be deposited back into the account money was taken from.
- ***Two signatures*** are required on each Check Request Form.
- Only LRC officers may sign for a check and receive money.
- ***Receipts and change*** must be returned to DHA's Account Coordinator within 15 days from the date of the event for which payment was received. Following are guidelines that will be followed if appropriate receipts and/or money are not received:
 - i. If receipts and change are not returned to DHA's Account Coordinator within 15 days of the activity for which money was received, the account of the LRC or

RCB will be frozen. No checks will be written against this account until receipts and/or money are returned.

- ii. If receipts and change are not returned to DHA's Account Coordinator within 30 days from the date of the event for which payment was received, Housing Management will be notified and the respective charge will be billed on the rent statement of the officer who received the money. RCB can also elect to terminate the officer from their LRC elected position.
- If a check is not cashed and is not needed anymore, it must be returned to DHA's Account Coordinator immediately.
 - DHA's Account Coordinator or Human Resource Program Specialist must be contacted **immediately** regarding any cancelled and/or lost checks.
 - Bank statements must be balanced each month by DHA's Account Technician. Each Treasurer and their LRC must verify this work.
 - Ledgers or check registers will be posted by DHA's Account Coordinator as transactions occur. Each Treasurer and LRC must verify this data.
 - A monthly Treasurer's Report will be completed by DHA's Account Coordinator and verified by each LRC meeting before being forwarded to the RCB. A copy will be retained by the Treasurer.

In the event that LRC Treasurer's reports, including receipts, resolutions etc, are not submitted by the end of each six month period, or if any financial activities appear questionable, RCS and the RCB will have the right to not approve the next allocation of Resident Participation Funds and can perform an investigative audit.

E. Audits will be performed by DHA and the RCB as follows:

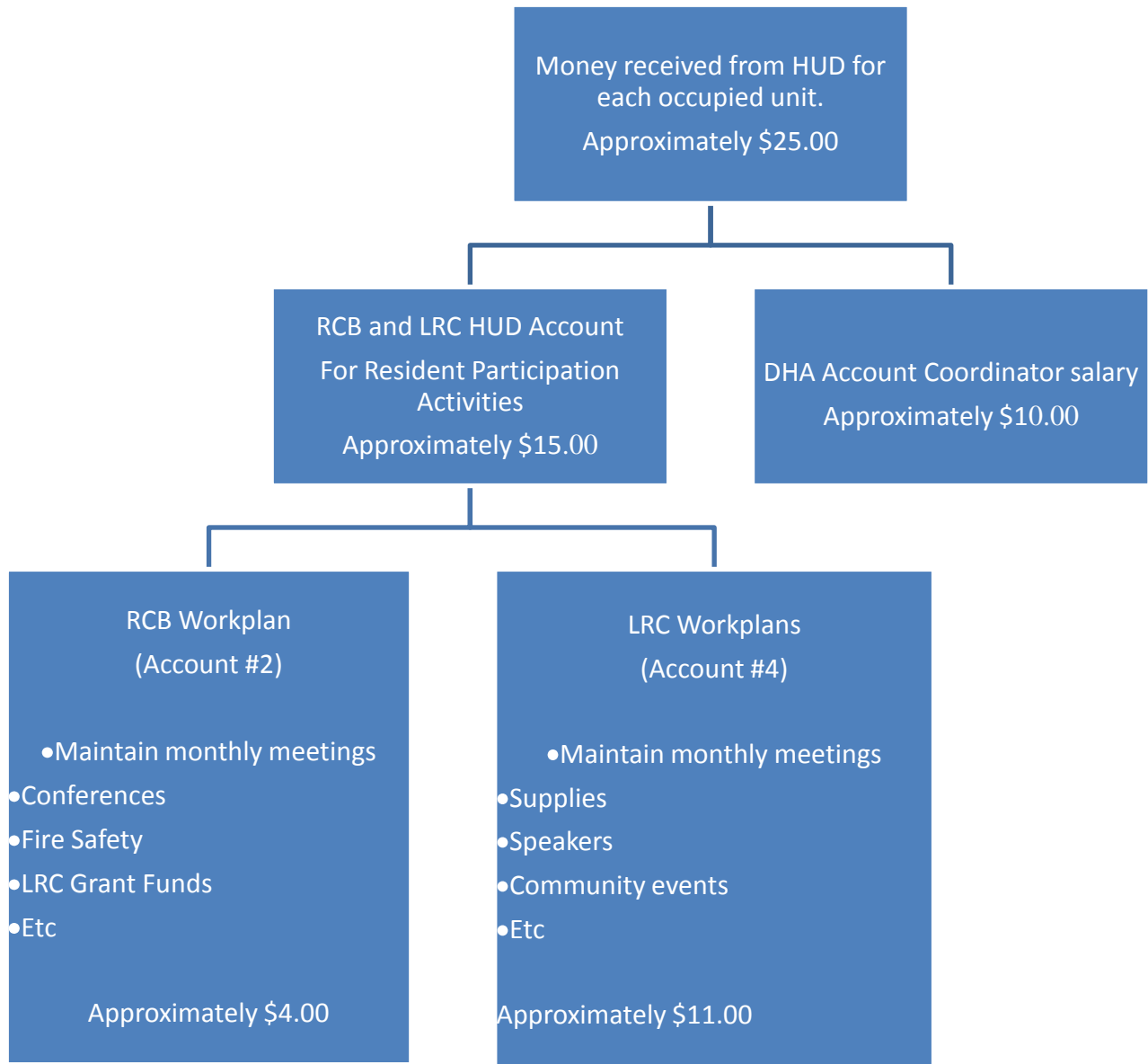
- DHA's Human Service Program Specialist and Account Coordinator work each LRC and the RCB to audit funds and records upon submission for reimbursement.
- Records will be audited by DHA's Account Coordinator and Human Service Program Specialist prior to transferring accounts from one Treasurer to another.
- When an LRC elects a new Treasurer, the books will be audited. The new Treasurer's only responsibility will be for the expense incurred after the audit.
- At least once a year, DHA's Finance Department will audit LRC and RCB records.

