



## **CHARTER**

### **of the**

## **RESIDENT ADVISORY BOARD**

*Effective January 1, 2018*

#### **Preamble:**

**Whereas** the Minneapolis Public Housing Authority (MPHA) Tenant Advisory Committee (TAC) and the Moving to Work Resident Advisory Board (MTW RAB) are committees created by the MPHA Board of Commissioners;

**Whereas** on August 23, 2017 the MPHA Board of Commissioners adopted a board report authorizing the merger of TAC and MTW RAB into a single committee and directed MPHA staff to draft a Memorandum of Understanding (MOU) that effectuates the merger of the two committees.

#### **Now Therefore TAC and MTW RAB Agree to the Following:**

The committee shall be called the **Resident Advisory Board (RAB)**. It is authorized by the MPHA Board of Commissioners. With the formation of this committee the current TAC and MTW RAB committees cease to exist.

#### **Purpose of the RAB:**

The RAB shall be educational and advisory in nature. The RAB is created for the purpose of giving residents and participants the opportunity to advise, work with, and make recommendations to the MPHA board and staff regarding matters that affect their communities, and to provide recommendations on other such matters and concerns to MPHA and its board. Other such matters include but may not be limited to assistance with the development of the MPHA Moving to Work (MTW) Annual Plan, review of the agency's progress in meeting annual plan goals, and review and input on major programs, policy, and development issues presented to the Board. The RAB will be a recognized representative of MPHA public housing residents (highrise and family) and Section 8 Housing Choice Voucher (HCV) participants. However, it shall not be the exclusive representative, nor shall it replace or exclude other means of resident and participant input.

## **Relationship of the RAB to the MPHA**

It is the role and sole prerogative of the MPHA Board of Commissioners to enact policy. The RAB is expected to offer recommendations and information relevant to policy.

### **Membership:**

Initial membership shall include all current members of the TAC and MTW RAB plus two Housing Choice Voucher (HCV) participants, two representatives elected by the Minneapolis Scattered Site Resident Council (MSSRC), and two representatives elected by the Glendale Resident Organization (GRO).

After the inaugural period ending at the end of July 2019, RAB shall consist of no more than fourteen members composed of the following:

- Two HCV participants
- Two from scattered site public housing
- Two from the Glendale community
- One from North Area highrises
- One from Northeast Area highrises
- One from Southwest Area highrises
- One from Southeast Area highrises
- Minneapolis Highrise Representative Council (MHRC) President
- MHRC Security Advisory Committee Chair
- MHRC Diversity Committee Chair
- MHRC Management, Maintenance and Modernization Committee Chair

Resident Commissioners of the MPHA Board of Commissioners may attend and contribute to RAB meetings as ex-officio, non-voting members.

If no functioning resident organization exists in a community, the MPHA Board of Commissioners or its designee may recruit representatives as necessary to obtain resident and/or participant input, including through a direct mailing or other process.

The organizations that elect representatives to the RAB may also elect one alternate who can serve in the event of a temporary or occasional absence of the elected representative. Alternate will serve during the same term as the elected representative.

All RAB terms shall be for two years, beginning with the first RAB meeting in August of each year (August through July) in accordance with the resident associations' regular election cycles.

**Qualifications:**

All RAB representatives shall be residents of MPHA's public housing or Section 8 HCV programs. All representatives shall be lease compliant and/or in good standing with program requirements.

**Removal of Members, Resignations and Vacancies:**

A seat shall be considered vacant if there is no designated representative for that seat. The appropriate resident or participant organization shall fill by appointment any seat vacant as a result of a resignation, removal, absence, or lack of a candidate for a position.

Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their seat.

A member may resign at any time by giving written notice to the MPHA Board of Commissioners and to the resident organization from which they were selected. The resignation shall take effect when the notice is delivered, unless the written notice states otherwise.

**Duties of RAB Members:**

- RAB members selected from a specific community shall communicate with that community on all issues and actions taken or considered by the RAB.
- Attendance and on-time arrival is expected for all meetings. If a member must be absent, they should contact an alternate, if there is one, or let the chair know in advance of the meeting.
- Full participation is expected from all members.
- Members shall be respectful of other members' opinions and questions.

**Stipends:**

MPHA shall pay a stipend to each representative who attends the RAB meeting and the meetings of the MPHA Board of Commissioners. The stipend is set initially in the amount of \$15.00 per RAB meeting and \$10.00 per board meeting. MPHA may change the amount of the stipend at its discretion. With written authorization from MPHA, a resident council/organization may act on MPHA's behalf to pay stipends to its respective representative.

**Meetings:**

RAB shall hold regular meetings at least once a month and more often for activities related to the MTW Annual Plan. One RAB meeting will be held at least one hour prior to the MPHA

Board of Commissioners regularly scheduled meeting each month to review matters to be brought to the MPHA Board. RAB and MPHA staff will develop an annual meeting schedule at the first scheduled meeting each year.

The RAB may hold special meetings, if needed, to discuss issues of importance to public housing, public housing residents, and Section 8 HCV participants at the request of MPHA, the chair, or one-half of the RAB members.

RAB will be given notice of regularly scheduled or special meetings and will receive a packet prior to the monthly MPHA Board of Commissioners meeting.

A quorum for the transaction of business shall consist of one-half of the committee. Robert's Rules of Order shall apply at all times during meetings unless suspended by the committee members.

The Code of Conduct for each meeting shall consist of the following:

- Arrive on time.

- Stick to the Agenda.

- One person will speak at a time and will be recognized by the chair.

- Be respectful of others and their opinions.

- There will be no sidebar conversations.

- Do not monopolize the conversation.

All meetings are open to the public and approved minutes of all meetings are retained by MPHA (in accordance with records retention policies) and are available upon reasonable request.

### **Decision-Making Procedure:**

There will be open discussion and members may express their opinion or ask questions related to the item being discussed. When a motion and second have been made, if there is no more discussion, a vote will be taken. Passage shall require a majority of the members present. An alternate attending the meeting may participate in the discussion, but will not have a vote or receive a stipend unless the representative for that council or area is not present.

### **Roles:**

The officers of the RAB shall consist of:

The **chair** shall preside or delegate such authority, guide the meeting discussion, and keep members on topic. The chair shall also report to the MPHA Board of Commissioners each month, providing resident input to the board on matters before it. The chair shall vote on all matters before the RAB in the same manner as any other member of that body.

The **vice-chair** shall preside at any meeting the chair is unable to attend.

MPHA staff shall provide agendas and materials necessary for the meeting and may take minutes of each meeting.

Under this charter, the chair of the MPHA Board of Commissioners delegate authority to allow RAB committee members to elect a chairp and vice-chair. Elections of officers shall be held at the first RAB meeting of each year (August meeting).

**Diversity:**

No person shall be unduly discriminated against by this committee in its policies, delivery of services, or other business on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity, disability, age, marital status, or public assistance status.

**Staffing:**

MPHA shall provide administrative staffing sufficient to assist and support the activities of RAB and enable RAB to meet its responsibilities under this charter.