

DENVER HOUSING AUTHORITY

# **Resident Council Board & Local Resident Councils**

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## *Policy Handbook*

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## INTRODUCTION

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This handbook is designed to:

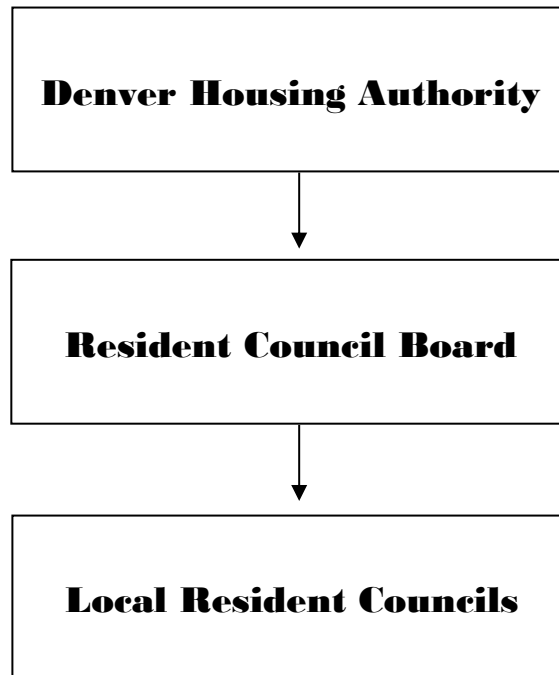
- Present an understanding of the role of resident councils and their officers.
- Outline the relationship of resident councils to residents, the Resident Council Board, and to the Denver Housing Authority.
- Provide guidelines for conducting meetings, preparing budgets and work plans, establishing goals, and encouraging resident participation.

The handbook will answer questions often asked regarding resident councils including:

- What is a resident council?
- Why have a resident council?
- What are the responsibilities of resident council members – residents and officers?
- What is the role of the Denver Housing Authority?
- What is the Resident Council Board and what is its relationship to the local resident councils?

## ORGANIZATIONAL CHART

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VISION STATEMENT

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DHA's vision is that every individual or family shall have quality and affordable housing in communities offering empowerment, economic opportunity, and a vibrant living environment.

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MISSION STATEMENT

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DHA's mission is to serve the residents of Denver by developing, owning, and operating safe, decent, and affordable housing in a manner that promotes thriving communities.

# **Resident Council Overview**

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## RESIDENT COUNCIL OVERVIEW

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Each Denver Housing Authority (DHA) development and building is encouraged to operate a Local Resident Council (LRC).

The Resident Council Board (RCB) is the governing agency of all DHA's LRCs. RCB Executive officers, in partnership with Resident and Community Services (RCS) staff, assist LRC and RCB members (residents) at each site with the organization and functioning of the LRCs.

DHA staff provides technical assistance to the RCB and LRCs to ensure compliance with HUD guidelines and requirements.

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## PURPOSE OF RESIDENT COUNCIL

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The LRCs and the RCB serve as self-governing organizations of a development or building of a DHA managed property. The principal purposes of the RCB and the LRCs are to:

- Advocate for residents before DHA and other agencies, and act as a liaison between such agencies.
- Encourage programs and activities designed to promote Leadership, Education, Safety, and Self-sufficiency (**LESS**).
- Encourage good working relationships between residents and DHA staff.
- Determine the needs of each development or building.
- Evaluate physical and social conditions at respective developments or buildings.

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## LOCAL RESIDENT COUNCIL MEMBERS

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Each resident is a member of their LRC and is encouraged to:

- Know the purpose of the resident council.
- Attend and participate in the resident council meetings and activities.
- Make concerns known to their LRC and/or the RCB and be aware of how their council can help address these concerns.
- Become familiar with lease requirements and follow those requirements.
- Participate with the resident council in a positive way to improve their community.

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## PARTICIPATION IN RCB AND LRC MEETINGS

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- LRC and RCB meetings are private resident meetings.
- RCB voting membership is made up of three LRC officers from each LRC who have been elected to serve as RCB representatives by their respective LRC.
  - The RCB representative will be an adult (18 years of age or older) legally residing in the development from which he/she was elected to serve on the LRC.
  - Representatives must be a DHA resident for at least (6) months before being elected as an RCB Representative.
  - This will be the voting membership for their LRC.
- Only RCB representatives are eligible to serve as RCB Executive Officers.



- It is the responsibility of the LRC membership to appoint the RCB representatives for their LRC.
- Because the RCB president cannot vote at RCB meetings, the LRC that the RCB President sits on must assign two other officers to be RCB representatives.

**If an appointed RCB representative is unable to attend the RCB monthly meeting, the LRC can send an alternate LRC officer or LRC member in their place.** The alternate will assume all the duties and responsibilities that are required of the RCB representatives including voting when an RCB representative is unable to attend any regular or special meeting of the RCB. This representative will represent their LRC as the RCB representative for the entire meeting if the original Representative should arrive late.

- Only the three RCB representatives from each LRC can vote on motions at the RCB meeting.
- Visitors or guests who have been approved to attend an RCB or LRC meeting must wait until “Open Discussion” to address the RCB and or LRC.

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### PROPER USE OF POSITION

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- LRC and RCB officers are elected by their peers to represent them. These positions need to be treated with respect and not be abused in any way.
- LRC and RCB officers adhere to the Standard Code of Conduct procedures and guidelines.
- LRC officers cannot sponsor or promote events in the name of the LRC, the RCB, or DHA without getting approval from their membership and DHA.
  - LRC and RCB sponsorship requires the vote of the membership at an official meeting (quorum).
- LRC presidents do not have any more decision making abilities than any other member (DHA resident).

# **Resident Council Board Overview**

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## DHA'S RESIDENT COUNCIL BOARD

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### RESPONSIBILITIES

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The RCB works in partnership with DHA to govern each LRC. The responsibilities of the RCB and its officers are to:

- Act as the representative of DHA residents.
- Adopt written procedures for operation, such as by-laws.
- Hold regular LRC meetings to ensure that residents have input and are knowledgeable about and involved in LRC and RCB decisions and activities.
- Develop bi-annual work plans that outline eligible resident participation activities for the RCB and each LRC. Eligible activities include, but are not limited to:
  - activities to inform, acquaint, advise, promote, and update residents concerning the issues and/or operations that affect resident households and their living environment;
  - resident surveys and other forms of resident input;
  - annual membership events or site-based community promotions that encourage resident participation;
  - resident outreach and promotional activities;
  - RCB and LRC training, elections, organizing, leadership, household training, and communication;
  - orientation and responsibilities for new and existing residents;
  - planning functions for such items as the Agency Plan, revitalization, safety and security, property management and maintenance, and capital improvements;
  - promoting and encouraging activities and programs that promote **Leadership, Education, Safety, and Self-sufficiency (LESS)**.
  - refreshment costs that are directly related to resident meetings for these activities are eligible for resident participation funds.
  - disburse funds to each LRC after approval of the RCB work plan by the RCB and DHA.
  - in conjunction with DHA, monthly monitoring resident participation activities and the use of funds.

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### OFFICER DUTIES

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The Executive RCB officers should be chosen for their leadership qualities and abilities. Executive Officers of the RCB fulfill the following responsibilities:

- Provide oversight of all LRCs which includes:
  - Approving bylaws.
  - Approving work plans.
  - Auditing Treasurer's Reports.
  - Reviewing and approving receipts.

- Providing technical assistance.
- Providing LRC oversight to ensure that by-laws are followed.
- Monitoring issues raised at RCB meetings and tracking their resolution.
- Sit on relevant committees including Special Events Committee and LRC Oversight Committee, Resident Council Board Executive Committee, etc.
- Present updates quarterly at Board of Commissioners meetings.
- Participate in other activities including, but not limited to:
  - Fundraising
  - Recruiting
  - LRC startup
  - Special events including, but not limited to, Senior Ball, back to school events, resource fairs, youth leadership, etc.
- Provide technical support to LRCs.
- Refer RCB and LRC issues to DHA Executive Staff monthly or sooner when necessary.
- Attend LRC meetings to audit activities and provide technical assistance.
- Provide residents with a means of communicating with DHA staff.
- Provide residents with opportunities for leadership and upward mobility.
- Help determine the needs of DHA sites and communicate those needs to DHA management.
- Help facilitate programs and activities for DHA youth, adult, and senior residents in the areas of leadership, education, safety, and self-sufficiency.
- Foster a close working relationship between residents, maintenance, and management.
- Assist residents to secure needed services from outside agencies.
- Conduct resident hearings as outlined by the Lease and Grievance Procedure.

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### RCB OFFICER REQUIREMENTS

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- **Running for Office** -- Only RCB representatives, (LRC officers who have been elected by their LRC to vote on their behalf at RCB meetings), may run for an RCB officer position.
- **Active LRC Officer Requirement** – RCB Executive Officers must be an officer of their LRC. If they lose their LRC position and do not fill another LRC officer position within 60 days, they will be removed from their RCB Executive Officer position until the position is filled.

**Officers** must be at least 18 years old and on the lease of the respective DHA property. Terms of office are two years. An office may be vacated by resignation, death, termination, or a vote of impeachment.

**Board positions** – LRCs have five elected executive board positions: President, Vice-President, Secretary, Treasurer, and Sergeant-at-Arms. Two or more offices may not be held by the same person except upon temporary appointment, which must not exceed two months and must be approved by the Executive Board of the RCB.

**Elections** are held every two years according to the election schedule. No individual can hold the same office for more than two consecutive terms (4 consecutive years total).

**Meeting Accessibility** -- LRC and RCB meetings must be accessible to members.

**Resident Issues** -- All residents (LRC members) have the right to voice their opinion at their LRC meetings in “Open Discussion.”

- When residents have issues or ideas that concern their community, they should bring those suggestions to their LRC.
- If issues are not resolved at the LRC level, they can be referred to the RCB with approval of the LRC.
- The LRC/RCB Referral Form must be completed by the LRC and submitted to the RCB.
- Issues that cannot be resolved at the RCB level will be referred to the RCB Executive Committee and potentially to DHA Executive staff.

**Official meeting** -- Each LRC holds monthly meetings on the same day and time each month except in December, as specified in their bylaws. For a meeting to be official there must be a quorum. Meetings without a quorum can be held, but are unofficial. No voting can take place in unofficial meetings.

**Quorum** -- A quorum requires that at least three executive board members must be present as well as the number of residents specified in the bylaws. An RCB executive officer may sit in for an LRC officer in order to make a quorum if only two LRC officers are able to attend a meeting; no more than one RCB executive board member can sit in the place of an LRC officer to make a quorum. LRC business can only be conducted if there is a quorum.

**Bylaws** -- Each LRC must have RCB approved and DHA approved bylaws which outline the rules of the LRC including how many residents must be in attendance in order to have a quorum. Each LRC must abide by the rules of their LRC’s bylaws in addition to abiding by the rules of the RCB bylaws.