F. Reports

1. **Monthly Treasurer's Reports** will be completed by DHA's Account Coordinator and verified by the respective LRC. This report will be forwarded to the RCB for review.

- a. If the RCB Executive Officers determine that an expense is not allowable or justifiable, a letter will be sent to the appropriate LRC President and Treasurer indicating the problem and necessary action to be taken.
- b. If such action is not resolved within 15 days of notice, the President and Treasurer of the respective LRC must appear before the RCB to give an explanation.
- c. If resolution is not completed within 15 days of that notice, all funds to that development or building will be frozen and the Treasurer may be asked to resign from office.
- d. If the funds are not replaced to the satisfaction of the RCB within 30 days of the first notice, the resident who signed for the funds will be billed for associated charges on their rent payment.

HUD ALLOCATION FLOWCHART



AUTHORIZATION FOR EXPENDITURE OF FUNDS FORM

LRC: _____

RESOLUTION #: _____ MONTH: _____, 20____

WHEREAS, THE LOCAL RESIDENT COUNCIL OF _____

APPROVED AT A MEETING HELD ON _____, 20____,

TO EXPEND UP TO, BUT NOT TO EXCEED \$ _____

FOR THE PURPOSE

OF _____

***RESOLUTION # MUST BE REFLECTED IN MONTHLY MINUTES, AS WELL AS ON THE
TREASURER'S REPORT.**

TREASURER'S

SIGNATURE: _____ DATE: _____

SECRETARY'S

SIGNATURE: _____ DATE: _____

PRESIDENT'S

SIGNATURE: _____ DATE: _____

LRC MEMBER'S

SIGNATURE: _____ DATE: _____

DHA HUMAN SERVICE PROGRAM SPECIALIST

SIGNATURE _____ DATE: _____



CHECK REQUEST FORM

LRC Name: _____

Date of Request ____/____/20__

Pay to the Order of _____

Requested Amount \$_____

Date of Meeting or Event ____/____/20__

From Account Number Acct # 4 ____ Acct # 3 ____

Resolution Attached Yes ____ No ____ Work Plan Yes ____ No ____

Officers' Signatures

Print Name

1 _____

2 _____

RCS Staff Approval Name _____ Date ____/____/20__

Check Number _____ Amount Received \$_____

Received by _____ Date Received ____/____/20__

Amount of Check Received \$_____

Expenses Amount \$_____ Receipt(s) Attached Yes ____ No ____

Amount of Cash Return \$_____

Submitted by _____ Date ____/____/20__

RCS Approval Name _____ Date ____/____/20__

1. No LRC officer can receive more than \$ 150.00 monthly per check.
2. Receipt and/or cash must be returned within 10 days of LRC meeting or event.
3. If money is not used as approved, the above signer will be required to pay any discrepancy. If discrepancies are not paid within 15 days of LRC meeting or event, the amount of the discrepancy will be added to the above signer's DHA rent statement.

