

# ● Hightstown Housing Authority ●

## RESIDENT COUNCIL BY-LAWS

### **Name:**

The name of the Council shall be The Hightstown Housing Authority Resident Council.

### **Purpose:**

The purpose of the Resident Council is to:

- Give residents greater participation in affairs within their own home.
- Suggest improvements and assist administration in providing better programs, surroundings, and services.
- Promote comradery and understanding among residents.
- Provide and receive necessary information for the benefit of all residents and report that to the Executive Director.
- Attend the Board of Commissioners monthly meeting by the Chairperson.

### **Membership:**

Every adult resident of The Hightstown Housing Authority is eligible to become a member of the Resident Council. Every member shall be given the opportunity to vote.

### **Officers and Their Duties:**

Officers of the council shall be:

- President (Chair) – shall preside over all meetings and attend Board of Commissioners Meetings. A minimum of 8 Commissioner meeting per year must be attended plus mandatory training sponsored by Rutgers University.
- Vice President (Vice Chair) – presides in the absence of the president.
- Secretary/ Treasurer – records and maintains minutes of each meeting, responsible for all financial business of the Council.

Officers of the Council shall be elected every year in January.

If an officer is/becomes unable to fulfill his or her duties; a special election will be held at the next regularly scheduled Council Meeting.

## **Committees:**

### **Executive Committee:**

The Council shall have an Executive Committee whose purpose is to give direction and organization to the Council.

The Executive Committee will include the Officers of the Council.

### **Standing Committees:**

The Council shall also have the following standing committees as needed:

**Welcoming** – to greet new residents and help orient them to the community.

**Food** – to organize and arrange any drinks and edibles at various events.

**Activities** – to help plan and organize events for the residents.

**Grievance** – to listen to concerns and provide an opportunity for discussion before the full Council meets; to follow up on issues with the Executive Director.

Each standing committee will select a chairperson who will serve for one year. Temporary committees can be established by appointment on an as needed basis.

### **Elections:**

Elections of officers/representatives shall be held every January.

The elections will be conducted using either written or voice ballots listing nominations for each office. Nominations will be made at the meeting prior to the election.

## **1. Meetings**

General meetings of the Council will be held every month on the third Wednesday at 3:00 PM.

Executive Committee Meetings will be held as needed.

## **2. Amendments**

Amendments may be made to the by laws at any regular or special meeting of the Council by a 2/3 vote, providing suggested changes have been read at the previous meeting. Amendments will go into effect immediately.

## **3. Rules of Order**

Each general meeting will be conducted according to a written agenda. Robert's Rule of Order will be followed unless the Council wishes to change or add the rules based on the determination of the group.