

NORTH CENTRAL REGIONAL COUNCIL OF NAHRO BY-LAWS

Article I Name and Jurisdiction

- 1.1** The name of this organization shall be the North Central Regional Council of the National Association of Housing and Redevelopment Officials (NCRC/NAHRO).
- 1.2** The Regional Council shall operate within the geographic area of the States of Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, Ohio, and Wisconsin, subject to provisions of the Constitution of the National Association of Housing and Redevelopment Officials (NAHRO) and these By-Laws.

ARTICLE II OBJECTIVES AND PURPOSES

- 2.1** Toward the attainment of the provisions of adequate housing for the entire people, and toward the attainment of sound communities through the process of development, preservation, conservation, rehabilitation, and redevelopment, the purpose of the Regional Council shall be:
 - (1) To improve the standards and practices of all phases of administration directly related to the above objectives.
 - (2) To develop and improve professional standards involved in the administration of programs to achieve the above objectives.
 - (3) To strengthen the capacity of the Association at levels to provide for the exchange of knowledge and results of experience; to conduct meetings, trainings, and educational programs of the exchange of information, the improvement of program administration, and the enhancement of professional development opportunities.
 - (4) To facilitate effective relationships among all levels of government in the development and execution of housing and community development responsibilities.
 - (5) To cooperate and collaborate with other agencies, associations and groups, both public and private, having similar or related purposes.

ARTICLE III
MEMBERSHIP: QUALIFICATION, VOTING, DUES

Any agency or allied individual who is a current member in good standing of NAHRO, and who resides within the geographical area of the Region, shall be an current member of the Regional Council upon payment of such dues as may be established by the Regional Council as hereinafter provided shall be eligible and shall cast one vote.

- 3.1** Every **Associate** of an agency member and allied individual members shall have full voting rights, and is eligible to participate in all activities open to the membership.
- 3.2** Membership dues may be established from time to time by the Executive Board of the Regional Council for the operation of the Council. Payments of the established dues shall entitle members to all the rights of their membership class.

ARTICLE IV
**EXECUTIVE BOARD: MEMBERS, RESPONSIBILITIES, MEETINGS,
QUORUM, VOTING, VACANCIES**

- 4.1** The control of the affairs of the Regional Council shall be vested in the Executive Board, consisting of the officers of the Regional Council, the President and immediate Past President of each Chapter,(including the Ohio Housing Authorities Conference and Wisconsin Association of Housing Authorities), three Immediate Past Presidents of the Regional Council, two at-large members appointed by each Chapter in the Region, and the Chairs of ongoing committees duly constituted by the Executive Board, including but not limited to the Program Committee, Legislative Committee and Regional Suppliers and Mfg. Council.

Members of the NAHRO Board of Governors and all members of national committees residing in the Regional shall be afforded an ex-officio membership. Any past Regional President residing within Regional Boundaries shall be afforded a seat on the Executive Board upon written notice to the Executive Board that he/she desires to serve.

- 4.2** The Executive Board shall establish procedures for the (a) maintenance of records and accounts, (b) receipt and expenditure of funds, (c) levying of dues, (d) periodic reporting of Regional Council affairs to the membership, and it shall otherwise plan and account for the activities of the Regional Council, including the employment of staff therefore

- 4.3** There shall be (four) Regional Representatives to the Board of Governors of NAHRO consisting of the Immediate Past President, President, Senior Vice President and one member at-large. The Executive Board shall establish procedures for the selection of the at-large member to the Board of Governors and replacements of all four in the event of any of them being unable to serve.

The Executive Board shall hold not less than two regular meetings each year, at least one of which will be held at the time and the place of the Annual Conference of the Regional Council. Notice of a regular meeting shall be sent to each Board member not less than 30 days before the meeting date.

Special meetings of the Executive Board may be called by the President at any time, or by the Secretary upon the written request of at least one-fourth of the members of the Executive Board. The Notice of Special Meeting shall specify the time and place of the meeting and the business to be considered.