— SAMPLE —

RESIDENT PARTICIPATION RESIDENT COUNCIL BOARD WORKPLAN

GOALS	RESOURCES NEEDED	FUNDS NEEDED	COMPLETION DATE
Refreshments	\$ 40.00 (a month) X 5	\$ 200.00	Dec-08
Flyers	\$ 10.00 (a month) X 5	\$ 50.00	Dec-08
Gas	\$ 10.00 (a month) X 5	\$ 50.00	Dec-08
Raffles	\$ 30.00(a month) X 5	\$ 150.00	Dec-08
Supplies	Paper, pens, cups, etc.	\$ 10.00	Dec-08

Total

TOTAL FUNDS NEEDED \$ \$ 460.00

Council: Resident Council Board _____

LRC APPROVAL _____ DATE _____

LRC APPROVAL _____ DATE _____

LRC APPROVAL _____ DATE _____

LRC APPROVAL _____ DATE _____

LRC APPROVAL _____ DATE _____

RCB APPROVAL _____ DATE _____

RCB APPROVAL _____ DATE _____

RCB APPROVAL _____ DATE _____

RCB APPROVAL _____ DATE _____

RCB APPROVAL _____ DATE _____

The Local Resident Council agrees to provide the above listed services to its membership and to provide the proper documentation for each activity to the RCB and DHA. The Council understands that funds shall be used for the activities described in the approved Workplan and that all funds will be monitored by the Resident council's Board and the Denver Housing Authority Resident and

Community Services Department.

— SAMPLE —

LOCAL RESIDENT COUNCIL'S TREASURER'S REPORT

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
RCB #3							986.46
Casa Loma #3							986.46
	Deposit	12/10/2008			Deposit	7.85	994.31
	Deposit	12/15/2008			Deposit	23.40	1,017.71
	Deposit	12/15/2008			Deposit	47.00	1,064.71
Total Casa Loma #3						78.25	1,064.71
Total RCB #3						78.25	1,064.71
RCB #4							449.09
Casa Loma #4							449.09
	Deposit	12/11/2008			Deposit	3.54	452.63
Total Casa Loma #4						3.54	452.63
Total RCB #4						3.54	452.63
TOTAL						81.79	1,517.34

RESIDENT COUNCIL BOARD BY-LAWS

BY-LAWS OF THE RESIDENT COUNCIL BOARD

BY-LAWS OF THE RESIDENT COUNCIL BOARD

ARTICLE I

Name and Purpose

The name of this organization will be the Resident Council Board (RCB)

The purpose and aim of the Resident Council Board (hereinafter referred to as the RCB) will be to act as a liaison between the U.S. Department of Housing and Urban Development (HUD) and the Housing Authority of the City County of Denver (DHA), to carry out the policies and programs of the Local Resident Councils who represent all tenants of the Housing Authority of the City and County of Denver.

ARTICLE II

Members

Section 1. Membership of the Resident Councils Board.

The RCB membership will consist of two duly elected Representatives from each Local Resident Council (LRC). The Representatives will be an adult (18 years of age or older) legally residing in the development from which he/she was elected to serve on the LRC. Representatives must be a tenant with DHA for at least (6) months before being elected as a Representative.

Section 2. Duties and Responsibilities of the Representative

Two RCB Representatives are selected by each LRC. It will be the duty of the RCB Representatives to attend all regular meetings and special meetings of the RCB.

It will be the responsibility of the Representatives to notify his/her LRC to assign an alternate if he/she will be late or unable to attend any meetings of the RCB.

It will be the responsibility of the Representatives to report to his/her Local Resident Council the business transacted at all meetings of the RCB.

Section 3. Duties and Responsibilities of the Alternate

The alternate will assume all the duties and responsibilities that are required of the Representatives when a Representative is unable to attend any regular or special meetings of the RCB.

Section 4. Attendance

In the event that the alternate Representative serves at an RCB meeting in the absence of the Representative, the alternate will continue to serve for that entire meeting if the Representative should arrive late.

Section 5. Termination and Resignation

If any member of the RCB is absent three unexcused meetings or six excused meetings in a two year term, his/her membership in the RCB will be terminated upon written notice from the RCB Executive Board. Absence due to illness or other just causes as accepted by the RCB as excused if notice was given before the meeting to a DHA staff person and an RCB Executive officer.

Any member may resign by filing a written resignation.

