

OHIO HOUSING AUTHORITIES CONFERENCE

BY-LAWS

ARTICLE I: NAME/PURPOSE

SECTION 1: NAME This organization shall be known as the “Ohio Housing Authorities Conference” (OHAC).

SECTION 2: PURPOSE

The purpose of the Ohio Housing Authorities Conference (OHAC) is to foster and promote affordable housing in the State of Ohio through:

- 1). Education and training of its membership and publics
- 2). Exchange information and concerns
- 3). Mutual support
- 4). Collaborative efforts

ARTICLE II: MEMBERSHIPS/RIGHTS/PRIVILEGES

SECTION 1: MEMBERSHIP

There shall be **three (3)** classifications for membership: Agency, Associate, and Honorary.

Agency - Any legally constituted Metropolitan Housing Authority or HUD approved Consortium organized pursuant to Section 3735.27 of the Ohio Revised Code is eligible for agency Membership.

Associate - Political subdivisions or Governmental agencies in the State of Ohio, which are not Housing Authorities, and Individuals and duly incorporated Organizations interested in participating in and receiving the services of the Association may be Associate Members.

Honorary - For outstanding performance in the field of public housing and community development, the Board of Directors may confer on individuals an Honorary Membership in the Ohio Housing Authorities Conference.

SECTION 2: RIGHTS AND PRIVILEGES

- A. Voting** - Voting privileges shall be accorded only to agency members. Each Agency, which is current in payment of dues, shall have one vote and that vote shall be cast by the director who will be automatically designated to vote for his/her Agency. In his/her absence, the Director may designate any member of his/her staff to vote.

An agency member without a director shall designate another individual to vote for the Agency. The director or the representative, in his/her absence, may delegate his/her authority to another by a signed proxy for that particular meeting. The proxy must be presented at the roll call for said meeting.

Voting shall be by roll call vote at general Business meetings. The Ayes, Nays, and Abstentions shall be entered on the minutes of the meeting. At all other meetings, voting shall be by show of hands unless a motion for a roll call has been

duly made and seconded.

B. E-Voting

- 1.) If an active agency has an issue they wish to bring forward for an e-vote the issue needs to be forwarded to appropriate committee for review. It will then be forwarded to the Executive Committee for approval.
- 2.) Then an email will be sent to the full membership from the Corporate Office stating the issue, any possible options and a deadline for responses, along with an opportunity for comment. Responses will be tallied by the President and Secretary. Pursuant to Article V Section 6, one-third of the active agency members must respond to constitute a quorum.

Once a determination is made, the membership will be notified of the results by email and said results will be shared at the next regularly scheduled meeting to be included in the minutes of the organization. Copies of all emails will be retained for the file.

- 3.) This section is by no means a way to circumvent the regular process of conducting business of the organization. Only topics that arise in between regularly scheduled meetings that are emergency or time sensitive issues that affect the membership will be considered.

C. Officers - Officers of the Ohio Housing Authorities Conference shall be selected from among directors, deputy/assistant directors or like designees, representing active Agency members.

D. Other Rights and Privileges -

- 1) Associate members in good standing by payment of dues are entitled to receive correspondence and communications, and to attend training meetings and conferences, but shall not attend Board of Directors' Meetings, vote, or hold office, nor chair a standing committee in the Association.
- 2) Honorary members and employees of member agencies may attend all workshops and conferences at cost. Honorary members, upon request, will be entitled to receive copies of correspondence and communications sent out to all members.

ARTICLE III: DUES

SECTION 1: DUES

The following will be scheduled dues for the Ohio Housing Authorities Conference:

A. Agency dues shall be based on the total number of units owned or managed (including Section 8) by the Agency and will be calculated as follows:

0 to 500 Units	\$560.00
501 to 1,000 Units	\$695.00
1,001 to 1,500 Units	\$870.50
1,501 to 3,000	\$1,090.00
3,001 to 5,000	\$1,150.00
5,001 to 10,000.....	\$1,400.00
10,000 +.....	\$1,600.00

a year for all housing authorities. Upon request of any MHA, the Board of Directors may waive annual dues for such housing authority. Fee waivers agencies will not be a voting member.

Note: A onetime increase in dues by less than 10% can be approved by the majority of members, without a change in the by-laws.