**Roberts Rules of Order** -- LRC and RCB meetings are structured according to Roberts Rules of Order style.

**Training** – All LRC officers must attend DHA’s LRC training within three months of being elected or they will be removed from office. All new LRC officers must take a pre-test at their initial officer training, followed by a post-test. If the post-test score is 79% or lower, then the post-test must be taken again within three months and a passing score of 80% or higher is required. The officer will work with their Service Coordinator to re-take the post-test over the next three months.

**Technical Advisors** – Resident and Community Services (RCS) staff attend all LRC and RCB meetings as technical support. RCS staff assists with correct meeting procedures.

***Resident Participation Funds Work plan*** -- Each LRC that is eligible for Resident Participation Funds through the RCB, must complete a six-month work plan on a biannual basis which outlines how the LRC plans to spend their allotted funds from account #4 for that period. The work plan must be approved at an LRC meeting before it can be submitted to the RCB and RCS for approval. If a work plan is not approved, it will be returned to the LRC for changes. Once a work plan has been approved, funds can be spent from the HUD account on work plan items without a resolution. All other expenditures must be accompanied by an approved resolution.

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## RCB ELECTION PROCEDURES

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***Nominations*** are accepted from any LRC officer or member. Only the three RCB representatives from each LRC are eligible to run for office on the RCB. Each LRC designates its RCB representatives. RCB representatives can be changed by vote at any LRC meeting.

***Voting*** is completed by secret ballot biannually at the May RCB meeting. Voting is supervised by RCS staff and one resident who is not running for office.

***Representation*** of senior/disabled and family developments is a high priority for the RCB. When possible:

***Goal 1***     *At least two officers must be from a senior/disabled property and two must be from a family row type property.*

***Goal 2***     *No more than one officer from any LRC can sit on the RCB Executive Board at the same time.*

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## POTENTIAL CONFLICTS OF REPRESENTATION GOALS

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***Priority*** is given to meeting Goal 1 before Goal 2 when dealing with potential conflicts of Goal 1 and Goal 2. If meeting the Goal 1, having at least two officers from a senior/disabled property and two from a family row type property can only be done by breaking Goal 2, having two officers from one LRC, this shall be done.

In the event that there are no candidates running from the property types that are needed for equal representation, the candidates with the highest votes will be able to serve on the board regardless of property type.

***RCB Representative Requirements*** –While keeping it a priority to meet the representation requirements for the RCB, candidates with the most popular votes will be put into office.

***Ties***— In the event of a tie, the RCB Presidents ballot will be tagged and only counted as the tie breaker to determine the winning candidate.

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## ELECTION REPRESENTATION TRACKING

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***Election Representation Tracking Spreadsheet*** –As votes are counted, the Election Representation Tracking spreadsheet will be completed to track representation requirements.

***Election Overview Spreadsheet*** –All the votes will be counted for each position and put into Election Overview spreadsheet that outlines the number of votes by candidate as in the following examples:

### Election Overview

President				
Name	Number of Votes	Site Name	Senior/Disabled Site (Y/N)	Family Development (Y/N)
Officer X	11	Pleasantville	Y	N
Officer Q	4	Mariposa	Y	N
Officer S	6	Villa	N	Y
Officer B	12	Mariposa	Y	N

Vice President				
Name	Number of Votes	Site Name	Senior/Disabled Site (Y/N)	Family Development (Y/N)
Officer A	2	Del Norte	N	Y
Officer P	5	Sante Fe	Y	N
Officer E	8	Rio Grande	Y	N

<b>Treasurer</b>				
<b>Name</b>	<b>Number of Votes</b>	<b>Site Name</b>	<b>Senior/Disabled Site (Y/N)</b>	<b>Family Development (Y/N)</b>
Officer C	13	Tirrenia	Y	N
Officer Z	7	Tejon	N	Y
Officer L	15	Villages	N	Y
Officer F	3	Sante Fe	Y	N

<b>Secretary</b>				
<b>Name</b>	<b>Number of Votes</b>	<b>Site Name</b>	<b>Senior/Disabled Site (Y/N)</b>	<b>Family Development (Y/N)</b>
Officer W	11	Del Norte	N	Y
Officer R	11	Pleasantville	Y	N
Officer D	3	Casa Bonita	Y	N
Officer H	2	Tirrenia	Y	N
Officer M	5	Del Norte	Y	N
Officer O	4	Villages	N	Y

<b>Sergeant at Arms</b>				
<b>Name</b>	<b>Number of Votes</b>	<b>Site Name</b>	<b>Senior/Disabled Site (Y/N)</b>	<b>Family Development (Y/N)</b>
Officer G	8	Gross Pointe	N	Y
Officer I	10	Decatur	Y	N
Officer J	4	Tejon	N	Y
Officer K	6	Rio Grande	Y	N



### Election Representation Tracking

Title	Officer	Votes	Site	Type of Site
President				
Vice President				
Treasurer				
Secretary				
Sergeant-at-Arms				

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### COUNTING VOTES

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**Counting Votes**—The counting of the votes will be conducted as follows, maintaining the rules regarding RCB Representation:

i. Step 1 -- Counting Votes for President

The position of president will be determined first. The presidential candidate with the most votes will win the election for this position. This information will be inputted into the Election Representation Tracking spreadsheet.

### Election Representation Tracking

Title	Officer	Votes	Site	Type of Site
President	Officer B	12	Mariposa	Senior
Vice President				
Treasurer				
Secretary				
Sergeant-at-Arms				

ii. Step 2 – Counting Votes for Second Candidate

The next candidate with the most popular votes will be elected for the position they ran for. This information will be inputted into the Election Representation Tracking spreadsheet. This will fill the second position.

#### **Election Representation Tracking**

<b>Title</b>	<b>Officer</b>	<b>Votes</b>	<b>Site</b>	<b>Type of Site</b>
President	Officer B	12	Mariposa	Senior
Vice President				
Treasurer	Officer L	15	Villages	Family
Secretary				
Sergeant-at-Arms				

#### iii. Step 3 – Counting Votes for Third Candidate

The next candidate with the most popular votes will be elected for the position they ran for. This information will be inputted into the Election Representation Tracking spreadsheet. This will fill the third position. In this scenario, there is a tie between Officer W from Del Norte and Officer R from Pleasantville. As referenced above, the president votes when there is a tie which is how Officer R won the seat of Secretary.

#### **Election Representation Tracking**

<b>Title</b>	<b>Officer</b>	<b>Votes</b>	<b>Site</b>	<b>Type of Site</b>
President	Officer B	12	Mariposa	Senior
Vice President				
Treasurer	Officer L	15	Villages	Family
Secretary	Officer R	11	Pleasantville	Senior
Sergeant-at-Arms				

#### iv. Step 4 – Counting Votes for Fourth Candidate

The next candidate with the most popular votes will be elected for the position they ran for. This information will be inputted into the Election Representation Tracking spreadsheet. This will fill the fourth position.

### Election Representation Tracking

Title	Officer	Votes	Site	Type of Site
President	Officer B	12	Mariposa	Senior
Vice President				
Treasurer	Officer L	15	Villages	Family
Secretary	Officer R	11	Pleasantville	Senior
Sergeant-at-Arms	Officer I	10	Decatur	Senior

#### v. Step 5 – Counting Votes for Fifth Candidate

The next candidate with the most popular votes will be elected for the position they ran for. This information will be inputted into the Election Representation Tracking spreadsheet. This will fill the fifth position.

If counting votes were the only determining factor, Officer E from Rio Grande would win the position of Vice President. However, the RCB Representation Rules, Goal 1, states that when possible:

***At least two officers must be from a senior/disabled property and two must be from a family row type property.***

This rule excludes Officer E because this person is from a senior site and there is not enough representation on the RCB from the family sites. For this reason, Officer A, who has the least votes for Vice President, wins this position. If no one from the family sites ran for the position of Vice President, Officer E from Rio Grande would have won this position.

### Election Representation Tracking

Title	Officer	Votes	Site	Type of Site
President	Officer B	12	Mariposa	Senior
Vice President	Officer A	2	Del Norte	
Treasurer	Officer L	15	Villages	Family
Secretary	Officer R	11	Pleasantville	Senior

Sergeant-at-Arms	Officer I	10	Decatur	Senior
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Vice President				
Name	Number of Votes	Site Name	Senior/Disabled Site (Y/N)	Family Development (Y/N)
Officer A	2	Del Norte	Y	N
Officer P	5	Pleasantville	Y	N
Officer E	8	Rio Grande	N	Y

# LRC & RCB Officers

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## LRC OFFICERS

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### Representation

- LRC Officers are elected by LRC members to represent them, their issues, and their needs to the RCB and to DHA.
- LRC officers and RCB officers should conduct themselves as representatives of their site and maintain respect for their membership.
- No more than one member of each household may hold an officer position at their LRC.
- Representation means personal issues are irrelevant unless these issues are shared by the site.

**Holding Meetings** – LRC officers are responsible for the facilitation of regular monthly LRC meetings. In this capacity, their duties include:

- **Conduct officer pre-meetings** -- LRC officers meet together before the LRC meeting to prepare the agenda for the official LRC meeting.
- **Bring an agenda** to every meeting. Agendas are very important. If a meeting is held without an agenda, participants feel that they are not an involved part of the meeting.
- **Bring copies of committee reports**, including but not limited to RCB and special events to all LRC meetings. LRC officer should give an update of RCB committee meetings, issues and discussion.
- **Encourage resident participation** in all meetings.
- **Work together as a team** to hold an effective, productive, positive meeting.

**Training** – All LRC officers must attend DHA's LRC training within three months of being elected or they will be removed from office. All new LRC officers must take a pre-test at their initial officer training, followed by a post-test. If the post-test score is 79% or lower, then the post-test must be taken again within three months and a passing score of 80% or higher is required. The officer will work with their Service Coordinator to re-take the post-test over the next three months.

**Code of Conduct/Conduct Process** –All officers must adhere to the Code of Conduct.

- Each officer must sign the Code of Conduct upon being sworn in to office and or at LRC Officer Training. Failure to do so will result in termination.
- If officers are found in violation of the Code of Conduct, RCS staff will conduct an investigation upon receipt of a written complaint.
- RCS staff will present to the RCB executive board their findings at the official RCB Oversight meeting to discuss the complaint.
- If the RCB finds the officer is not in violation, the RCB Executive board will send an official notice to the officer and resident/individual who submitted the complaint letting them know that no violation was found.
- If the RCB finds the officer is in violation, then the RCB will send a letter to the officer and resident/individual who submitted the complaint informing them of their findings, and present their decision. The RCB could require additional training, monitoring, or termination of the LRC officer.

**Low Performing LRC Process**—The RCB monitors any newly elected LRC board, and or any LRC that has a formal written LRC/RCB referral form on file. In order to be removed from the low performing list, the following must occur:

- New LRCs will have completed two consecutive months of probation.
- Low performing LRCs will have had staff visits for three consecutive months.
- Low performing LRCs will be functioning smoothly.

- Low performing LRC officers adhere to the Code of Conduct.
- Low performing LRC officers will have attended an officer re-training session.
- Low performing LRCs will have had a final visit after three months of staff visits, in order to determine if they are ready to be removed from the low performing list.
- Officers from any low performing LRC are not eligible to run for office on the RCB.

