

Traverse City Housing Commission By-Laws

ARTICLE I – THE HOUSING COMMISSION

1. Name of Commission. The name of the Commission shall be “The Traverse City Housing Commission.”
2. Establishment of the Commission. The Traverse City Housing Commission was established by Ordinance 105 of the City of Traverse City on October 3, 1966 pursuant to Public Act No. 18 as adopted during the Extra Session of 1933.
3. Offices of the Commission. The administrative offices of the Housing Commission are located at 150 Pine Street, Traverse City, MI 49684, or at such place as the TCHC Board may from time to time designate by resolution.
4. Purpose of the Commission. The Purpose of the Traverse City Housing Commission shall be to provide quality affordable housing options that enhance our residents’ opportunities for self-sufficiency and economic independence. This will be accomplished by creating housing, partnering to create housing, or through the successful management of existing housing.
5. Public Duty. The Traverse City Housing Commission is a body entrusted by the citizenry to be run in a competent and fair manner. No member of the Housing Commission Board or staff shall utilize the position for undue, personal gain and each member of the Housing Commission Board or staff shall adhere to all items of the TCHC Code of Conduct.

ARTICLE II – OFFICERS

1. Officers. The officers of the Commission shall be a President, a Vice President, and a Secretary.
2. President. The President shall preside over all meetings of the TCHC Board of the Housing Commission. At each meeting, the President shall submit proper recommendations and information concerning the business, affairs, and policies of the Commission. Except as otherwise provided for by Policies of the Housing Commission or authorized by resolution of the TCHC Board, the President shall sign all contracts, deeds, and other instruments on behalf of the Commission. The President serves as the spokesperson and public representative for the Board of Commissioners.
3. Vice President. The Vice President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice President shall perform such duties as are imposed on the President until such time as the TCHC Board shall elect a new President.

4. Secretary. The Secretary shall keep the records of the Commission and record all votes while acting as Secretary of the meetings of the TCHC Board. The Secretary shall keep a record of the proceedings of the Board of Commissioners including but not limited to; policies, communications, By-Laws, rosters, etc. and a journal of Minutes, to be kept for such purpose, and shall perform all duties incident to the office. Duties may also include acting as an advisor to the Board with regard to compliance to these By-Laws and applicable laws, regulations and protocols. The Secretary shall be an individual or entity approved by Resolution of the Board and may be filled by contract or by appointment to the TCHC Board. The position of Secretary shall not be filled by a sitting commissioner and is not a voting member of the Board. In the event of the absence of the Secretary at the Board meeting, the President shall appoint a recording secretary for the purposes of that meeting.
5. Executive Director. The Executive Director (“Director”) of the Commission shall have general supervision over the administration of Commission business affairs and fiduciary management, subject to the direction of the TCHC Board. The compensation for the Director shall be determined by the TCHC Board. The Director serves at the pleasure of the TCHC Board, and their control over the administration of the Housing Commission is subject to the By-Laws and Policies of the Housing Commission, local, State, and Federal laws and regulations. The Executive Director, along with the President, serves as the spokesperson and public representative for TCHC.
6. Additional Duties. The Officers of the TCHC Board shall perform such other duties and functions as may from time to time be required by the Commissioners, the By-laws, or the rules and regulations of the US Department of Housing and Urban Development or other authorities having legal jurisdiction over the actions of the Traverse City Housing Commission.
7. Election of Officers. The President and Vice President shall be elected at the Annual Meeting of the TCHC Board from among the members of the TCHC Board, and shall hold office for one year or until their successors are elected and qualified.
8. Attendance. Following the policy of the City of Traverse City, appointees to the TCHC Board must attend at least 75% of scheduled meetings. Absences from meetings may be recorded as “excused” or “unexcused” by the President of the Board (or by Vice President in case of President’s absence). Commissioners should notify the President of the Board or the Executive Director at least 24 hours in advance if they cannot attend a meeting, or the absence will automatically be recorded as “unexcused” pending explanation to the Board. The Board President has the authority to record the absence of a Board member as “excused” in the case of an emergency or for other satisfactory reason. The records of attendance at TCHC meetings shall be forwarded to the City Clerk’s office by Staff. Absences excused by the President shall be noted. Any appointee who does not attend a minimum of 75% of scheduled meetings in any calendar year shall be requested to meet with a committee of the City Commission to determine if extenuating circumstances exist or if the appointee should be considered for removal.
9. Vacancies. Should the office of President or Vice President become vacant, the TCHC Board shall elect a successor from their membership at the next regular meeting, and such election shall be for the remainder of the un-expired term of said office.
10. Additional Personnel. The Board may authorize the Executive Director from time to time to employ such personnel or contractors as the Board deems necessary to exercise the powers, duties, and

functions of the TCHC. The hiring of additional personnel or contractors must fall within budgetary limits and policies established by the TCHC Board and subject to the laws of the State of Michigan and regulations of the US Department of Housing and Urban Development.