Section 6. Reinstatement

When an officer has been terminated, they may not be reinstated by an election held during remainder of his/her term unless the officer wins an appeal to the RCB Executive. Refer to the “appeals/reinstatement” section of the LRC By-Laws.

Section 7. Replacement of Resident Council Board Representative of Alternate

If an officer who functions as an RCB Representative resigns or becomes incapacitated before fulfilling the responsibilities of the office, it is the responsibility of the LRC Board to replace the Representative with a new LRC Officer within 30 days after the resignation of the outgoing officer.

Section 8. Transfer of Membership

Officers may not transfer as a representative from one local resident council to another local resident council.

ARTICLE III

Officers of the Resident Council Board

Section 1. Officers

The officers of the RCB are to be elected by the membership of the RCB. The offices shall President, Vice-President, Secretary, Treasurer, and Sergeant-at-Arms. Two members from the same family cannot serve on the LRC Board at the same time.

Section 2. Executive Board

The elected officers of the RCB will constitute the Executive Board of the RCB.

Section 3. Term of Office

The term of office for each office is two years. Officers may be re-elected to the same office for one additional term. Officers cannot be elected to the same position for more than two consecutive terms but can be elected to another office.

Two or more offices may not be held by the same person except upon temporary appointment, which must not exceed two months and must be approved by the Executive Board of the RCB.

Section 4. Vacancy on Executive Board

A vacancy in any office on the Executive Board because of death, resignation, removal, disqualification or other reasons will be filled by the members of the RCB. The person elected to fill the vacancy will serve the remainder of his/her predecessor's term.

Section 6. Removal of Executive Board Officers

Any officer may be removed from his/her office on the Executive Board by the judgment of the RCB members, wherein the best interests of the RCB are not being served.

A motion to remove an officer must be made by a member of the RCB. Any action on the motion must be taken up at the next regularly scheduled meeting at which time a hearing will be conducted by the RCB and all the facts regarding the removal will be presented. The officer charged will relinquish his/her office and voting power until the vote on the question of removal has been taken. The removal will require 2/3rd majority vote by secret ballot of the attending membership.

Any officer removed from the Executive Board may remain a member of the RCB. At the time of removal of an officer from the RCB Executive Board, the Local Resident Council from which he/she was elected will be sent a letter by the RCB stating the reasons for the action taken by RCB.

ARTICLE IV **Duties of the Officers**

Section 1. President

The President will preside at all meetings of the RCB. The President will be an ex-officio member of all committees and have the power to appoint, with the approval of the membership, chair people of all committees. The responsibility of the President is to keep the Vice-President fully informed.

The President will conduct all meetings according to parliamentary procedure.

Section 2. Vice-President

In the absence of the President, the Vice President will assume the duties of the President and will fill the obligations and responsibilities pertaining to that office.

Section 3. Secretary

The duties of the Secretary will be to keep attendance and to record the proceedings of all meetings and to notify the members of the RCB of the time, date and place of all regular meetings and any special meetings called by the President or the membership of the RCB, and to notify speakers and guests invited by the RCB.

- A. The secretary will record the minutes of all meetings. A copy of the minutes will be provided at the next meeting.
- B. The minutes will include:
 - 1. Time, date and place of each meeting
 - 2. List each board member present with his/her office title
 - 3. Roll call of all board members
 - 4. Reading and acceptance of the minutes
 - 5. Treasurer's Report, (a separate report should be attached)
 - 6. Committee reports
 - 7. Old Business
 - 8. New Business
 - 9. Adjournment and time of adjournment.
- C. All agenda items must be submitted in writing ten (10) days prior to the regular meeting.
- D. It will be the duty of the secretary to notify the RCB of any special meeting(s).
- E. Guest speakers must notify the President in writing (10) ten days prior to the regularly scheduled meeting to request time to speak to the RCB. The Secretary will ensure that speakers are listed on the agenda.

Section 4. Treasurer

- A. The duties of the Treasurer will be to give a report of all monies received and dispersed at the regular meetings of the RCB.
- B. The Treasurer will present all payable bills to the RCB for approval of payments.
- C. Two RCB Executive Board Members signatures are needed for writing a check.
- D. Other duties will be to disburse funds to local councils and to coordinate audits with the RCS Account Coordinator of the Housing Authority of the City and County of Denver.
- E. Any misappropriation of funds will be grounds for immediate termination. Anyone terminated is not permitted to take office for two years after their termination.

It is the responsibility of any member guilty of misappropriating funds to reimburse the RCB/LRC immediately. Notice of any outstanding money owed will be forwarded to the Housing Management Department for attachment to the resident rent statement.