**Termination Process** – LRC and RCB Officers will be terminated from their position if they

- do not comply with mandatory attendance guidelines for their LRC/RCB meetings.
- have 3 unexcused absences and/or 6 excused absences during their two year term.
- do not complete Foundations training within three months of taking office.
- have violated the Code of Conduct policy.

**Appeal Process** – A terminated LRC Officer may appeal their termination through the following process:

- I. A written request for appeal must be submitted to the Executive Board of the LRC when the member wishes to be reinstated.
  - A. Such a request must be submitted within 30 days of termination.
  - B. LRC Executive Board shall inform the RCB in writing that such an appeal is being considered.
  - C. The appeal shall be placed on agenda for the next LRC meeting.
- II. LRC consideration of appeal
  - A. At an LRC meeting, the member who is appealing termination from the Executive team shall present their case regarding why they believe they should be reinstated.
  - B. The LRC Executive team will encourage open discussion on the merits of the appeal.
  - C. A silent ballot vote to support or deny the appeal shall be taken by the LRC. Appellate shall not be present during vote.
- III. The result of the vote shall be recorded in the meeting minutes and the appellate member shall receive written notification of the LRC decision.
- IV. A written result of the vote shall be formally submitted to the RCB. The RCB Executive Board shall then consider the request and inform the appellate member of their decision in writing.

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## EXECUTIVE BOARD MEMBERS

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A Local Resident Council (LRC) consists of **ALL** of the adult residents of a building or development. The LRC Executive Board is made up of the following officers:

*President*

*Vice President*

*Secretary*

*Treasurer*

*Sergeant-At-Arms*

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### DUTIES OF OFFICERS:

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#### PRESIDENT

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##### *What is the role of the President?*

The LRC and RCB President, functions first and foremost as *meeting facilitator*. In this capacity, the president:

- Makes sure the agenda is followed.
- Ensures that meetings begin and end on time. LRC meetings should be no longer than one hour. RCB meetings should be no longer than two hours.
- Encourages everyone to feel comfortable stating their opinion.
- Refrains from letting their opinion be known.
- Never shows whether they like or dislike a person or a suggestion.
- Never agrees or disagrees with an opinion or a position.

##### *Was the job well done?*

- Was the agenda followed?
- Did the meeting begin on time and end on time?
- Did the president state his or her opinion or let it be known? This should not happen.
- Did the president show his or her like or dislike for people who spoke? This should not happen.
- Did the president show his or her agreement or disagreement with the opinions? This should not happen.

***Duties of the President:*** Preside over all LRC meetings, keeping the following in mind:

- Work with the LRC officers to develop LRC meeting agendas;
- Make sure an agenda is available at each meeting for all members;
- Conduct meetings from prepared agendas;



- Remain calm and listen to all remarks without bias or prejudice;
- Speak no more than necessary while presiding;
- Have a working knowledge of parliamentary procedure;
- Have a good understanding of their by-laws;
- Have a good understanding of the RCB/LRC Policy Handbook;
- Have a list of active committees and committee members available;
- Extend every courtesy to members who are for or against a motion, regardless of personal opinion;
- The president should only Vote in a tie, and then only by silent ballot;
- The position of the president, should never be included in discussion;
- Step down to address an issue, **this should be rarely**. He/she must step down and give the chair to the highest ranking officer, until the discussion is complete;
- Be available to approve and sign official documents for the LRC;
- Act as a primary signer for all check requests;
- Be aware of all resident activities and functions in the development or building;
- Lead the LRC in encouragement and promotion of resident participation in activities of the DHA, the RCB, the LRC, the community and the neighborhood;
- Be instrumental in establishing the LRC budget and work plan.
- Participate in and complete HUD drawdowns through LOCCS for Service Coordinator grants.

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## VICE PRESIDENT

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### *What is the role of the Vice-President?*

The Vice-President fulfills two main responsibilities:

- Fills in for any vacant position,
- Become the president if that position is vacated.

The Vice President is very important because LRCs frequently have vacant positions which the vice president must fill.

In order to best perform in a position vacated by another officer, the Vice-President should make it their goal to understand as much as possible about each officer position.

### *The Vice President shall:*

- Act in the place of the President whenever necessary;
- Become the President in case of a vacancy in the office of President;
- Preside at official meetings, in the absence of the President or whenever the President temporarily vacates the chair;
- Act as assistant to the President in all duties and assignments;

- Work with the LRC Executive Board to develop the LRC agenda;
- Have a working knowledge of parliamentary procedure;
- Have a good understanding of the LRC bylaws;
- Oversee all standing committees of the LRC;
- Present monthly reports in the absence of Secretary and/or Treasurer; and
- Absorb duties and responsibilities of any vacant LRC Officer position.

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## SECRETARY

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### ***What is the role of the Secretary?***

The main responsibility of the Secretary is the minutes: taking minutes, passing out minutes, keeping copies of minutes, and forwarding copies of minutes to RCS.

### ***Important information about minutes:***

- They can be hand written or typed.
- They can be read out loud or passed out for others to read.
- They can be short or long.
- They must provide an overview of what happened in a meeting and record all motions and resolutions.
- Minutes do not need to include all details of a meeting.
- They must include all motions – what the motion was, who made and who seconded the motion, and if the motion passed.
- Minutes should include the following:
  - Time, date and place of each meeting;
  - Executive roll-call, attendance (attach list of names of each member present);
  - Treasurer's Report;
  - Committee Reports;
  - Guest Speaker Information;
  - Old and New Business including all motions and outcomes of those motions;
  - Open Discussion (i.e. membership comments);
  - Specifics on motions made – what the motion was, who made it, and who seconded it;
  - Adjournment time;
  - The place and time of the next LRC meeting.

### ***The Secretary shall:***

- Execute roll-call;
- Keep all minutes in a binder (by year) and bring them to all meetings;

- Work with the LRC Executive Board to develop the LRC agenda;
- Create the announcement flyer for the monthly LRC meeting;
- Read aloud or present copies of previous month's minutes for approval;
- Record meeting minutes and submit a copy to RCS on a monthly basis;
- Complete, keep, and forward copies of all resolutions to RCS;
- Act as an alternate signer on all bank drafts;

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## TREASURER

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### ***What is the role of the Treasurer?***

The main responsibility of the Treasurer is tracking and reporting activities in the LRC's financial account in the Treasurer's Report.

### ***Important information about the Treasurer's Report:***

- The Treasurer receives a completed Treasurer's Report from DHA's Account Coordinator before each LRC meeting.
- The Treasurer does not complete Treasurer's Report. Their main responsibility is to make sure the report is correct.

### ***The Treasurer shall:***

- Read monthly Treasury reports at LRC meetings which includes a detailed list of expenditures and deposits (debits and credits) for the previous month;
- Keep copies of all resolutions relating to the expenditures (money spent) for the previous month;
- Keep copies of all receipts for the previous month;
- Act as a primary signer on all check requests;
- Be a custodian of all the LRC funds and disburse them only upon authorization from a majority approval of the LRC members;
- Prepare a budget with the assistance of the LRC Executive Board, for approval by the LRC membership;
- Work with the LRC Executive Board to develop the LRC agenda.

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## SERGEANT-AT-ARMS

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### ***What is the role of the Sergeant-at-Arms?***

The main responsibility of the Sergeant-at-Arms is to encourage and maintain a positive "mood" at meetings.

### ***This involves:***

- Setting up the room;
- Greeting attendees;
- Maintaining order.

***The Sergeant-At-Arms shall:***

- Call meetings to order;
- Prepare the meeting area prior to the start of each meeting;
- Greet the members and approved guests/visitors at meetings;
- Distribute copies of the agenda and all other appropriate handouts to all persons attending the meeting;
- Maintain the sign-in sheet. Submit a copy of the sign-in sheet to the LRC secretary for addition to the minutes and to the RCS Department;
- Ensure that monthly flyers/meeting announcements are delivered to each unit;
- Maintain order throughout each meeting;
- Work with the LRC Executive Board to develop the LRC agenda.
- Call each meeting to adjournment;

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## ELECTION PROCEDURES

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### ELECTION COMMITTEE

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When elections are scheduled for an LRC, the respective LRC will solicit LRC members (residents of that site) to participate in the Election Committee.

- Election Committees assist with the election procedure.
- Volunteers are requested at the LRC meeting prior to the beginning of the Nomination Period.
- The first Election Committee meeting should be held 3-5 days after the committee is formed.
- The Election Committee is made up of residents who will not run for office. If a resident serves on the Election Committee, he or she is not eligible to run for LRC office.
- If no residents volunteer and an Election Committee cannot be formed, DHA staff will oversee the election process.
- The Election Committee should meet periodically throughout the election process.
- Election announcement flyers are sent to every unit.
- The Election Committee will assist with resident notification, flyer distribution, scheduling of election, election day preparations, and election result notification.

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### NOMINATION PERIOD

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- The Nomination Period should be open for at least 30 days to ensure that all residents have an opportunity to nominate eligible candidates for office.
- Nomination forms should be delivered to each resident unit in the respective building or development.
- Nomination Forms should clearly state the open offices (President, Vice-President, Treasurer, Secretary, and Sergeant-at-Arms), the date that nominations close, and where to submit completed nomination forms.

- In order to be accepted as a nomination, the name of the nominated individual must be clearly written (first and last name) on the line next to the position for which they are being nominated. Individuals may nominate themselves for any position.
- Once the nomination period closes, all nominees will receive an Acceptance Letter from RCS stating the position for which they have been nominated. Nominees have one week from the date of this letter to complete and return the Acceptance Form to RCS. Self-addressed stamped envelopes to DHA RCS will be provided with Acceptance Letters.
- Individuals that accept a nomination will be placed on the ballot at the position that they accepted.
- If an individual declines their nomination, they will not be placed on the election ballot.
- Nominated individuals who do not return the Acceptance Letter will be placed on the ballot at the highest position for which they were nominated.
- Once Acceptance Letters have been returned, the Election Committee or DHA staff will provide a list of the nominees for office at the upcoming LRC meeting.
- A resident name can only appear once on the ballot. Candidates can only run for one position.

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### CAMPAIGN PERIOD AND ELECTION DAY

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- Election flyers list the date and times of the upcoming election and list candidates running for office.
- Election flyers will be distributed to each household 3-5 days before the election. The Election flyer can be posted in a community space at any time after the nominating period and before the election.
- There should be at least 30 days between the end of the nomination period and the election. This allows for campaigning. Election Day should have available hours in the morning and in the afternoon so that residents have the opportunity to vote. All votes should be collected in the locked voting box.
- All residents 18 and older may vote. A list of eligible residents will be requested from DHA's MIS Department or Property Managers office at least one week prior to the election. Individuals will only be allowed to vote if they are on this list. Each resident will be allowed one vote and may vote ONLY on their behalf. No votes by proxy will be accepted.
- Votes should be counted immediately following the election and should be counted with at least two (2) witnesses present; One DHA staff member and one resident who are not running for office.
- In the case of a tie between two officers running for the same position a runoff election will be scheduled immediately to determine the winning candidate.
- Election results will be posted on site within twenty-four hours after the conclusion of the elections.
- The original ballots and summary sheet will be kept in the LRC file in case questions arise.

