

**RESOLUTION 40-2007**

**A RESOLUTION TO ESTABLISH A HOUSING ADVISORY BOARD TO SUPPORT HOUSING NEEDS IN MADISON COUNTY**

WHEREAS, Madison County recognizes the great need for increased housing programs that enhance local economic development and provide greatly needed housing options for current and future residents of Madison County; and

WHEREAS, a Housing Advisory Board will develop relationships with successful high performance housing programs, including workforce housing programs, and housing programs for low and moderate income households enabling it to represent citizens and take action on increasing the housing quality and quantity in Madison County.

NOW THEREFORE BE IT RESOLVED that a Housing Advisory Board be formed as a mechanism for identifying the housing needs in Madison County and to help set priorities for public funded housing developments in Madison County, that will meet and work cooperatively in accordance with the attached Madison County Housing Advisory Board By-Laws and in accordance with 7-1-201 MCA.

BE IT FURTHER RESOLVED that the Housing Advisory Board will consist of nine volunteer members appointed by the Board of Commissioners for three year terms (except that members for the first board will be as follows: 3 members for one year, 3 members for two years and 3 members for three years). Terms will begin on January 1 and expire on December 31. Members shall receive mileage at current state rate for traveling to and from meetings and workers' compensation for time served during the actual meeting (not for travel time), but will receive no other compensation for serving. Members will be considered for appointment in accordance with the attached By-Laws.

BE IT FURTHER RESOLVED that Madison County shall pledge to invite a representative of the Housing Advisory Board to any discussions related to housing and shall pledge to consider the recommendations of the Housing Advisory Board with regard to housing development within Madison County.

BE IT FURTHER RESOLVED that Madison County shall consider providing available resources such as land for construction, matching funding or other forms of participation as possible to match funding from federal, state and local sources brought forward by the Madison County Housing Advisory Board.

APPROVED BY THE BOARD OF COMMISSIONERS THIS 6th DAY OF NOVEMBER, 2007.

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DAVID SCHULZ, CHAIRMAN

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MARILYN ROSS

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JAMES P. HART

ATTEST: \_\_\_\_\_  
Peggy Kaatz  
Clerk and Recorder

# **MADISON COUNTY HOUSING ADVISORY BOARD**

## **Bylaws**

### **1. Name**

The name of the organization is the Madison County Housing Advisory Board, hereinafter referred to as the Board.

### **2. Authorization and Purpose**

The Board is authorized by the Madison County Board of Commissioners for the purpose of identifying the housing needs in Madison County and to help set priorities for public funded housing developments in Madison County. The Board will develop relationships with successful high performance housing programs, including workforce housing programs, and housing programs for low and moderate income households enabling it to represent citizens and take action on increasing the housing quality and quantity in Madison County.

### **3. Membership**

The Housing Advisory Board will consist of nine volunteer members appointed by the Madison County Board of Commissioners for three year terms. Terms will begin on January 1 and expire on December 31. Members shall receive mileage at current state rates for traveling to and from meetings and workers' compensation for time served during the actual meeting (not travel time), but will receive no other compensation for serving. Membership will consist of representatives from each community in Madison County. Members will be considered for appointment in accordance with 7-1-201 MCA.

Representatives appointed to the Board are all full and equal members. Each representative shall have one vote in proceedings of the Board. A quorum shall consist of a majority of the board members (at least 5 of 9 representatives). Unless otherwise specified, actions of the Board shall be by majority vote of the members present. Voting by proxy will not be permitted.

### **4. Officers**

At its first meeting of each year, the Board shall annually elect by majority vote of members present the Chairman, Vice Chairman, and Secretary from among its voting membership. An officer's term is one year.

The Chairman shall preside at all meetings and shall represent the Board in matters of interaction with other organizations and the public.

Vice Chairman shall preside at all meetings the Chairman is unable to attend.

Secretary shall maintain records of Board activities and perform other duties normally carried out by a Secretary, including the timely distribution of minutes to members and sub-committees.

### **5. Meetings**

The Housing Advisory Board shall meet at least monthly and at the call of the Chairman. Notice and time and place of any meeting shall be given to each member by mail or electronically, not less than two days before such meeting whenever possible. In the case of special emergency

meetings or postponement of any scheduled meeting, notice shall be given to each member in a similar fashion at least two days before the scheduled date of such a meeting, together with a statement of the reason therefore. The Chairman may be required to call a special meeting upon request by two-thirds of the Board members at least fifteen days in advance of such a meeting.

The Board may establish committees with members appointed by the Chairman to undertake specific tasks or actions upon Board authorization or to provide advice to the Board. Committee chairs will be elected by the Board.

The Board or Chairman may invite additional individuals with expertise in a pertinent area to meet with and assist the Board. Such consultants or prospective consultants shall not vote or be counted in determining the presence of a quorum.

All meetings shall be conducted in accordance with Robert's Rules of Order. All meetings of the Board shall be open to the public in accordance with Section 7-1-201 MCA. In order to carry out the spirit and intent of the Montana Open Meeting Law, appropriate public notice of all Board meetings, regular and special, shall be given. Non-member attendees will be provided appropriate opportunity to participate or provide commentary.

## **6. Conflict of Interest**

All Board members shall avoid conflict of interest with the activities of the Board. If a Board member finds him or herself with a potential conflict of interest, he or she will acknowledge their conflict of interest in such a manner as to allow it to be noted in the minutes. Any member with a conflict of interest shall withdraw from direct action on the issue before the Board.

## **7. Amendment Process**

These bylaws may be amended by a majority vote of the membership of the Board, subject to approval by the Board of Commissioners.

These Bylaws are hereby approved and adopted the 6th day of November, 2007.

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David Schulz, Chairman  
Madison County Board of Commissioners

Date

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Marilyn Ross

Date

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Jim Hart

Date