Section 5. Sergeant-at-Arms

- A. The duties of the Sergeant-at-Arms will be to admit members of the RCB, visiting residents, and guest to the meeting.
- B. The Sergeant-at-Arms will maintain order at all meetings and serve as Parliamentarian.

ARTICLE V

Meetings

Section 1. Regular Monthly Meetings

The meetings of the Resident Council Board will be held in January, March, May, July, September, and November on the 4th Wednesday of the month.

Section 2. Time and Place

The time and place of the regular and special meetings is to be designated by the membership of the RCB.

Section 3. Quorum

One third of the RCB active membership, will constitute a quorum for the transaction of business at any regular or special meeting of the RCB.

Three Executive Board members must be present to transact any business.

ARTICLE VI

By-Laws

Section 1. The By-Laws or any Article, Section, or chapter may be altered, amended, and/or repealed, or By-Laws may be adopted by an affirmative vote of the majority of the total number of the RCB members present at any regular meeting, provided these actions are on the agenda.

Section 2. Any amendments or changes to either the By-Laws must be read at a regular meeting and voted on at the next regularly scheduled meeting of the RCB.

CHAPTER I

RCB Elections

- A. The election of officers of the RCB will be held at the May RCB meeting every two years.

CHAPTER II

Executive Board Elections

- A. Nominations will be from the membership.
- B. Voting will be done by secret ballot.

- C. The person who receives the most votes will be elected to the respective office.

CHAPTER III

Disbursement of RCB funds

- A. Any monies spent must be approved by the RCB in the form of an adopted work plan or a motion voted upon at a regularly scheduled meeting.
- B. The Treasurer will perform all duties pertaining to their office and other duties as may be assigned.

CHAPTER IV

Special Meetings/Events

- A. **Special meetings** may be called by the President, Executive Board, or by a majority of the RCB. The business of the special meeting will pertain only to that for which the special meeting was called.
- B. **Foundations Training** must be completed within three months of being elected into an officer position. If training is not completed, termination will commence.
- C. **Service Coordinator Grant (LOCCS) Draw** – Each LRC that is in recipient of a HUD ROSS Service Coordinator grant must execute a LOCCS draw once a month at the Columbine Bridge Office. Each LRC President and one of the three officers, excluding the Sergeant at Arms, must draw down funds from LOCCS monthly. The vice president, secretary, and treasurer must participate in a LOCCS draw at least once every three months. Failure to comply will result in termination from the LRC Executive Board. The Sergeant of Arms is the only LRC Officer that is excluded from this responsibility.

FORMS

SAMPLE AGENDA

LRC Name: _____

Date: _____

Time: _____

I. Call To Order

II. Executive Roll Call

a. LRC Officers

b. Residents & Guests

III. Guest Speakers

a. _____

b. _____

IV. Approval of Minutes

V. Treasurer's Report

a. Account #3 b. Account #4

VI. Committee Reports

i. _____

VII. Old Business

a. _____

b. _____

c. _____

VIII. New Business

a. _____

b. _____

IX. Open Discussion

X. Drawing

XI. Adjournment

XII. Next Meeting

Date: _____

Time: _____

DHA LOCAL RESIDENT COUNCIL MEETING MINUTES

Date: _____

Site: _____

Call To Order: _____

Time: _____

Attendance: (Attach Sign In Sheet)

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Sergeant At Arms: _____

Last Meeting Minutes Read By: _____

Motion to Approve By _____

Motion to Approve Seconded By _____

Approved? Yes or No (Circle One)

Changes? Explain Changes: _____

Treasurer's Report Read By: _____

Explain Any Changes:_____

Guest Speaker or Special Activity:

Name:_____

Topic_____

Name:_____

Topic_____

Name:_____

Topic_____

Notes:_____

Old Business:

New Business: _____

Next Meeting: Date_____ Time_____

Meeting Adjourned: By:_____ Time_____

Minutes Prepared: By:_____ Title_____

LRC & RCB REFERRAL FORM

Please print neatly.

State your issue/concern as clearly as possible:

Name, phone number, and site or development:

Check and date where and when this form was processed:

Meeting	Date	Action Taken
LRC		
RCB		
RCB Executive		

HUD RESIDENT COUNCIL REQUIREMENTS

HUD CODE OF FEDERAL REGULATIONS TENANT PARTICIPATION

I. Role of Resident Council (964.100)

The role of a resident council is to improve the quality of life and resident satisfaction and participate in self-help initiatives to enable residents to create a positive living environment for families living in public housing. Resident councils may actively participate through a working partnership with the housing authority to advise and assist in all aspects of public housing operations.