- B.** Associate Membership dues shall be **\$300.00**
- C.** Honorary Members are accorded membership with no dues required.
- D.** Annual dues are payable thirty (30) days after receipt of the invoice. Dues shall be paid on an annual basis only and shall cover the fiscal year of the conference.

Special assessments may be imposed upon the members only if approved by the full Membership.

Donations, grants or voluntary contributions may be accepted by the conference.

ARTICLE IV: ORGANIZATION

SECTION 1: ORGANIZATION

The organization of the Ohio Housing Authorities Conference shall consist of a Board of Directors, Officers, Executive Committee, and Standing and Ad hoc Committees.

SECTION 2: BOARD OF DIRECTORS

The directors of active agency members shall constitute the Board of Directors of the Ohio Housing Authorities Conference.

SECTION 3: OFFICERS

Officers of the Ohio Housing Authorities Conference shall be President, Vice President, Treasurer, and Secretary.

SECTION 4: EXECUTIVE COMMITTEE

This Committee will consist of the current elected OHAC Officers and the Immediate Past President.

SECTION 5: DUTIES

The duties of the officers of the Conference are as follows:

- A. President** – It shall be the duty of the President to preside at all meetings of the Conference; to create and appoint such special committees as may, from time to time, be necessary for the conduct of the affairs of the Conference; to implement such procedures, policies and activities as may be adopted or approved by the Board of Directors; and to report periodically to the membership on the accounts and general business of the Conference.
- B. Vice President** – The Vice President shall preside in the absence of the President at all meetings of the Conference; shall succeed the President in office should he/she be unable to fulfill a term until the next election; shall be designated as a chairperson with a portfolio of standing Committees and shall be responsible for conduct of such committees. The Vice President shall perform other such duties as may from time to time be assigned by the President.
- C. Secretary** – The Secretary shall be responsible for the taking and distribution of minutes of the meetings of the Board of Directors, and general Membership

meetings, the maintaining of records, the sending of such notices as may be required, and performing other duties as may be assigned by the President.

- D. **Treasurer** – The Treasurer shall be responsible for maintaining the records and accounts of the Conference, provision of periodic reports on Finances to the Board of Directors and the general Membership and performing such other duties as may be assigned by the President.
- E. **Executive Committee** –The decision making authority of the Executive Committee will be determined by the Board of Directors.

SECTION 6: ELECTIONS

Elections for OHAC officers shall be held every two years utilizing the following process:

- A. No individual shall be eligible for election or appointment to any office who is not a director or deputy/assistant director of an active agency member.
- B. Prior to April Directors' Meeting, the Nominating Committee shall meet for the purpose of selecting a slate of one or more nominees for each office – President, Vice President, Secretary and Treasurer. The Nominating Committee will follow the procedures established for the Nominating Committee by the Board of Directors. The Vice President shall be a nominee for the office of President at the end of his/her term of office.
- C. At the OHAC Spring Conference, the Nominating Committee shall notify the Board of Directors of the nominations for each position. Additional nominations may be made by any Director of an active agency from the floor at the OHAC Spring Conference.
- D. The election of the President, Vice President, Secretary, and Treasurer, shall be held at the June Directors' Meeting of the Conference. Each active agency member present at the June Directors' Meeting shall have one vote to be cast by the director or his/her designated proxy. Opposition for any office shall require a secret ballot. Officers shall be elected by a majority of votes and cast for that particular office. The terms of office for the Officers shall commence immediately following the adjournment of the business meeting of the annual Fall Conference. All officers and committee members shall serve until their successors have assumed their duly elected or appointed positions.

SECTION 7: TERMS

Officers shall serve for a period of two (2) years and may be reelected.

SECTION 8: VACANCIES

If a vacancy occurs in any office of the Conference, the President shall appoint a Director or that Director's designee to complete the unexpired term.

ARTICLE V: MEETINGS

SECTION 1: FISCAL YEAR

The Conference's Fiscal Year shall be January 1 through December 31.

SECTION 2: MEETINGS

The Conference shall hold meetings of the Board of Directors, an Annual Meeting and other special meetings, conferences or workshops as authorized by the Board of Directors or the President

SECTION 3: ANNUAL MEETING

The Conference shall hold its Annual Meeting at a time and place to be determined by the Board of Directors which shall be announced at least thirty (30) days in advance. The Annual Meeting shall normally be held at the Director’s Retreat.