11. Committees and Subcommittees. Through a strategic planning process, the TCHC Board has created the following permanent committees:

- I. Executive & Finance Committee
- II. Governance & Compliance Committee
- III. Communications & Outreach Committee

The TCHC Board may also create such special ad hoc or advisory committees as it deems necessary or appropriate. The TCHC Board shall set the number and terms of the members of any committee. Such committees shall exist until such time that the TCHC Board deems their task has been satisfactorily completed. Each Committee/Subcommittee shall contain at least one (1) TCHC Board member who shall preside over the meetings as Chairperson. Non-Commission members serving on committees/subcommittees are encouraged. All members of committees/subcommittees are appointed with the consent of a majority vote of the TCHC Board.

ARTICLE III – MEETINGS

1. Procedures. All regular and special meetings of the Housing Commission shall be conducted according to the rules of procedure contained in *Robert's Rules of Order* and also in accordance with appropriate State Laws, including the Open Meetings Act, and any applicable Federal Laws or regulations. Notice of meetings shall be posted in accordance with the Open Meetings Act of the State of Michigan
2. Annual Meeting. The Annual Meeting of the TCHC Board shall be held on the regularly scheduled meeting in the month of June and, when possible, held in the Third Floor Community Room at Riverview Terrace Apartments. In the event that such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding secular day.
3. Regular Meetings. Regular meetings of the Board of Commissioners shall be held on a monthly basis pursuant to adequate notice and will occur at least 10 times per year. The Housing Commission shall comply with the Open Meetings Act, Public Act No. 267 of 1976: The basic intent of the Open Meetings Act is to strengthen the right of all Michigan citizens to know what goes on in government by requiring public bodies to conduct nearly all business at open meetings. The Housing Commission will approve and publish an Annual Meeting Schedule at or before the January meeting of each year.
4. Special Meetings. The President of the Commission may, and shall, upon the request of two members of the Board of Commissioners, call a Special Meeting of the TCHC Board for the purpose of transacting any business designated in the call for the Special Meeting. The call for a special meeting must be delivered to each member of the Board of Commissioners at least three (3) days prior to the date of such special meeting. Posting requirements for Special Meetings shall follow State Open Meetings Act.

At such Special Meeting, no business shall be considered other than as designated in the call and posted agenda, but if all of the members of the TCHC Board are present at a Special Meeting, any and all business may be added to the Agenda; however, items added to the agenda that were not previously posted may only be discussed and shall not be acted upon.

5. Quorum. At all meetings of the TCHC Board, three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the TCHC Board upon a vote of a majority of those Commissioners present. Amendments to the By-Laws, however, require a vote of the majority of the entire membership of the Board.
6. Order of Business. At the regular meetings of the TCHC Board the following shall be in order of business:
 - I. Roll Call
 - II. Approval of Agenda
 - III. Public Comment
 - IV. Consent Agenda
 - V. Committee & Commissioner Reports
 - VI. Staff & Program Reports
 - VII. Old Business
 - VIII. New Business
 - IX. Correspondence
 - X. Public Comment
 - XI. Commissioner Comment
 - XII. Adjournment

All meetings shall be conducted as stated above unless modified by the TCHC Board from time to time. All resolutions shall be in writing. Copies of the Minutes of proceedings of the TCHC Board shall be kept by the Board Secretary in a permanent journal in the Commission's Administrative Offices.

7. Manner of Voting. The voting on all questions coming before the TCHC Board shall be by voice vote, except if the President, or a member, wishes, a call for a division may be made, at which time a show of hands will show the number of yeas and nays to be recorded; and by request of the President or a member, there may be a Roll Call and the yeas and nays shall be entered upon the Minutes of such meeting.

ARTICLE IV – AMENDMENTS

1. Amendments to By-Laws. The By-Laws of the Housing Commission shall be amended only with the approval of at least three (3) of the members of the TCHC Board at a regular or special meeting in accordance with Article III of the By-Laws. Prior to holding a vote on an amendment to the Housing Commission By-Laws, a first reading of the proposed change shall be made into record at a Regular Meeting. In no instance shall the first reading occur less than seven (7) days prior to a vote on such amendment(s).

ARTICLE V – BOARD COMPOSITION, MEMBERSHIP, & TERM OF OFFICE

1. Appointment. The Mayor of the City of Traverse City appoints board members of the Housing Commission. The selection process follows the regulations and provisions of the City of Traverse City and Public Act 18 of the State of Michigan.
2. Employment of Board Member. Pursuant to Public Act 18 of the State of Michigan, no member of the TCHC Board shall be employed by the Housing Commission during their tenure on the Board. A Board member cannot be employed by the Housing Commission until at least 12 months after their tenure on TCHC Board has ended.
3. Resignation. A Board Member desiring to resign from the Commission shall submit a written notice to the City Clerk and President of the TCHC Board. This request shall be passed to the remainder of the Board and Executive Director within three (3) days of its receipt by the Board President.
4. Term of Office. Commissioners are appointed by the Mayor of Traverse City to serve 5-year staggered terms to expire November 30th of the appropriate year.

Adopted: October 19, 2004

Revised: January 17, 2006

Revised: August 15, 2006

Revised: February 20, 2007

Revised: April 19, 2011

Revised: March 20, 2012

Revised: June 17, 2014

Revised: June 24, 2016

Revised: June 23, 2017

Revised: June 22, 2018

Revised: June 28, 2019

Revised: June 25, 2021

Revised: June 24, 2022