II. Resident council requirements (24 CFR 964.115)

A resident council shall consist of persons residing in public housing and must meet each of the following requirements in order to receive official recognition from the housing authority and the Department of Housing and Urban Development and be eligible to receive funds for resident council activities.....:

- A. It may represent residents residing in scattered site buildings; areas of contiguous rowhouses; in one or more contiguous buildings; in a development; or in a combination of these buildings or developments.*
- B. It must adopts written procedures such as by-laws or a constitution which provides for the election of residents to the governing board by the voting membership of the residents residing in public housing..., on a regular basis, but at least once every three years. The written procedures must provide for the recall of the resident board by the voting membership. These provisions shall allow for a petition or other expression of the voting membership's desire for a recall election, and set the number of percentage of voting membership (threshold) who must be in agreement in order to hold a recall election. This threshold shall not be less than 10% of the voting membership.*
- C. It must have a democratically elected governing board that is elected by the voting membership. At a minimum, the governing board should consist of five elected board members.*

The voting membership must consist of heads of households (any age) and other residents at least 18 years of age or older and whose name appears on a lease for the unit in the public housing that the resident council represents.

III. Resident Council Partnerships (964.117)

A resident council may form partnerships with outside organizations, provided that such relationships are complimentary to the resident council in its duty to represent the residents, and provided that such outside organizations do not become the governing entity of the resident council.

IV. Eligibility for Resident Council Membership (964.125)

- A. Any member of a public housing household whose name is on the lease of a unit in the public housing development and meets the requirements of the by-laws is eligible to be a member of a resident council. The resident council may establish additional criteria that*

are non-discriminatory and do not infringe on the rights of other residents in the development. Such criteria must be stated in the by-laws or constitution, as appropriate.

- B. The right to vote for resident council board shall be limited to designated heads of households (any age) and other members of the household who are 18 years or older whose name appears on the lease of a unit in the public housing development represented by the resident council.*
- C. Any qualified voting member of a resident council who meets the requirements described in the by-laws and is in compliance with the lease may seek office and serve on the resident council governing board.*

V. Election Procedures and Standards (24 CFR 964.130)

At a minimum, a resident council may use local election boards/commissions. The resident council shall use an independent third party to oversee elections and recall procedures.

- A. Resident councils shall adhere to the following minimum standards regarding election procedures:*
 - 1. All procedures must assure fair and frequent elections of resident council members -- at least once every three years for each member.*
 - 2. Staggered terms for resident council governing board members and term limits shall be discretionary with the resident council.*
 - 3. Each resident council shall adopt and issue election and recall procedures in their by-laws.*
 - 4. The election procedures shall include qualifications to run for office, frequency of elections, procedures of recall, and term limits, if desired.*
 - 5. All voting members of the resident community must be given sufficient notice (at least 30 days) for nomination and election. The notice should include a description of election procedures, eligibility requirements, and dates of nominations and elections.*
- B. If the resident council fails to satisfy HUD minimum standards for fair and frequent elections, or fails to follow its own election procedures as adopted, HUD shall require the housing authority to withdraw recognition of the resident council and to withhold resident services funds as well as funds provided in conjunction with services rendered for resident participation in public housing.*
- C. The housing authority shall monitor the resident council election process and shall establish a procedure to appeal any adverse decision relating to failure to satisfy HUD minimum standards. Such appeal shall be submitted to a jointly selected third-party arbitrator at the local level. If costs are incurred by using a third-party arbitrator, then such costs should be paid from the housing authority's resident services funds pursuant to 964.150.*

VI. Funding Tenant Participation (964.150)

The housing authority shall provide funds it receives for this purpose to the duly elected resident council at each development and/or those jurisdiction-wide councils eligible to receive the resident portion of the tenant services accounts to use for resident participation activities. This shall be an addition to the Performance Funding System (PFS), as provided by 24CFR Part 9.90, to permit housing authorities to fund \$25.00 per unit per year for units represented by duly elected resident councils for resident services, subject to the availability of appropriations. Of this amount, \$15.00 per unit per year would be provided to fund tenant participation activities under subpart B of this part for duly elected resident councils ... and \$10.00 per unit per year would be used by the housing authority to pay for costs incurred in carrying out tenant participation activities ... including the expenses for conducting elections, recalls or arbitration....