# Robert's Rules of Order

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## ROBERT'S RULES OF ORDER

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### *(Taken from The a-b-c's of Parliamentary Procedure)*

Parliamentary procedure refers to the practices used in meetings to keep things orderly and give everyone a fair chance to be heard. It is the body of rules that is used when people meet as a group to discuss business. DHA's RCB and LRCs follow the structure of Robert's Rules of Order which provides guidelines for parliamentary procedure.

#### ***What is parliamentary procedure?***

It is a set of rules for conducting business at meetings.

#### ***Why is parliamentary procedure important?***

Because it allows everyone to be heard and meetings to be held efficiently, productively, and with minimal confusion.

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## PARLIMENTARY PROCEDURE ENSURES

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- Democratic rule
- Flexibility
- Protection of rights
- A fair hearing for everyone

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## AGENDA

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An agenda is generally followed by organizations using parliamentary procedure. Here is a typical example of an agenda template:

- *Call to Order* – If a quorum is present, the chair or president says, "This meeting will come to order."
- *Minutes* – The secretary reads or provides a record of the previous meeting.
- *Officer's Reports* – Officers and committees may report on their activities.
- *Reports of Special Committees* – Special committees report on the tasks and business for which they were created.
- *Old Business* – This is business that was not finished at a previous meeting.
- *New Business* – New topics are introduced.
- *Speakers* – These inform the people at the meeting of other subjects or events.
- *Adjournment* – The meeting ends by a vote.

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## HOW DO MEMBERS GET THEIR SAY?

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- They present motions: *“I move that...,” “I make a motion that...”*
- Motions are seconded to express support for discussion of another member’s motion: *“I second the motion that...”*
- Debate and give opinions on motions: *“I agree with the motion because...,” “I disagree with the motion because...,” “I would like to change the motion a little by suggesting....”*
- Vote on motions: *“All those in favor?” “Any opposed?”*

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### SOME QUESTIONS RELATING TO MOTIONS

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- ***Is it in order?***
  - Your motion must relate to the business at hand and be presented at the right time. It must not be obstructive, rude, frivolous, or against the bylaws.
- ***May I interrupt the speaker?***
  - Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.
- ***Can the motion be amended?***
  - Some motions can be changed by striking out and/or inserting wording. Amendments must relate to the subject as presented by the main motion.
- ***What vote is needed?***
  - Most motions require a majority vote (more than half the members present and voting). Motions concerning the rights of the assembly or its members, however, need a 2/3 vote to be adopted.
- ***Can it be discussed?***
  - Some motions can be debated again and revoted on to give members a chance to change their minds. The motion to reconsider must come from the winning side.

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### PRESENTING MOTIONS

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Here’s what should happen when you want to present a motion:

1. You obtain the floor.
  - i. Wait until the previous speaker is finished.
  - ii. Rise and address the chair/president. Say, *“My name is \_\_\_\_\_ from site. I would like to make a motion to....”*
2. Present your motion:
  - i. Speak clearly.
  - ii. State your motion. Here is an example:  
*“I make a motion that the LRC use \$50 from the account 3 to start a Coffee Club. The \$50 is to buy supplies such as coffee, cups, creamer, sugar, napkins, stir sticks, pastries, and news papers. I propose that the Coffee Club meet in the community room from 7am – 10am every first Friday of*



*the month, the event be free to residents, donations be accepted at the sign in table, and guests can buy a cup of coffee and a pastry for a dollar.”*

- iii. Your motion should be as specific as possible. You should state the amount of money you suggest, what it should be spent on, dates, sites, etc.
  - iv. Stay on the subject.
  - v. Be respectful and polite.
3. Wait for someone to second your motion.
- i. Another member will say, *“I second the motion to”* restate the motion.
  - ii. Or, the president will ask for someone to second the motion.
  - iii. If there is no second, your motion will not be considered.
4. If your motion does get seconded the president will ask for discussion of the motion.
- i. The president says, *“the motion is now open for discussion.”*
  - ii. If a member brings up a topic that is not relevant to the motion on the floor, the president should state *“That is not in order at this time.”*
  - iii. *Discussion of the motion is an opportunity to modify or change any part of the proposed motion and/or state concerns or reasons that the motion should not be approved.*
5. The president asks for a vote.
- i. When discussion is complete, the president will close the discussion. The President will say something like: *“The discussion is closed. We need to vote on the motion.”*
  - ii. The president will ask the member who initially made the motion to restate the motion either the way they originally stated it or with changes based on suggestions of members such as the amount of money to be used, the dates to hold an event, etc.
  - iii. If the member would like to keep the motion as they presented and not adopt any of the suggestions/recommendation from the membership, then the motion will then be presented in its original form for the membership to vote on.
  - iv. If the changes are included and the motion is modified, the member that initially asked for the motion should then restate the motion to include these recommendations/suggestions so the membership can make an informed decision.
  - v. The president will inform the membership that they will be asked to vote either for or against the motion as it was presented, reminding them that they can only vote once (either for or against). If the membership allows for guests/visitors to attend their meetings, the president should remind them that only members can vote.
  - vi. The president will ask for all those in favor of the motion to raise their hand. The president will then ask all those opposed or against the motion to raise their hands.
  - vii. The president announces the results. The majority of the vote (in favor or opposed) will carry the motion. For example, if approved, the president will state, *“the First Friday of the month Coffee Club motion is approved with a majority vote.”*
  - viii. The President will ask or appoint one of the Executive Officers to the committee tasked with organizing any event proposed in an approved motion. Volunteers will be requested to complete

the committee. The two members that made and seconded the motion are automatically on the committee. The minimum number of members on a committee is the three individuals mentioned. It is recommended that at least five LRC members sit on a committee.

During debate/discussion, keep the following points in mind:

- Listen to each side of the debate.
- Focus on issues, not people.
- Avoid questioning someone's motives.
- Be polite and respectful.

**The president should always appear impartial and express no opinion.** The president should “manage” the debate. That means they should make sure that people are recognized to speak, that order is maintained, that speakers stay on topic, etc. They should **not** be part of the debate. If the president feels they must engage in the debate, and **this should happen rarely**, they must step down until the motion is completely discussed.

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## PRINCIPLES OF ROBERT'S RULES

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- **Voting** -- The right to vote is limited to adult (18+) members who are present in a meeting during the time a vote is taken.
  - Rules cannot be suspended to give a right to vote to a non-member.
  - Cumulative voting is prohibited (more than one vote per item).
  - Absentee voting is against the rules.
  - Motions need a majority vote to pass unless the motion is to change something that has already been adopted or to change the bylaws. These items require a 2/3rds majority vote.
- **Bylaws** *are* the rules that define your group. Bylaws define characteristics of your organization and cannot be changed without previous notice and the consent of a large majority (2/3 vote) of your members. ***Bylaws should be made available to all organization members.***
- **Meetings** are the official convening of the members to transact official business. Regular meeting times should be spelled out in the bylaws.
  - LRC and RCB meetings should begin on time.
  - RCB meetings should last two hours or less.
  - LRC meetings should last one hour or less.
- **Special meetings** are called to deal with business that can't wait until the next regular meeting. Special meetings cannot be held unless bylaws authorize them. Bylaws should be clear regarding how a special meeting can be called and should specify the amount of notice required to give members. Only topics listed in the special notice can be discussed in a special meeting.
- **Quorum** is the minimum number of voting members who must be present in order to conduct business. Quorum requirements are outlined in the bylaws. An unofficial meeting can be held if there is no quorum but no voting is allowed. An RCB officer can sit in for an absent LRC officer to make a quorum.

- **Agenda** is a listing of items of business that will occur in a meeting. The agenda is at the heart of every good meeting and should include the following:

**Call to Order:** In order to begin the meeting a single rap of the gavel is followed by the declaration:  
"This meeting will come to order."

**Roll Call:** After the meeting is called to order, it is time to call the roll.

**Minutes:** Minutes from the prior meeting are reviewed. After corrections are made, a motion should be made to approve the minutes, and a 2<sup>nd</sup> should be made. The president says, "All in favor" and then "any opposed?" If the majority approves the minutes, the president says, "The minutes are approved."

**Treasurer's Report:** The Treasurer will provide the Treasurer's Report to the members on the expenditures, deposits, and balances of accounts.

**Unfinished Business:** This portion of the agenda deals with any items that were not closed when the previous meeting was adjourned.

**New Business:** This portion of the meeting is when new items are raised.

**Announcements:** Officers, members, and guests can make announcements.

**Guest Speakers:** Many groups move this section up in the agenda since most speakers are on a tight schedule.

**Adjournment:** It's time to go.

# Holding Meetings

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## MEETING BASICS

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**Accessibility** -- LRC and the RCB meetings must be accessible to all members.

**Issues/Concerns** -- Residents have the right to state their opinion about LRC issues at meetings in Open Discussion and/or as an item is raised on the agenda. When residents have concerns regarding their community, they should bring those topics to their LRC meeting. If issues are not resolved at the LRC, they can be referred to the RCB upon approval by the LRC. An LRC/RCB Referral Form must be completed and submitted to the RCB. If not resolved at the RCB, issues can be taken to RCB Executive Committee. **The LRC is not a forum for personal issues but for issues relative to the site.**

**Agendas** -- Agendas should be brought to all meetings and should outline what is to be discussed. Meetings should be based on pre-determined objectives. The agenda should include items that are still open from the last meeting which will appear under the heading OLD BUSINESS. New issues will be under NEW BUSINESS.

**Official meeting** -- Each LRC offers monthly meetings on the same day and time each month. At least three executive board members must be present for a quorum and a specific number of residents, as determined by the bylaws.

**Quorum** -- A quorum is the minimum number of people required to hold an official meeting. Each LRC must have RCB and DHA approved bylaws that state how many officers and how many other residents must be in attendance in order to have a quorum. LRC business can only be conducted if a quorum is present.

**Technical Advisors** -- RCS staff in attendance at the LRC meetings serve as technical advisors. RCS staff assist with the correct meeting procedures.

**Roberts Rules of Order** -- LRC and RCB meetings are structured according to Roberts Rules of Order style. Each officer is required to receive training within three months of being elected on the basics of this process. In addition, all elected officers receive training on their individual position, appropriate forms, and what is expected of them in their official capacity.

**Bulletin Boards** -- Bulletin boards at a regular meeting place are excellent tools for communicating information regarding special events and meetings. The Secretary of the council should be in charge of updating and posting information. Brochures and pamphlets regarding community agencies, programs of interest to residents, etc., can also be posted on the bulletin board.

