

# **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 housing. The WHAC will advise the City Council on providing solutions for a full range of housing choices for households of all incomes, ages, and abilities.

## **ARTICLE III**

### **Membership, Terms, Attendance**

#### **3.01 MEMBERSHIP**

The WHAC shall be comprised of fifteen (15) members with preference given to representatives from Community Development Advisory Committee, Four Rivers Association of Realtors, GNB Home Builders Association, local bank or mortgage lending industry, McKenna Foundation, GNB Chamber of Commerce, NBEDC, NB Housing Authority, New Braunfels Utilities, Planning Commission, NB Housing Partnership, and Habitat for Humanity; plus, three at-large members.

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. City Council will consider nominations from the qualified applicants. 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, and volunteer activities of the WHAC.

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.

### 3.02 TERMS

The initial term for each Committee member shall be for staggered terms of five (5) years. At the first meeting of the Committee, the members shall draw for terms so that five (5) members shall serve an initial one-year term, five (5) members shall serve an initial three-year term and five (5) members shall serve an initial five-year term. Thereafter, any member appointed or reappointed to the Committee shall serve a five-year term unless the appointment is to fulfill an unexpired vacant term.

### 3.03 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 unexcused absences or a total of any four (4) unexcused 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.

### 3.04 REMOVAL

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

### 3.05 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.

### 3.06 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 Committee shall elect from its members a Chair and a Vice-Chair to each serve a one-year term. Officers shall be elected annually thereafter based on the election date of the initial officers of the Committee.

### 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.

4.0.3 VACANCIES

Any vacancy in an office shall be filled at the next regular WHAC meeting.

ARTICLE V  
Meetings

5.01 DATE, TIME, PLACE

The WHAC shall meet \_\_\_\_\_.

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.