Any meeting of the Executive Board except the Annual Business Meeting may be held via electronic means or through teleconferencing. NCRC/NAHRO shall permit the casting of votes electronically when an Executive Board meeting is convened by the President. The Secretary shall prepare a written record of the meeting, including issues, participants and votes cast, if required. Any Board Member may attend a board meeting through electronic means. A board member is considered present when attending a meeting electronically.

At any meeting of the Executive Board, a majority of the members of the Executive Board shall be present to establish a quorum for the conduct of business of the Regional Council. Each member of the Executive Board shall be entitled to one vote. In order for a member's vote to be counted, he/she must be present.

- 4.4** Except in the case of officers and as otherwise provided herein, vacancies on the Executive Board occurring between Annual Conferences held in uneven years shall be filled by the originating unit to fill the unexpired portion of the term.

ARTICLE V OFFICERS: NAMES, DUTIES

- 5.1** The officers of the Regional Council shall be a President, Senior Vice President, six Vice Presidents with Portfolio, each corresponding to the six National and Regional Standing Committees, a Secretary and a Treasurer, all of whom shall be current associates of agency members or allied individual members in good standing of the Association and Regional Council.
- 5.2** It shall be the duty of the President to preside at all meetings of the Regional Council: to create and appoint such special committees as may from time to time

be necessary for the conduct of the affairs of the Regional Council; to implement such procedures, policies, and activities as may be adopted or approved by the Executive Board of the Regional Council; and to report periodically to the membership on the accounts and general business of the Regional Council.

- 5.3** The Senior Vice President shall preside in the absence of the President at all meetings of the Regional Council; shall succeed the President in office should he/she be unable to fulfill his/her term until the next election of the Regional Council; and perform such other duties as may from time to time be assigned by the President or Executive Board.
- 5.4** Six Vice Presidents with Portfolio shall be elected by the Regional Membership to chair the five Standing Committees, and shall be responsible for the conduct of the Standing Committees to which they are elected, and serve as chair of same. Each Vice President shall appoint a vice chair among the current committee members to conduct committee business in the absence of the chair.
- 5.5** The Secretary shall be responsible for maintaining the accounts of the Regional Council, and reporting status of same periodically to the Executive Board and Regional Membership, and performing such other duties as may be assigned by the President or the Executive Board.

ARTICLE VI NOMINATIONS AND ELECTIONS

- 6.1** Not less than 60 days prior to the Annual Conference of the Regional Council held in odd-numbered years, the Executive Board shall appoint a Nominating Committee having one member from each Chapter in the Regional Council representative of the membership interests, that shall meet the purposes of selecting one or more persons from the rolls of the active individual members for the offices of President, Senior Vice President, Vice Presidents with Portfolio, corresponding to the five Regional Standing Committees, Secretary and Treasurer. The Regional President shall appoint a person to chair the Nominating Committee, which person shall not have voting power except to break a tie vote.

Not less than 45 days before the annual Conference held in odd-numbered years, the Secretary shall notify each eligible voter of the nominees selected by the Nominating Committee, and that nominations for each position may be made by the membership provided it is made by a petition bearing the names of the nominees and the signature of at least 50 active members in good standing with the Association and Regional Council, with not less than five names coming from each of a majority of the different Chapters. Such petition must be received by the Secretary, who shall certify the petition, not less than 15 days before the Annual Conference.