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## TIPS FOR HOLDING TASK-ORIENTED MEETINGS

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- **Set meeting objectives** outset. LRC Officers should conduct pre-meetings develop the agenda based on current issues and objectives.
- **Schedule regular meeting arrangements** including location, time, equipment, materials, etc.
- **Determine meeting procedures.** For example, will your council call the meeting to order with a gavel, will your council use a tape recorder, will your officers sit at a separate table, etc.
- **Begin and end on time.** LRC meetings should be no longer than one hour. RCB meetings should be no longer than two hours long.
- **Follow the agenda.** Without an agenda, participants do not feel like they are informed or an important part of the meeting. Follow the agenda to maintain order, meet expectations, and stay on time.

- **Prioritize agenda items** and allot time to each item. This should be determined at the LRC pre-meeting. At the end of the allowed time, either postpone lower priority agenda items or set another time to complete agenda items that need more time.
- **Create a subcommittee** when an item of discussion needs more time. Committee members can bring a report back to a subsequent LRC meeting.
- **Provide Committee Reports** -- LRC officers should bring reports from other committees and from RCB meetings back to their LRC. These reports don't need to be read at your LRC meeting, but important information should be highlighted and copies of these reports should be available. Reports should come from all committees including but not limited to: RCB and Special Events. The reason for providing reports is to:
  - Inform residents about what is going on at DHA.
  - Increase the residents' sense of being involved and informed.
  - Encourage resident participation.
- **Encourage active participation** but keep members on task and be aware of time issues. Some councils set time limits on speakers.

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## COMMITTEES/SUBCOMMITTEES

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A committee or subcommittee is a group of persons from the LRC or RCB appointed to perform a task that cannot be done efficiently at regular LRC or RCB meetings. The most common uses of committees are to plan, execute, and evaluate activities.

- Committees are authorized by and responsible to the resident council of which it is a part.
- Committee members are appointed by the presiding officers or are elected by the members of the council.
- When anyone makes a motion or seconds a motion, they are required to sit on any relevant subcommittee and attend any event related to that motion. For example, if someone makes a motion or seconds a motion for a back-to-school event, they must sit on the subcommittee to plan this event and they must attend the event.
- The Committee Chairman is responsible for conducting meetings and for reporting to the council.
- Committee members should be people best qualified to assist in the committee's task. They should be willing to accept responsibility and follow the task through to its completion.

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## THE TEAM INSIDE THE TEAM

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In order to create a strong LRC within your building or development, you must first try to enhance and strengthen your Executive LRC TEAM.

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### TEAM PLAYERS

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To perform at their highest level, everyone on a team needs to know they are an important player. Everyone has skills, and for your TEAM to be as strong as possible, everyone should feel needed.

***Learning Skills to Help Each Other*** -- In a team, each member looks out for the best interest of the whole unit, which means they also have to look out for each other. One of the most difficult and stressful times for an officer, is in their first few months in office. When your council has a new officer, or when an officer

needs help with their assignments or duties, your team should work together to figure out the best way to assist them.

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### SUPPORTING THE PRESIDENT

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The president has a lot of responsibility which means they often feel stress and may need support. They are required to:

- Keep order at meetings,
- Create an environment of efficiency and respect,
- Keep their personal opinions out of view,
- Keep on task with their LRC's work plan and budget,
- Keep the meeting on schedule.

Try to notice when the president has handled a situation well and give a little "pat on the back."

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### OTHER KEY PLAYERS

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Although the president is responsible for presiding over meetings, all the officers are responsible for important "behind the scenes" activities of the LRC including:

- Putting together and following the LRC work plan,
- Putting together the monthly meeting agenda,
- Setting up speakers,
- Preparing minutes,
- Making sure sign in sheets are completed and filed,
- Ensuring that appropriate paperwork is forwarded to DHA's RCS Department,
- Auditing Treasurer's Reports and semiannual reports,
- Acting as representatives for residents of their building or development, and more.

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### STRONG TEAMS

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A strong team will be able to:

- Unite as LRC Officers. When issues between officers arise, they should not be dealt with in an official meeting – they should be dealt with behind the scenes, in Executive session.
- Inform residents with agendas and reports.
- Encourage resident participation.
- Provide events and activities for their community.

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### SERVICE COORDINATOR GRANTS

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To fulfill the HUD Service Coordinator Grant responsibilities, the HUD approved RCB officers and DHA Service Coordinator staff must complete monthly LOCCS draw downs. Approved RCB officers must execute the monthly LOCCS draw at a Bridge Project Office for each LRC.

# **RESIDENT PARTICIPATION FUNDS**



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## RCB AND LRC ACCOUNTS

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### ELIGIBLE RCB AND LRC ACCOUNTS

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The RCB and each LRC works with a HUD Resident Participation Funds Account and a Fundraising Account. The RCB manages these accounts:

- Accounts 1 and 2 are RCB accounts.
  - Account 1 is the RCB Fundraising Account.
  - Account 2 is the RCB HUD Resident Participation Account.
- Accounts 3 and 4 are LRC accounts.
  - Account 3 is the LRC Fundraising Account.
  - Account 4 is the HUD Resident Participation Account.

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### RESIDENT PARTICIPATION FUNDS

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Resident Participation Funds support LRC programming designed to inform and update residents regarding issues and operations that affect their living environment and programming that addresses **Leadership, Education, Safety, and Self-sufficiency (LESS)**.

Funding for resident participation is made in an equitable manner based on the number of occupied units per site, per year. DHA works in partnership with the RCB to determine the activities and distribution of resident participation funding.

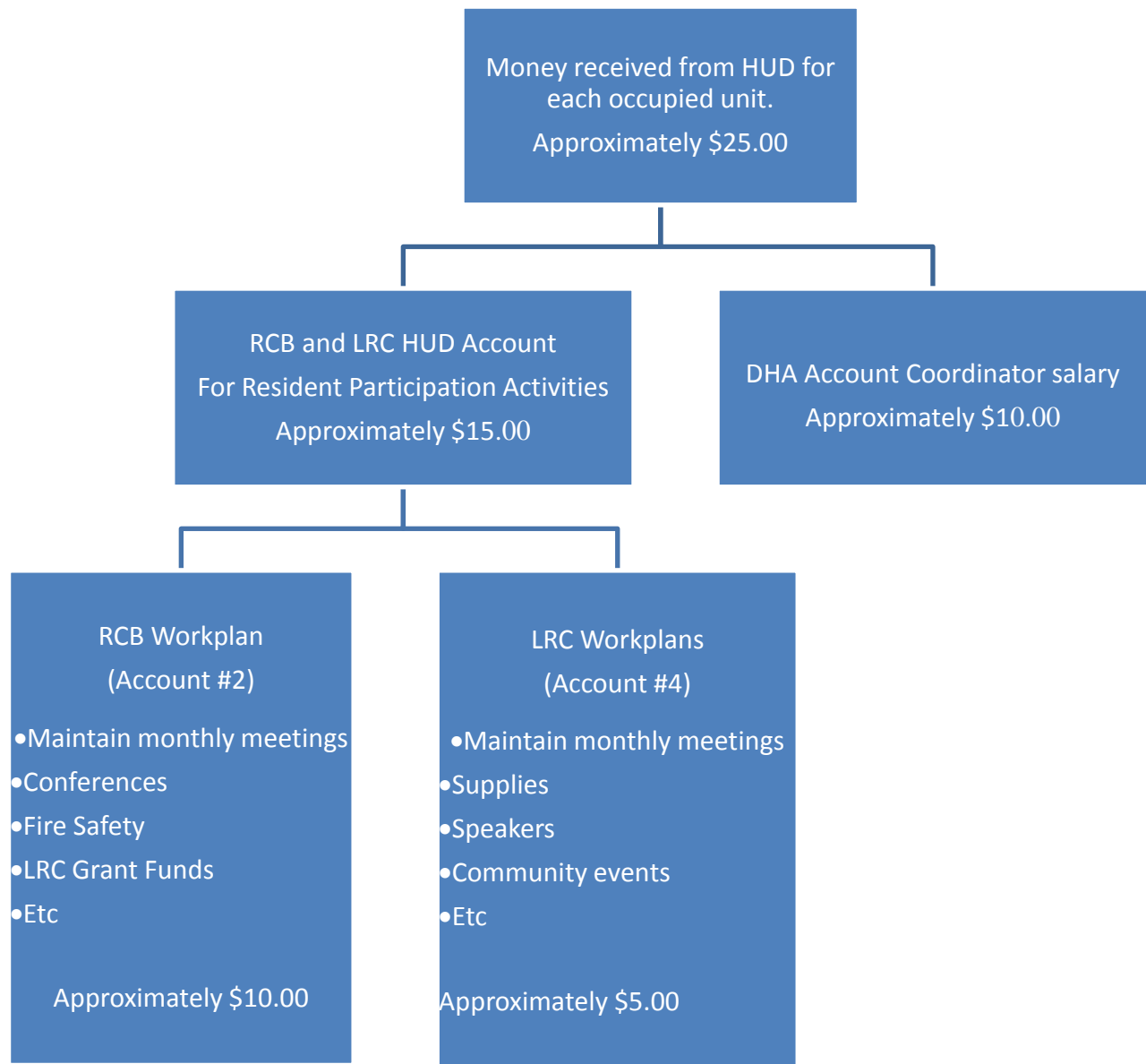
LRCs receive funding based on the amount of funding received by HUD and based on the number of occupied units at their site. In an effort to support the RCB and LRCs in an equitable manner, the RCB has elected to adjust funds received based on the following criteria:

- All LRCs will receive a minimum biannual allocation of \$400.
- No LRC will receive a biannual allocation in excess of \$1500.
- Since the dispersed housing sites receive a large allocation, but don't have much representation at their respective LRCs, all of the LRC allocation goes to a RCB account for LESS activities that benefits PH residents agency wide.
  - Dispersed East partners with Platte
  - Dispersed South partners with Westwood
  - Dispersed West partners with Westridge

See the chart below for an overview of how money is dispersed to the RCB and LRCs. Any reduction in funds received from HUD would require the same reduction in disbursement to RCB and LRCs.

## HUD ALLOCATION FLOWCHART

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**Criteria to be Met to Receive Allocation Funds** -- Each recognized DHA LRC is eligible to receive Tenant Participation Funds from the RCB twice per year, in January and July, if the following criteria are met:

- DHA has received HUD Tenant Participation Funds for the corresponding fiscal year.
- The LRC has held regular monthly meetings.
- The LRC has submitted monthly meeting minutes to DHA's RCS Department.
- The LRC has submitted monthly meeting sign-in sheets to DHA's RCS Department.
- Two LRC representatives have attended at least two RCB meetings in the prior six-month period.
- The LRC has submitted a six month workplan to be approved by DHA and the RCB Executive Board which plans for the use of the Tenant Participation Funds. No deviation from the approved workplan is permitted without approval by the RCB Executive Board and DHA.

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### USES OF TENANT PARTICIPATION FUNDS

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***Funds shall be used for:***

- Activities to inform, acquaint, advise, promote, and update residents of public housing concerning the issues and/or operation that affect resident households and their living environment.
- Other forms of resident input such as annual membership events or site-based community promotions that enhance resident participation.
- Resident training and education.
- Resident surveys.
- Activities and programming that promote Leadership, Education, Safety, and Self-sufficiency.
- At least one LRC/RCB officer must attend every event that is approved by the LRC or RCB.
- A monthly Treasurer's Report and a semiannual must be submitted to DHA's Account Coordinator and Human Service Program Specialist showing all deposits and expenditures for this account.

