

**BYLAWS  
OF THE  
WORKFORCE HOUSING ADVISORY COMMITTEE**

ARTICLE I  
Name

The name of this organization shall be the Workforce Housing Advisory Committee (WHAC).

ARTICLE II  
Purpose

The purpose of the Workforce Housing Advisory Committee is to address the community's affordable and workforce housing needs. The Committee will raise awareness about the challenges of affordable and available workforce housing. The WHAC will advise the City Council on providing solutions for a full range of workforce housing choices for households of all incomes, ages, and abilities.

ARTICLE III  
Membership, Terms, Attendance

3.01 MEMBERSHIP AND APPOINTMENTS

The WHAC shall be comprised of eleven (11) members who shall be appointed by the City Council. Members shall be appointed, to the extent available in the community, as described in Section 3.02. City Council will consider nominations from the qualified applicants.

3.02 QUALIFICATIONS

Applicants to the WHAC shall be residents of New Braunfels and demonstrate qualifications for the WHAC to the City Secretary via their application prior to appointment. If a member does not retain the said qualification during his or her term, such failure shall constitute a resignation from the Committee.

By filing an application for the WHAC, each applicant agrees to abide by these bylaws, ordinances, rules, and regulations of the City of New Braunfels (including its Code of Ethics) and county, state and federal laws, rules and regulations related to the activities of the WHAC and further agrees to participate in committee work, required trainings, special called meetings and volunteer activities of the WHAC.

The committee shall be composed of one representative each from the following:

- a) Planning Commission, Greater New Braunfels Chamber of Commerce, New Braunfels Economic Development Corporation, New Braunfels Housing Authority, New

Braunfels Utilities, and Habitat for Humanity. Each organization shall designate an applicant for these positions and provide written notice to the City Secretary upon the organization's designation of the applicant.

- b) Up to five (5) at-large members selected from within the New Braunfels city limits or extra-territorial jurisdiction with preference given to designated representatives from the following organizations: Community Development Advisory Committee, Four Rivers Association of Realtors, GNB Home Builders Association, McKenna Foundation, local banking or mortgage industry, and New Braunfels Housing Partners.
- c) If applicants from the above preferred categories 3.01b are not available, City Council may appoint additional at-large committee members.
- d) A City staff member, designated by the City Manager, will serve as staff liaison to the Workforce Housing Advisory Committee but will not be a voting member.

### 3.03 TERMS

The initial term for each Committee member shall be for staggered terms of three (3) years. At the first meeting of the Committee, the members shall draw for terms so that eight (8) members shall serve an initial two-year term, and seven (7) shall serve an initial three-year term. Thereafter, any member appointed or reappointed to the Committee shall serve a three-year term unless the appointment is to fulfill an unexpired vacant term.

### 3.04 ATTENDANCE

A member of the Committee shall assume to have resigned his or her position as a member of the WHAC thereby forfeiting his or her unexpired term of office if he or she accrues three (3) consecutive absences or a total of any four (4) absences during a calendar year. This provision can be waived upon a finding by a quorum of the Committee that one or more absences should be excused.

Special called meetings do not count against a member for attendance and absence purposes.

### 3.05 REMOVAL

Each Committee member serves at the pleasure of the City Council and may be removed at the discretion of the City Council.

### 3.06 RESIGNATION

Any member resigning from the committee shall submit their resignation in writing to the City Secretary and/or the staff liaison for the committee.

### 3.07 VACANCIES

When vacancies occur on the WHAC, the City Council shall appoint, by majority vote, a replacement to serve out the remainder of the vacant term.

ARTICLE IV  
Officers

4.01 ELECTION OF OFFICERS

The City Council will appoint the Chair of the Committee by a majority vote of the City Council. The Committee may hold an election of the full Committee for a Vice Chair. The Chair will serve until and unless the City Council appoints a new Chair of the committee.

The Committee shall accept nominations for the Chair position and put forward the candidate(s) for the City Council's consideration.

4.02 DUTIES OF OFFICERS

4.02.1 Chair

The Chair shall preside and participate at all meetings of the WHAC and shall have voting power.

4.02.2 Vice-Chair

The Vice-Chair shall assist the Chair as needed and shall serve as the presiding officer in the absence of the Chair. The Vice-Chair shall have voting power.

4.03 VACANCIES

Vacancies will be filled by the City Council.

ARTICLE V  
Meetings

5.01 DATE, TIME, PLACE

The regularly scheduled meetings are held the third Wednesday of every month at 4:00 pm at City Hall, unless otherwise noted.

5.02 OPEN MEETINGS

All meetings shall be held in accordance with the Texas Open Meetings Act.

5.03 QUORUM

A majority of the members of the WHAC shall constitute a quorum.

5.04 PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the WHAC in all cases in which they are applicable and in which they are not inconsistent with these bylaws. The WHAC shall conduct themselves in accordance with the City Charter of the City of New Braunfels and the Laws of the State of Texas.