- 6.2** The election of the President, Senior Vice President, five Vice Presidents with Portfolio, Secretary and Treasurer shall be held at the Annual Conference at the Regional Council held in odd-numbered years. The terms of office for officers, as with all newly appointed/elected members of the Executive Board, shall commence at the conclusion of the Annual Convention of NAHRO held in odd-numbered years. All officers and Executive Board members shall serve until their successors have assumed their duly elected positions.
- 6.3** At the direction of the Regional Executive Board, changes in by-laws, election of officers and any other business requiring notification of the membership and the casting of votes may be done electronically, by paper ballot and/or by other means as determined appropriate. Requirements for timely notification of the membership as referenced in section 6.1 and 9.1 shall be adhered to prior to any votes being cast either by paper ballot or other electronic means.
- 6.4** No person shall be eligible for election to any office or to occupy a position on the Executive Board who is not a current associate of an agency member or an allied individual member in good standing of the Association and of the Regional Council.
- 6.5** Except as provided in Article V,5.3, if a vacancy occurs in any office of the Regional Council, it may be filled by the Executive Board for the unexpired term.
- 6.6** The President, Senior Vice President, and the Vice Presidents with Portfolio may not succeed themselves in the same office for successive terms. However, should these officers assume office for less than a full term, they may be considered for re-election for an additional full term at the next regular election.

ARTICLE VII MEETINGS

- 7.1** There shall be an Annual Meeting of the membership of the Regional Council at a time and place fixed by the Executive Board. Reasonable notice of the Annual Meeting shall be given to the membership but not less than 60 days prior to the meeting date.
- 7.2** Special meetings of the membership may be called at any time on the order of the President, the Executive Board, or by signed petition of at least one-tenth of the total active membership with not less than 10 names coming from each of a majority of the different chapters. The secretary shall give notice of the time and place of a special meeting not less than 30 days prior to the meeting date.

- 7.3** A quorum must be present at any meeting of the membership at which business is transacted. Fifty current associates of agency members and allied individual members of the Regional Council, of not more than two members from any one agency, shall constitute a quorum.
- 7.4** The provision of these By-Laws and Roberts Rules-of-Order shall apply to the conduct of any meeting of the membership, the Executive Board, or other duly constituted committees of the Regional Council.

ARTICLE VIII COMMITTEES

- 8.1** There shall be Standing Committees of the Regional Council through which the program, professional, and member service needs and participation of the membership can be provided. The Standing Committees of the Regional Council are: Community Revitalization and Development, Housing, Member Services, Professional Development, International and Commissioners.

The Housing and the Community Revitalization and Development Committees shall generally address the programmatic areas of their respective function, and shall recommend actions to the Executive Board regarding, but not limited to, program dollars, legislation, regulations, administration at federal, state and local levels, and the effective representation of the membership's interest therein.

The Professional Development Committee shall focus on the general and specific areas of career identification, training and education, certification and credentialing, and the professionalization of the members engaged in such job responsibilities.

The Member Service Committee shall serve the general and special interest of the members which cut across program and professional lines; represent the special interest of special interest groups within the membership including but not limited to minorities, commissioners and women, and shall work to coordinate supportive products and services rendered by the Association and the Regional Council such as conference and conventions, workshops and seminars, publication, representation, and such related matters.

The Commissioners Committee shall serve to broaden the constituency supporting the goals and objectives of the Association; support programs to expand the skills of commissioners to effectively discharge their responsibilities; work with staff, leadership and membership at all levels of the Association in fulfillment of these purposes.

- 8.2** Each Standing Committee shall have a maximum of two representatives from each Chapter in the Regional Council selected in a manner determined by each Chapter. The Regional President, at his/her discretion, may appoint a maximum of five additional members to each Standing Committee.
- 8.3** The President shall create a Steering Committee to be comprised of the Regional President, the Regional Senior Vice President, the President of each Regional Chapter and the Immediate Past President of the Region. The Steering Committee shall be empowered to advise the Regional President and the Executive Board on matters which require expeditious action, planning and implementation.
- 8.4** The President may create such other committees, advisory councils, task forces or similar groups as he/she deems appropriate to the purposes and activities of the Regional Council, and shall appoint members thereto.
- 8.5** The selection process for committee membership shall seek to provide a broad representation of all special interests of the membership, including but not limited to Commissioners, minorities and women.