***Limits on Usage:***

Refreshment	Up to \$70	Can be used for refreshments for each meeting.
Incentives	Up to \$30	Can be used for gift cards or other similar giveaways or incentives for each event. Cash prizes are not allowed.
Gas/Transportation	Up to \$15	Can be used for gas/transportation to pick up meeting refreshment and/or incentives.
Fliering	\$1 for every 10 units	LRCs can approve stipends of up to \$1.00 for every 10 units fliered. If fliers are hung at each floor instead of posted on each door, the allowable stipend will be \$1.00 for every 10 floors.

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### INELIGIBLE ACTIVITIES

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- Entertainment and associated costs.
- Lobbying services.
- Expenditures that are contrary to HUD or Office of Management Budget directives.
- Alcohol or drugs are not permitted at any time at any LRC or RCB event.
- Gambling is not permitted.
- Food sales.

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### LRC AND RCB FUNDRAISING ACCOUNTS

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- The RCB and each LRC are permitted to raise funds for resident activities as long as they follow applicable DHA building regulations and State of Colorado fund-raising regulations.
- Fund-raising monies must be deposited into an account separate from Tenant Participation Funds. Account 1 is RCB's Fundraising Account and Account 3 is the LRC Fund Raising Account.
- Money raised through Fund raising may not be kept by any LRC member.
- All expenditures from the fund-raising monies must be approved at a monthly LRC meeting by a majority vote and **cannot exceed \$300.00** per event.
- A monthly Treasurer's Report must be completed showing all deposits and expenditures to this account.
- Fund-raising monies must be spent on activities that include residents of a building or development. Events funded through fund-raising monies cannot exclude any group of people living at the building or development.
- At least one LRC/RCB officer must attend every event that is approved by the LRC or RCB.
- Eligible activities may include holiday functions, barbecues, and resident recognition activities.
- Fund raising activities must be approved at an official LRC meeting.
- Some sample fund raising activities include: selling photo books, selling calendars, selling recipe books, having a yard sale, having a car wash, using vending machines, etc.
- Ineligible fundraising activities include:
  - Selling food is not an eligible fund raising activity.
  - Mandating residents to pay a donation fee to participate is not permitted.
  - Gambling is not permitted.
  - Hosting an event or purchasing an item that interferes with any DHA Housing Management Division site guideline or organization.
- Check request and resolution requirements are the same as for the HUD Resident Participation Funds.

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### MAKING MOTIONS TO SPEND MONEY

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When motions are made to spend money, all of the following information must be included in the motion:

- State event (for example, what it's for – bingo, leadership event, fire safety presentation, etc.)
- Date, time, and location of event.
- Money needed and **from which account** (the check request should show whether money is being requested from account 3 or 4).

- What money is for (for example, if the money is for supplies, there should be a list of the supplies to be purchased).

To request money, a motion must be made and seconded, a discussion must be held, and a vote must be taken. The motion can be amended before a vote is taken. If the motion does not pass by a majority vote, the money cannot be requested.

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## ACCOUNTING POLICIES FOR ALL ACCOUNTS

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### • **Financial Reports**

- **Treasurer's Reports** must be submitted to DHA RCS every month. This report will be prepared by DHA's Account Coordinator in collaboration with the LRC Treasurer and DHA's staff. Copies of these reports are available to Executive RCB at any time and will be provided to the Executive RCB on a quarterly basis.
- **Verification of Account Activities** – The LRC and RCB Treasurers are required to verify account activities monthly in both of their accounts, Resident Participation Funds and Fund Raising, through the DHA and RCB bookkeeping system.
- **Eligible and Ineligible Expenditures and Activities**

Expenditures must be approved by a majority vote at official council meeting. A resolution must be completed and kept with files to record the approval of the expenditure. Ongoing resolutions are only valid for one workplan period at a time. The following are guidelines for expenditures for money being spent from HUD Resident Participation Funds. Expenses are allowed for RCB approved program activities established by the LRC workplans with available funds. Eligible expenses from this account include supplies, speakers, resident participation incentives, gas, mailing, fliering stipends, and/or minimal food costs.

The guidelines to determine eligibility are as follows:

- **Supplies** necessary to effectively run LRC meetings and activities. Requested supplies will be reviewed and approved by RCB Officers and/or RCS staff.
- **Professional Speakers** for topics on Leadership, Education, Safety, Self-sufficiency, and/or other approved LRC/RCB activities. The average cost for qualified speakers is \$50.00 every half hour. Many speakers will charge less and many provide services for free. To be paid, speakers must be employed by a professional agency that provides services and expertise in the area in which they are instructing. Speakers must submit an invoice on official business paperwork with a business logo.
- **Resident Participation Incentives** – Gift cards are allowable incentives. **Cash is not an allowable incentive. Gift cards to local grocery stores are encouraged.** Drawings may be held for special incentives upon approval of the RCB for special events. No more than \$30.00 per LRC meeting may be spent on gift cards or incentives.
- **Gas** required to run LRC errands is allowable. The LRC can approve up to \$15.00 a month for gas.
- **Mailing costs** – DHA will mail material for LRCs that request this service. The cost that DHA is charged to mail will be the cost charged to the LRC. For example, if the rate is \$.50 per envelope (with two inserts) and the LRC needs to mail 400 envelopes (with two inserts a piece), the cost will be \$200.00 for this mailing. The price charged to DHA and then to the LRC will change based on the cost the post office charges for stamps and the number of inserts being mailed.

- ***Fliering stipends*** of up to \$1.00 for every 10 units can be allowed for fliering. For example, if there are 50 units to be fliered, the stipend will be \$5.00. If there are 150 units to be fliered, the stipend will be \$15.00.
- ***Minimal food costs*** – HUD mandates that refreshments must be a minimal cost. To qualify as an eligible expense, food can only be provided at an event on Leadership, Education, Safety, and/or Self-sufficiency. The amount allocated for food should be based on average participation at LRC meetings. The cost of refreshments must not exceed \$70 per meeting unless it is for a large event with more than 50 participants.
- **Ineligible activities include:**
  - Entertainment and associated costs.
  - Payment of lobbying services
  - Expenditures that are contrary to HUD or Office of Management Budget directives.
  - Alcohol or drugs are not permitted at any time at any LRC or RCB event.
  - Gambling activities.
- **Check Requests**
  - Money spent from any account must be approved by vote at an LRC or RCB meeting.
  - A resolution must be completed in order to receive a check from DHA's Account Coordinator.
  - All check requests must be submitted to DHA's Account Coordinator **at least one week** prior to any event or meeting.
  - No check can exceed \$200.00.
  - Checks may be written for as much as \$200.00 to pay for several items.
  - No event will be approved for more than \$300 worth of costs.
  - *Two officer signatures* are required on each Check Request Form.
  - Only LRC officers may sign for a check and receive money.
  - LRC officers can receive more than one check each month as long as the previous check's receipts have been returned and accounted for.
  - Receipts and change must be returned to DHA's Account Coordinator within 15 days from the date of the event for which payment was received. Following are guidelines that will be followed if appropriate receipts and/or money are not received:
    - If receipts and change are not returned to DHA's Account Coordinator within 15 days of the activity for which money was received, **the account of the council will be frozen**. No checks will be written against this account until receipts and/or money are returned.
    - If receipts and change are not returned to DHA's Account Coordinator within 30 days from the date of the event for which payment was received, Housing Management will be notified and the respective charge will be billed on the rent statement of the officer who received the money. RCB can also elect to terminate the officer from their LRC elected position.
  - If a check is not cashed and is not needed anymore, it must be returned to DHA's Account Coordinator immediately.

- DHA's Account Coordinator or Human Service Program Specialist must be contacted **immediately** regarding any cancelled and/or lost checks.
- Bank statements must be reconciled each month by DHA's Account Coordinator. Each Treasurer and their LRC must verify this work on their monthly Treasurer Report.
- Ledgers or check registers will be posted by DHA's Account Coordinator as transactions occur. Each Treasurer and LRC must verify this data on their monthly Treasurer Report.
- A monthly Treasurer's Report will be completed by DHA's Account Coordinator and verified at each LRC meeting before being forwarded to the RCB. A copy will be retained by the Treasurer.

**In the event that LRC Treasurer's reports, including receipts, resolutions etc, are not submitted by the end of each six month period, or if any financial activities appear questionable, RCS and the RCB will have the right to not approve the next allocation of Resident Participation Funds and can perform an investigative audit.**

- **Audits** will be performed by DHA and the RCB as follows:
  - DHA's Human Service Program Specialist and Account Coordinator work with each LRC and the RCB to audit funds and records upon submission for reimbursement.
  - Records will be audited by DHA's Account Coordinator and Human Service Program Specialist prior to transferring accounts from one Treasurer to another.
  - When an LRC elects a new Treasurer, the records will be audited. The new Treasurer's only responsibility will be for the expense incurred after they take office.
  - At least once a year, DHA's Finance Department will audit LRC and RCB records.
- **Monthly Treasurer's Reports** will be completed by DHA's Account Coordinator and verified by the respective LRC. This report will be forwarded to the RCB for review.
  - If the RCB Executive Officers determine that an expense is not allowable, a letter will be sent to the appropriate LRC President and Treasurer indicating the problem and necessary action to be taken.
  - If such action is not resolved within 15 days of notice, the President and Treasurer of the respective LRC must appear before the RCB to give an explanation.
  - If resolution is not completed within 15 days of that notice, all funds to that development or building will be frozen and the Treasurer may be asked to resign from office.
  - If the funds are not replaced to the satisfaction of the RCB within 30 days of the first notice, the resident who signed for the funds will be billed for associated charges on their rent payment.