SECTION 4: REGULAR MEETINGS OF THE BOARD OF DIRECTORS

Meetings of the Board of Directors shall be held not less than quarterly. These meetings will normally be held on the first Thursday of each month, and during the Spring and Fall OHAC Conferences. The location and times will be announced. Normally there will be no regular meeting in January and July.

Meetings of the Board of Directors may be conducted in person and virtually over appropriate social media. Virtual attendees present over video and audio shall be counted in determining whether a quorum is present through roll call.

SECTION 5: SPECIAL MEETINGS

Special meetings may, and upon petition of fifteen (15) active agency members, shall be called by the President.

SECTION 6: QUORUM

A quorum must be present at any meetings of the Conference at which official business is to be transacted. One-third of the active agency members shall constitute a quorum.

SECTION 7: AGENDA

At all meetings of the Conference, the following shall be the Order of Business:

1. Roll Call
2. Reading and Approval of Minutes
3. Financial Report
4. Communications
5. Report of Committees
6. Unfinished Business
7. New Business
8. Other Business
9. Adjournment

SECTION 8: PROCEDURES

Meetings shall be run by consensus, however, in the event that disagreement occurs, the latest copy of Robert’s Rules of Order shall be referred to whenever such consensus cannot be reached.

ARTICLE VI: COMMITTEES

SECTION 1: MEMBERSHIP

Members of the Board of Directors or his/her designee are eligible to serve on committees.

SECTION 2: STANDING COMMITTEES

There shall be six (6) standing committees of the Conference to meet the program, professional and Member needs. The standing committees of the Conference are:

1. Administrative
2. Housing Information
3. Legislative
4. Nominating
5. Training and Conference
6. National Housing Organization

- A.** The **Administrative Committee** will be responsible for the Constitution and By-Laws, Public Relations, Memberships, Resolutions, Accounting and Budget, and will oversee all activities of the Corporate Office. The President shall appoint someone to serve as Parliamentarian of the Conference.
- B.** The **Housing Information Committee** will keep OHAC Members updated on new rules and regulations that affect the operations of our Authorities.
- C.** The **Legislative Committee** will follow all National, State and Local legislative issues, and inform the Conference on such that may affect PHA operations.
- D.** The **Nominating Committee** shall have the responsibility of meeting on an annual basis to perform the function of nominating officers for the Conference. The Nominating Committee shall consist of five (5) members representing all members interests and shall be elected by the Board of Director's at the May meeting. A Chairperson shall be elected by the committee at this time. (SEE SECTION 5).
- E.** The **Training and Conference Committee** will be responsible for the following activities: Spring and Fall Conference; any Training e.g., Maintenance, Management, Section 8 and Financial. The Training and Conference Committee shall consist of not less than six (6) members. At the first meeting of each calendar year the committee shall present to the membership a plan for the year. This committee shall determine the types of conferences and training sessions in accordance with these By-Laws and the needs of the membership. The committee shall determine and arrange for facilities, exhibits and other planning as necessary to provide training. The Committee may delegate the programming of such conferences and seminars to one or more other members or staff and shall provide assistance and direction to these persons.
- F.** The **National Housing Organization Committee** shall act as a liaison between OHAC and national organizations associated with housing.

SECTION 3: AD HOC COMMITTEES

Ad Hoc Committees may be appointed for specific purposes by the President.

SECTION 4: CHAIRMANSHIP

The President shall appoint the Chairman of all committees and may appoint members to the respective committees; the Chairman of each committee may also be authorized by the President to name his/her own committee. This shall apply to all committees except the Nominating Committee which shall be elected by the Board of Directors.

SECTION 5: COMMITTEES

The President may create such other committees, advisory councils, task forces or similar groups as deemed appropriate to the purposes and activities of the Conference and shall appoint members thereto.

SECTION 6: COMMITTEE REPORTS

Reports of the activities of the various committees shall be presented to the membership during each meeting.

ARTICLE VII: AMENDMENTS

SECTION 1: AMENDMENT PROCESS

These By-Laws may be amended at a meeting of the Board of Directors by a majority vote of the agency members present and voting with a quorum present. Due notice of the proposed amendments must be mailed to each agency member of the Conference not less than thirty (30) days prior to the date of the meeting,

SECTION 2: EFFECTIVE DATE

These By-Laws and any amendments hereto shall become effective on and by the approval of the Board of Directors of the Conference.

Approved Revision: 04/07/2022

Last Revision: 08/06/2020