ARTICLE IX AMENDMENTS

- 9.1** These By-Laws may be amended at Business Meeting held in conjunction with the Annual Conference held by the region, or by mailed ballot, at the Annual Meeting, a business meeting, by mail ballot, or by electronic means as determined by the Executive Board consistent with timely notification and recording of votes cast by the membership noted in the following paragraphs.
- (1) **Business Meeting:** A copy of proposed amendments shall be published and distributed to the membership in a manner approved by the Executive Board (ie. NCRC newsletter) to each person eligible to vote not less than 40 days before the meeting. In order for an amendment to be adopted, there must be a quorum present and voting, and two-thirds of those voting must vote affirmatively for the amendment.
 - (2) **Mailed Ballot:** Upon agreement by the Regional Executive Board, meeting in regular or special session, a copy of proposed amendments along with a paper ballot or email ballot may be sent to the Regional membership for its approval or disapproval. Those members without email addresses may go to the member agency to vote electronically in the case of email ballots. Members shall be given 30 days in which to mark and return their ballots to the Regional Secretary for tabulation. In order for an amendment to be approved by either ballot form, one-tenth of those eligible to vote must vote, with two-thirds voting affirmatively for the amendment.

- (3) Electronic Voting: Upon approval of the Regional Executive Board meeting in regular or special session, any voting by the Executive Board or general membership may be conducted by electronic vote if authorized by the Executive Board and all prescribed advance notification requirements are met as specified for general elections and or meetings called by and for the Executive Board. In the event of electronic voting, at least one-tenth of those eligible to vote must vote, with two-thirds voting in the affirmative.

ARTICLE X EFFECTIVE DATE, APPROVAL AND REVOCATION

- 10.1** These By-Laws and any amendments thereto shall become effective on approval by the Board of Governors of the Association, and are subject to revocation by the Board of Governors of the Association for due cause.

Approved NCRC/NAHRO Executive Board for submittal to Regional Membership: 11/30/79

Approved NAHRO Board of Governors subject to ratification by Regional Membership: 2/03/80

Amended NCRC/NAHRO Executive Board- inclusion of all references to additional of Commissioners as a Regional Standing Committee: 8/31/81

Amended Regional Annual Business Meeting that Vice Presidents with Portfolio be nominated by nominating committee and voted upon by general membership quorum at Annual Business Meetings to consist of 50 members; and provision for amending By-Laws by mailed ballot: 6/9/83

Amended by Regional Executive Board giving affiliate members power to vote: 8/30/83

Amended by NCRC/NAHRO Membership and Board of Governors; 1) Amended Sec. 4.1 to create a chairperson of a regional, legislative committee with full voting rights, 2) Amended Sec. 4.3 to specify the four (4) regional representative to the Board of Governors, and 3) Amendment to Sec. 6.2 specifying commencement of terms of office at conclusion of annual NAHRO convention. 4/24/90

Updated April 1991

Updated April 2005 by Executive Board and forwarded to Membership and Board of Governors for approval for the amended provisions for membership, methods of voting and membership notification.

**NORTH CENTRAL REGIONAL COUNCIL OF NAHRO
ATTENDANCE POLICY**

If a North Central Regional Council (NCRC) Executive Board member fails to attend three (3) consecutive meetings of the Executive Board and such absences are not excused by the Board, his/her place shall automatically become vacant.

The NCRC Secretary shall send notice to the Executive Board member after the second consecutive meeting that his/her seat on the Executive Board shall automatically become vacant should they miss the next meeting. A copy of such notice shall be sent to the originating unit.

When vacancies occur in this manner, they shall be filled in accordance with NCRC By-Laws.

Members requesting an excused absence must do so in writing to the Regional President and Regional Secretary prior to the meeting the member shall miss stating the reason for the absence. Excused absences are at the sole discretion of the Executive Board.