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AUTHORIZATION FOR EXPENDITURE OF FUNDS FORM

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LRC: \_\_\_\_\_

RESOLUTION #: \_\_\_\_\_ MONTH: \_\_\_\_\_ 20\_\_\_\_

WHEREAS, THE LOCAL RESIDENT COUNCIL OF \_\_\_\_\_

APPROVED AT A MEETING HELD ON \_\_\_\_\_ 20\_\_\_\_

TO EXPEND UP TO, BUT NOT TO EXCEED \$ \_\_\_\_\_

FOR THE PURPOSE OF \_\_\_\_\_

\_\_\_\_\_  
**\*RESOLUTION # MUST BE REFLECTED IN MONTHLY MINUTES, AS WELL AS ON THE  
TREASURER'S REPORT.**

TREASURER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SECRETARY'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRESIDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

LRC MEMBER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DHA HUMAN SERVICE PROGRAM SPECIALIST SIGNATURE

\_\_\_\_\_ DATE: \_\_\_\_\_





## CHECK REQUEST FORM

**LRC Name:** \_\_\_\_\_ **Date of Request** \_\_\_\_\_

Pay to the Order of \_\_\_\_\_

Requested Amount \$ \_\_\_\_\_

Date of Meeting or Event \_\_\_\_/\_\_\_\_/20\_\_

From Account Number Acct # 4 \_\_\_\_\_ Acct # 3 \_\_\_\_\_

Resolution Attached Yes \_\_\_\_ No \_\_\_\_ Work Plan Yes \_\_\_\_ No \_\_\_\_

**Officers' Signatures**

**Print Name**

1 \_\_\_\_\_

2 \_\_\_\_\_

RCS Staff Approval Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_

Check Number \_\_\_\_\_ Amount Received \$ \_\_\_\_\_

Received by \_\_\_\_\_ Date Received \_\_\_\_/\_\_\_\_/20\_\_

Amount of Check Received \$ \_\_\_\_\_

Expenses Amount \$ \_\_\_\_\_ Receipt(s) Attached Yes \_\_\_\_ No \_\_\_\_

Amount of Cash Return \$ \_\_\_\_\_

Submitted by \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_

RCS Approval Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_

1. No LRC officer can receive more than \$ 150.00 monthly per check.
2. Receipt and/or cash must be returned within 10 days of LRC meeting or event.
3. If money is not used as approved, the above signer will be required to pay any discrepancy.
4. If discrepancies are not paid within 30 days of LRC meeting or event, the amount of the discrepancy will be added to the above signer's DHA rent statement.

--- SAMPLE ---

LOCAL RESIDENT COUNCIL WORKPLAN

GOALS	RESOURCES NEEDED	FUNDS NEEDED	COMPLETION DATE
Refreshments	\$ 40.00 (a month) X 5	\$ 200.00	Dec-08
Flyers	\$ 10.00 (a month) X 5	\$ 50.00	Dec-08
Gas	\$ 10.00 (a month) X 5	\$ 50.00	Dec-08
Raffles	\$ 30.00(a month) X 5	\$ 150.00	Dec-08
Supplies	Paper, pens, cups, etc.	\$ 10.00	Dec-08

**Total**

**TOTAL FUNDS NEEDED\$ \$ 460.00**

LRC APPROVAL\_\_\_\_\_ DATE\_\_\_\_\_

LRC APPROVAL\_\_\_\_\_ DATE\_\_\_\_\_

LRC APPROVAL\_\_\_\_\_ DATE\_\_\_\_\_

LRC APPROVAL\_\_\_\_\_ DATE\_\_\_\_\_

LRC APPROVAL\_\_\_\_\_ DATE\_\_\_\_\_

RCB APPROVAL\_\_\_\_\_ DATE\_\_\_\_\_

RCB APPROVAL\_\_\_\_\_ DATE\_\_\_\_\_

RCB APPROVAL\_\_\_\_\_ DATE\_\_\_\_\_

RCB APPROVAL\_\_\_\_\_ DATE\_\_\_\_\_

RCB APPROVAL\_\_\_\_\_ DATE\_\_\_\_\_

The Local Resident Council agrees to provide the above listed services to its membership and to provide the proper documentation for each activity to the RCB and DHA. The Council understands that funds shall be used for the activities described in the approved Workplan and that all funds will be monitored by the Resident Council's Board and the Denver Housing Authority Resident and Community Services Department.

--- SAMPLE ---

LOCAL RESIDENT COUNCIL'S TREASURER'S REPORT

	Type	Date	Num	Name	Memo	Amount	Balance
<b>RCB #3</b>							<b>986.46</b>
<b>Casa Loma #3</b>							<b>986.46</b>
	Deposit	12/10/2013			Deposit	7.85	994.31
	Deposit	12/15/2013			Deposit	23.40	1,017.71
	Deposit	12/15/2013			Deposit	47.00	1,064.71
Total Casa Loma #3						78.25	1,064.71
Total RCB #3						78.25	1,064.71
<b>RCB #4</b>							<b>449.09</b>
<b>Casa Loma #4</b>							<b>449.09</b>
	Deposit	12/11/2013			Deposit	3.54	452.63
Total Casa Loma #4						3.54	452.63
Total RCB #4						3.54	452.63
<b>TOTAL</b>						<b>81.79</b>	<b>1,517.34</b>

# **RESIDENT COUNCIL BOARD BY-LAWS**

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## BY-LAWS OF THE RESIDENT COUNCIL BOARD

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### BY-LAWS OF THE RESIDENT COUNCIL BOARD

#### ARTICLE I

##### NAME AND PURPOSE

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The name of this organization will be the Resident Council Board (RCB). The purpose and aim of the Resident Council Board (hereinafter referred to as the RCB) will be to act as a liaison with residents and the Housing Authority of the City County of Denver (DHA) to carry out the policies and programs of the Local Resident Councils who represent all tenants of DHA.

#### ARTICLE II

##### MEMBERS

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##### **Section 1. Membership of the Resident Councils Board.**

RCB membership will consist of all duly elected officers from each Local Resident Council (LRC). months before being elected as a Representative.

##### **Section 2. Duties and Responsibilities of RCB Members**

**A. In order to be eligible for the next period's allocation of funds, it will be the duty of officers from each LRC to attend RCB meetings.**

- **At least two officers from each LRC must attend at least two RCB meetings between January and June for the LRC to receive next period July–December allocation.**
- **At least two officers from each LRC must attend at least two RCB meetings between July-November to receive the next period January – June allocation.**

If officers are unable to attend, alternate LRC members should be sent in their place.

**B.** It will be the responsibility of the RCB member to notify his/her LRC to assign an alternate LRC member if he/she will be late or unable to attend any meetings of the RCB.

It will be the responsibility of the RCB member to report to his/her Local Resident Council the business transacted at all meetings of the RCB.

##### **Section 3. Duties and Responsibilities of the Alternate**

The alternate LRC member will assume all the duties and responsibilities that are required of the RCB member when a RCB member is unable to attend any regular or special meetings of the RCB.

##### **Section 4. Attendance**

In the event that the alternate Representative serves at an RCB meeting in the absence of the Representative, the alternate will continue to serve for that entire meeting if the Representative should arrive late.

##### **Section 5. Termination and Resignation**

If any member of the RCB is absent unexcused for three meetings or excused six meetings in a two year term, his/her membership in the RCB will be terminated upon written notice from the RCB Executive Board. Absence due to illness or other just causes as accepted by the RCB will count as excused if notice is given before the meeting to a DHA staff person and an RCB Executive officer.

Any member may resign by filing a written resignation.

#### **Section 6. Reinstatement**

When an officer has been terminated, they may not be reinstated by an election held during remainder of his/her term unless the officer wins an appeal to the RCB Executive Board. Refer to the “appeals/ reinstatement” section of the LRC Bylaws.

### **ARTICLE III**

#### **OFFICERS OF THE RESIDENT COUNCIL BOARD**

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#### **Section 1. Officers**

The officers of the RCB are elected by the membership of the RCB. The offices shall be President, Vice-President, Secretary, Treasurer, and Sergeant-at-Arms. When possible, no more than one LRC Officer from any DHA site will serve as an RCB Executive Officer.

#### **Section 2. Executive Board**

The elected officers of the RCB will constitute the Executive Board of the RCB. When possible, RCB Executive Officers must include at least two representatives from family row type and/or Dispersed and two representatives from senior/disabled sites.

#### **Section 3. Term of Office**

The term for each office is two years. Officers may be re-elected to the same office for one additional term. Officers cannot be elected to the same position for more than two consecutive terms but can be elected to another office.

Two or more offices may not be held by the same person except upon temporary appointment, which must not exceed two months and must be approved by the Executive Board of the RCB.

#### **Section 4. Vacancy on Executive Board**

A vacancy in any office on the Executive Board because of death, resignation, removal, disqualification or other reason will be filled by the members of the RCB. The person elected to fill the vacancy will serve the remainder of his/her predecessor’s term. To fill a RCB Executive Officer position, individuals must:

- have been an active LRC Officer at least three months in the last 24 months
- have successfully completed DHA’s LRC Officer Training
- cannot be from a troubled LRC at the time of the appointment.

#### **Section 5. Removal of Executive Board Officers**

Any officer may be removed from his/her office on the Executive Board by the judgment of the RCB members, wherein the best interests of the RCB are not being served.

A motion to remove an officer must be made by a member of the RCB. Any action on the motion must be taken up at the next regularly scheduled meeting at which time a hearing will be conducted by the

RCB and all the facts regarding the removal will be presented. The officer charged will relinquish his/her office and voting power until the vote on the question of removal has been taken. The removal will require 2/3<sup>rd</sup> majority vote by secret ballot of the attending membership.

Any officer removed from the Executive Board may remain a member of the RCB. At the time of removal of an officer from the RCB Executive Board, the Local Resident Council from which he/she was elected will be sent a letter by the RCB stating the reasons for the action taken by RCB.

## **ARTICLE IV**

### **DUTIES OF THE OFFICERS**

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#### **Section 1. President**

The President will preside at all meetings of the RCB. The President will be an ex-officio member of all committees and have the power to appoint, with the approval of the membership, chair people of all committees. The responsibility of the President is to keep the Vice-President fully informed.

The President will conduct all meetings according to parliamentary procedure.

#### **Section 2. Vice-President**

In the absence of the President, the Vice President will assume the duties of the President and will fill the obligations and responsibilities pertaining to that office. If any office is vacant, the Vice President performs any duties as needed.

#### **Section 3. Secretary**

The duties of the Secretary will be to keep attendance, to record the proceedings of all meetings, to notify members of the RCB of the time, date, and place of all regular meetings and any special meetings called by the President or the membership of the RCB, and to notify speakers and guests invited by the RCB.

A. The secretary will record the minutes of all meetings. A copy of the minutes will be provided at the next meeting.

B. The minutes will include:

1. Time, date, and place of each meeting
2. List each board member present with his/her office title
3. Roll call of all board members
4. Reading and acceptance of the minutes
5. Treasurer's Report, (a separate report should be attached)
6. Committee reports
7. Old Business
8. New Business
9. Adjournment and time of adjournment.

C. All agenda items must be submitted in writing ten (10) days prior to the regular meeting.

D. It will be the duty of the secretary to notify the RCB of any special meeting(s).

- E. Guest speakers must notify the President in writing (10) ten days prior to the regularly scheduled meeting to request time to speak to the RCB. The Secretary will ensure that speakers are listed on the agenda.

#### **Section 4. Treasurer**

- A. The duties of the Treasurer will be to give a report of all monies received and dispersed at the regular meetings of the RCB.
- B. The Treasurer will present all payable bills to the RCB for approval of payments.
- C. Two RCB Executive Board Members signatures are needed for writing a check.
- D. Other duties will be to disburse funds to local councils and to coordinate audits with the RCS Account Coordinator of the Housing Authority of the City and County of Denver.
- E. Any misappropriation of funds will be grounds for immediate termination. Anyone terminated is not permitted to take office for two years after their termination.

It is the responsibility of any member guilty of misappropriating funds to reimburse the RCB/LRC immediately. Notice of any outstanding money owed will be forwarded to the Housing Management Department for attachment to the resident rent statement.

