

16-544 – Wake County Affordable Housing Steering Committee

December 5

2016

Pursuant to the procedural governing of the Wake County Affordable Housing Steering Committee, created and approved by the Wake County Board of Commissioners on September 19, 2016.

**Rules of
Procedure**

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I. Name

The name of this committee appointed to serve the Wake County Board of Commissioners shall be referred to as the Wake County Affordable Housing Steering Committee (hereinafter referred to as the Steering Committee).

II. Mission

The mission of the Steering Committee is to provide guidance, contribute input and engage the public during the completion of a 20 year, comprehensive Affordable Housing planning effort recently embarked upon by Wake County. The goals of the Affordable Housing Plan, and thus the focus of the work provided by the Steering Committee members are:

1. Define Affordable Housing in Wake County
2. Compile and analyze all existing affordable housing efforts in Wake County
3. Identify gaps, propose solutions and present methods for increasing and preserving the affordable housing stock in Wake County
4. Determine the County's role toward the overall investment of affordable housing
5. Link actionable steps to Board of Commissioner goals and existing Wake County plans

The Steering Committee will evaluate data, programs and efforts that affect affordable housing within the County and assess strategies, best practices, and initiatives presented through consultants and staff to address the needs for the communities within Wake County.

III. Membership and Composition

As approved by the Wake County Board of Commissioners, the structure of the Steering Committee is:

- A. Subject Matter Expert members (x 20)
- B. Stakeholder members (x 4)
- C. Resident member (x 7)
- D. Board of Commissioner member

This gives a committee with diverse membership and County staff to support them.

Appointment and Term - The Wake County Board of Commissioners shall make all appointments to the Steering Committee. All appointments shall comply with established rules and procedures of the Board of Commissioners.

IV. Steering Committee Officers

- A. **Steering Committee Chair** - The Steering Committee Chair will be selected by the Board of Commissioners and shall preside at Steering Committee meetings, if present. If the Chair is absent, County staff shall preside.

V. Meetings

The Steering Committee shall meet as needed to accomplish its mission as defined in this document. All meetings will be conducted as open meetings consistent with the North Carolina Open Meetings Law.

A. Regular Meetings

The Steering Committee shall hold a regular meeting on a regular monthly schedule, on a day to be decided following membership appointment.

B. Special and Emergency Meetings

- a. **Special Meetings.** The Chair, staff or a majority of the members may at any time call a special meeting of the Steering Committee. A special meeting may also be called or scheduled in open session during another duly called meeting.
- b. **Emergency Meetings.** The Chair, staff or a majority of the members may at any time call an emergency meeting of the Steering Committee. Emergency meetings may be called only because of generally unexpected circumstances that require immediate consideration by the Steering Committee.

C. Cancellation and Rescheduling of Meetings

The Chair or staff may cancel or reschedule a scheduled regular meeting upon determining that there will be no business for the Steering Committee to consider at that meeting, or sufficient notification has been given that indicates that there will be not be significant attendance at the meeting.

D. Meeting Cancellations

For cancellations of any meeting, all Steering Committee members will be notified at least 24 hours before the scheduled meeting time. Steering Committee members may be notified via phone, fax, e-mail, or in writing.

E. Attendance

All members of the Steering Committee are expected to be present at all regularly scheduled meetings.

- a. **Sub-Committees.** Members of any Steering Sub-Committee are also expected to attend all meetings of that sub-committee.

F. Meeting Agenda

The agenda should be prepared to achieve two functions:

1. Focus the Steering Committee by determining what issues will be considered at the meeting and what order each issue will be considered.
2. Serve as a guide to the public as to what issues will be considered at the meeting.
 - a. **Proposed Agenda.** Staff determines the content and order of the agenda for Steering Committee meetings. Copies of the Steering Committee proposed agenda and any supporting documents shall be emailed to all Committee members prior to the applicable meeting.

G. Conduct of Meetings

All official meetings of the Steering Committee will be open to the general public and any person is entitled to attend. An "official" Steering Committee meeting is any gathering together of, or simultaneous communication between, a majority of Steering Committee members for the

purpose of considering the public business of the Steering Committee. A purely social gathering or communication does not constitute an official meeting.

As presiding officer, the Chair may take whatever action is necessary to provide opportunity for discussion on issues, focus comments and discussion on issues being considered, ensure orderly meetings, and ensure the efficient and effective disposition of issues before the Steering Committee.

VIII. Sub-Committees

Sub-Committee - The Wake County Affordable Housing Steering Committee may create additional sub-committees to focus on more specific strategic areas defined through the comprehensive affordable housing planning process. Sub-committee membership will be facilitated through staff recommendation and appointed by Steering Committee members. Each Steering Committee Sub-Committee will have representatives appointed from the Steering Committee.

- A. **Establishment and Appointment** - The Steering Committee may establish and appoint members for such standing sub-committees as are required to help carry on the Steering Committee's work. The Steering Sub-Committee will investigate and review specific topics and strategies on behalf of the Steering Committee for the purpose of providing appropriate recommendations to be included in the 20-year, comprehensive affordable housing plan.
- B. **Standing Committee Appointments** – The Steering Committee shall make appointments for membership to Sub-Committees. Each sub-committee will be composed of one member and one alternate member from the Steering Committee membership. A Sub-Committee Chairperson will be appointed by the Sub-Committee members to manage activities of the Sub-Committee. Citizens may be representatives on established Sub-Committees.
- C. **Sub-Committee Procedures** – The Chair of the Sub-Committee will supervise meetings. Agendas, provided by staff, are to be sent to all members prior to a meeting.

IX. Amendment of Rules

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, unless a statute or a rule of the body that created the Steering Committee provides otherwise.