#### **Section 5. Sergeant-at-Arms**

- A. The duties of the Sergeant-at-Arms will be to admit members of the RCB, visiting residents, and permitted guests to the meeting.
- B. The Sergeant-at-Arms will maintain order at all meetings and serve as Parliamentarian.

### **ARTICLE V**

#### **MEETINGS**

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#### **Section 1. Regular Monthly Meetings**

The meetings of the Resident Council Board will be held in January, March, May, July, September, and November on the 4<sup>th</sup> Wednesday of the month. If for any reason the days and times of these meetings are changed; proper notification will be communicated to the RCB membership.

#### **Section 2. Time and Place**

The time and place of the regular and special meetings is to be designated by the membership of the RCB.

#### **Section 3. Quorum**

One third of the RCB active membership will constitute a quorum for the transaction of business at any regular or special meeting of the RCB.

Three Executive Board members must be present to transact any business.

### **ARTICLE VI**

#### **BY-LAWS**

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**Section 1.** The By-Laws or any Article, Section, or chapter may be altered, amended, and/or repealed, or By-Laws may be adopted by an affirmative vote of the majority of the total number of the RCB members present at any regular meeting, provided these actions are on the agenda.

**Section 2.** Any amendments or changes to the bylaws must be read at a regular meeting and voted on at the next regularly scheduled meeting of the RCB.

## **CHAPTER I**

### **RESIDENT COUNCIL BOARD ELECTIONS**

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The election of officers of the RCB will be held at the May RCB meeting every two years.

## **CHAPTER II**

### **EXECUTIVE BOARD ELECTIONS**

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- A. Nominations are accepted from any LRC officer or member.
- B. Only the two RCB representatives from each LRC are eligible to run for office on the RCB. Each LRC designates its RCB representatives.
- C. Voting is completed by secret ballot biannually at the May RCB meeting.
- D. Voting is supervised by RCS staff and one resident who is not running for office.
- E. Representation of senior/disabled and family developments is a high priority for the RCB. When possible:

***Goal 1     At least two officers must be from a senior/disabled property and two must be from a family row type property.***

***Goal 2     No more than one officer from any LRC can sit on the RCB Executive Board at the same time.***

## **CHAPTER III**

### **DISBURSEMENT OF RCB FUNDS**

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Any monies spent must be approved by the RCB in the form of an adopted work plan or a motion voted upon at a regularly scheduled meeting.

## **CHAPTER IV**

### **SPECIAL MEETINGS/EVENTS**

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- A. **Special meetings** may be called by the President, Executive Board, or by a majority of the RCB. The business of the special meeting will pertain only to that for which the special meeting was called.
- B. **Foundations Training** must be completed within three months of being sworn into an officer position. If training is not completed, termination procedures will apply.
- C. **Service Coordinator Grant (LOCCS) Draw** – Each LRC that is a recipient of a HUD ROSS Service Coordinator grant must sign a LOCCS draw once a month. HUD approved RCB officers must draw down funds from LOCCS monthly at the specified Bridge office. Failure to comply will result in termination from the RCB Executive Board.

## **CHAPTER V**

### **RCB OVERSITE OF LRCS**

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#### **Section 5. Termination and Resignation**

- A. If any LRC member is absent unexcused for three meetings or excused six meetings in a two year term, he or she will be terminated from their LRC upon written notice from the RCB Executive Board. Absence due to illness or other just causes as accepted by the RCB will count as excused if notice is given before the meeting to a DHA staff person and an RCB Executive officer.
- B. Any member may resign by filing a written resignation.
- C. When an officer has been terminated, they may not be reinstated by an election held during remainder of his/her term unless the officer wins an appeal to the RCB Executive Board. Refer to the “appeals/ reinstatement” section of the LRC Bylaws.
- D. **DHA employees cannot be LRC Officers with the exception of temporary grant funded resident positions.**

## **CHAPTER VI**

### **RCB OVERSITE**

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- A. If an RCB Executive officer is absent unexcused for three RCB Executive meetings or excused six meetings in a two year term, he or she will be terminated from RCB Executive. Absence due to illness or other just causes as accepted by the RCB will count as excused if notice is given before the meeting to a DHA staff person and an RCB Executive officer.

# FORMS

## SAMPLE AGENDA

LRC Name:\_\_\_\_\_ Date:\_\_\_\_\_ Time:\_\_\_\_\_

I. Call To Order

II. Executive Roll Call

- a. LRC Officers
- b. Residents & Guests

III. Guest Speakers

- a. \_\_\_\_\_
- b. \_\_\_\_\_

IV. Approval of Minutes

V. Treasurer's Report

- a. Account #3
- b. b. Account #4

VI. Committee Reports

- a. \_\_\_\_\_
- b. \_\_\_\_\_

VII. Old Business

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

VIII. New Business

- a. \_\_\_\_\_
- b. \_\_\_\_\_

IX. Open Discussion

X. Drawing

XI. Adjournment

XII. Next Meeting Date:\_\_\_\_\_ Time:\_\_\_\_\_

## DHA LOCAL RESIDENT COUNCIL MEETING MINUTES

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Date: \_\_\_\_\_ Site: \_\_\_\_\_

Call To Order: \_\_\_\_\_ Time: \_\_\_\_\_

Attendance: (Attach Sign In Sheet)

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Sergeant At Arms: \_\_\_\_\_

Last Meeting Minutes Read By: \_\_\_\_\_

Motion to Approve By \_\_\_\_\_

Motion to Approve Seconded By \_\_\_\_\_

Approved? Yes or No (Circle One)

Changes? Explain Changes: \_\_\_\_\_

\_\_\_\_\_

Treasurer's Report Read By: \_\_\_\_\_

Explain Any Changes: \_\_\_\_\_

Guest Speaker or Special Activity:

Name: \_\_\_\_\_ Topic \_\_\_\_\_

Name: \_\_\_\_\_ Topic \_\_\_\_\_

Name: \_\_\_\_\_ Topic \_\_\_\_\_

Notes: \_\_\_\_\_

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Old Business:

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New Business:

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Next Meeting:                      Date\_\_\_\_\_ Time\_\_\_\_\_

Meeting Adjourned:              By:\_\_\_\_\_ Time\_\_\_\_\_

Minutes Prepared:                By:\_\_\_\_\_ Title\_\_\_\_\_

## LRC/RCB REFERRAL FORM

Please print neatly.

State your issue/concern as clearly as possible:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Name, phone number, and site or development:

\_\_\_\_\_

Check and date where and when this form was processed:

Meeting	Date	Action Taken
LRC		
RCB		
RCB Executive		

# HUD RESIDENT COUNCIL REQUIREMENTS



**I. Role of Resident Council (964.100)**

*The role of a resident council is to improve the quality of life and resident satisfaction and participate in self-help initiatives to enable residents to create a positive living environment for families living in public housing. Resident councils may actively participate through a working partnership with the housing authority to advise and assist in all aspects of public housing operations.*

**II. Resident council requirements (24 CFR 964.115)**

*A resident council shall consist of persons residing in public housing and must meet each of the following requirements in order to receive official recognition from the housing authority and the Department of Housing and Urban Development and be eligible to receive funds for resident council activities.....:*

- A. It may represent residents residing in scattered site buildings; areas of contiguous rowhouses; in one or more contiguous buildings; in a development; or in a combination of these buildings or developments.*
- B. It must adopt written procedures such as by-laws or a constitution which provides for the election of residents to the governing board by the voting membership of the residents residing in public housing ..., on a regular basis, but at least once every three years. The written procedures must provide for the recall of the resident board by the voting membership. These provisions shall allow for a petition or other expression of the voting membership's desire for a recall election, and set the number of percentage of voting membership (threshold) who must be in agreement in order to hold a recall election. This threshold shall not be less than 10% of the voting membership.*
- C. It must have a democratically elected governing board that is elected by the voting membership. At a minimum, the governing board should consist of five elected board members.*

*The voting membership must consist of heads of households (any age) and other residents at least 18 years of age or older and whose name appears on a lease for the unit in the public housing that the resident council represents.*

**III. Resident Council Partnerships (964.117)**

*A resident council may form partnerships with outside organizations, provided that such relationships are complimentary to the resident council in its duty to represent the residents, and provided that such outside organizations do not become the governing entity of the resident council.*

**IV. Eligibility for Resident Council Membership (964.125)**

- A. Any member of a public housing household whose name is on the lease of a unit in the public housing development and meets the requirements of the by-laws is eligible to be a member of a resident council. The resident council may establish additional criteria that are non-discriminatory and do not infringe on the rights of other residents in the development. Such criteria must be stated in the by-laws or constitution, as appropriate.*

- B. *The right to vote for resident council board shall be limited to designated heads of households (any age) and other members of the household who are 18 years or older whose name appears on the lease of a unit in the public housing development represented by the resident council.*
- C. *Any qualified voting member of a resident council who meets the requirements described in the by-laws and is in compliance with the lease may seek office and serve on the resident council governing board.*

#### **V. Election Procedures and Standards (24 CFR 964.130)**

*At a minimum, a resident council may use local election boards/commissions. The resident council shall use an independent third party to oversee elections and recall procedures.*

- A. *Resident councils shall adhere to the following minimum standards regarding election procedures:*
  - 1. *All procedures must assure fair and frequent elections of resident council members -- at least once every three years for each member.*
  - 2. *Staggered terms for resident council governing board members and term limits shall be discretionary with the resident council.*
  - 3. *Each resident council shall adopt and issue election and recall procedures in their by-laws.*
  - 4. *The election procedures shall include qualifications to run for office, frequency of elections, procedures of recall, and term limits, if desired.*
  - 5. *All voting members of the resident community must be given sufficient notice (at least 30 days) for nomination and election. The notice should include a description of election procedures, eligibility requirements, and dates of nominations and elections.*
- B. *If the resident council fails to satisfy HUD minimum standards for fair and frequent elections, or fails to follow its own election procedures as adopted, HUD shall require the housing authority to withdraw recognition of the resident council and to withhold resident services funds as well as funds provided in conjunction with services rendered for resident participation in public housing.*
- C. *The housing authority shall monitor the resident council election process and shall establish a procedure to appeal any adverse decision relating to failure to satisfy HUD minimum standards. Such appeal shall be submitted to a jointly selected third-party arbitrator at the local level. If costs are incurred by using a third-party arbitrator, then such costs should be paid from the housing authority's resident services funds pursuant to 964.150.*

#### **VI. Funding Tenant Participation (964.150)**

*The housing authority shall provide funds it receives for this purpose to the duly elected resident council at each development and/or those jurisdiction-wide councils eligible to receive the resident portion of the tenant services accounts to use for resident participation activities. This shall be an addition to the Performance Funding System (PFS), as provided by 24CFR Part 9.90, to permit housing authorities to fund \$25.00 per unit per year for units represented by duly elected resident councils for resident services, subject to the availability of appropriations. Of this amount, \$15.00 per unit per year would be provided to fund tenant participation activities under subpart B of this part for duly elected resident councils... and \$10.00 per unit per year would be used by the housing authority*

*to pay for costs incurred in carrying out tenant participation activities ... including the expenses for conducting elections, recalls or arbitration....*

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