

# WALLA WALLA COUNTY COUNCIL ON HOUSING BYLAWS

## I. TITLE

- A. The official name shall be the Walla Walla Council on Housing. It is here after referred to as the “Council” in these bylaws.

## II. PURPOSE AND SCOPE

- A. **Purpose:** The purpose for which the Council is formed is to serve as the Continuum of Care for Walla Walla County and all incooperated Cities within the County. The business and objectives to be carried on and promoted by it, are as follows:
  - 1. To serve as catalyst for, and support, individuals, communities and jurisdictions through engagement, collaboration, and innovation;
  - 2. Housing policy advocacy on policies that impact our community at Federal, State and Local levels;
  - 3. Provide expertise and input on planning processes related to the housing continuum;
  - 4. Provide direction on homeless and housing issues and strategic planning;
  - 5. Inform and adopt the 5 year action plan for the housing continuum in Walla Walla County;
- B. **Scope:** The scope of the Council parallels the scope of administrative and program oversight of the Department of Community Health. Such programs included, but are not limited to the Continuum of Care for homelessness and housing.

## III. MEMBERSHIP

- A. Membership shall be no more than twenty (20) members, and shall include one elected official from Walla Walla County and the incooperated cities of College Place, Presscott, Waitsburg, and Walla Walla, or their assigned designee within the County.
- B. Additional members may represent the following sectors: veterans housing providers, domestic violence shelters, education, healthcare, finance, real estate, or business; with several sectors being held open for future appointees.
  - 1. Appointments to the Council will be approved by the voting members of the Council on Housing.
  - 2. Each Council member is required to participate in at least one committee as a liaison between the Council the committees.
  - 3. Members shall not be compensated for their duties as members of the Council on Housing.

## IV. AUTHORITIES

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- C. The Council shall advise the Walla Walla Board of County Commissioners, City Councils of College Place, Prescott, Waitsburg and Walla Walla and the Director of Community Health on matters relating to the Purpose and Scope.

**V. ELECTION OF OFFICERS**

- A. The officers of the Council shall consist of a Chairperson, Vice-Chairperson and such other officers as the Council may, by majority vote, approve and appoint.
- B. The officers shall serve for a period of one (1) year, starting from the date of their election, with a limit of three consecutive terms. However, any officer may be removed at any time by a vote of the majority of the Council and entered on record. The election of officers shall take place at least one (1) month prior to the expiration of term for the sitting officers.

**VI. OFFICERS**

- A. The Chairperson shall preside over the meetings of the Council on Housing meetings and may exercise all powers usually incidental to the office, including the full rights as a member of the Council (including, but not limited to voting, seconding motions, making motions on discussions).
  - 1. The Chairperson shall have full power to create standing committees or temporary committees of one or more members, charged with such duties, examinations, investigations, and inquiries relative to subjects of interest to the Council, as it may by resolution or motion determine. No temporary or standing committee shall have the power to commit the Council on Housing to the endorsement of any plan or program without its submission to and adoption by the Council.
- B. The Vice-Chairperson shall, in the absence or the Chairperson, perform all the duties incumbent upon the Chairperson. If the Chairperson and the Vice-Chairperson are both absent from a meeting, the members of the Council shall elect a temporary Chairperson who shall have full powers of the Chairperson for the duration of that meeting.
- C. Walla Walla County Department of Community Health will provide administrative support and strategic direction as needed. The Secretary shall be the Homeless & Housing Coordinator of the Walla Walla County Department of Community Health, or their designated representative shall be Secretary to the Council.
  - 1. The Secretary shall keep a record of all meetings of the Council on

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Housing and the minutes shall be made available upon request and available on the Walla Walla County web site.

2. The Secretary shall keep a serially numbered record of all recommendations of the Council forwarded to the Board of County Commissioners and City Councils for action, and record of the action taken by the Board of County Commissioners & City Councils on those recommendations.
3. The Secretary shall prepare and distribute notices of meetings to the members of the Council on Housing and the Board.

## **VII. COMMITTEES**

- A. Committees shall self-appoint a committee lead and recorder.
- B. The Committee shall put out a notice to the community seeking volunteers to serve on the committee on an annual basis to ensure broad representation of the community. Notice will be released per recommendation of the Communication and Advocacy Committee.
- C. Committees may present new ideas or information at each meeting under new business on the agenda.
- D. Creation of a new Committee shall require a majority vote by the Council quorum.
- E. Committee operations shall follow the rules of procedures as set forth herein.

## **VIII. MEETINGS**

- A. All meetings will be held in an accessible public venue and announced at least two weeks in advance of any meeting.
- B. The regular meeting shall be held monthly with a minimum of 9 regular meetings per calendar year.
- C. Members of the Council may participate in a meeting by means of conference telephone or similar communication equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.
- D. Community stakeholders are urged to attend the public Council on Housing meetings.
- E. The meetings of the Council shall be open to the public with the exception of executive sessions held pursuant to Open Public Meetings Act ( RCW 42.30.110) as it exists or is amended.

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- F. Semi-annual meetings shall be held inviting the broader social service community, committee members, Council on Housing members, and the public for community input and discussion.
- G. DCH, in consultation with the Council Chair, shall set agendas in advance with input from committees. New business items shall be given opportunity for discussion at each meeting under new business.

**IX. QUORUM**

- A. A simple majority of the membership of the Council shall constitute a quorum for the transaction of business. Any action taken by a simple majority of those present, when those present constitute a quorum, shall be deemed to be the action of the Council except in matters relating to the amendment of these Bylaws.

**X. ABSENCE OF MEMBERS**

- A. Members unable to attend a regularly scheduled meeting of the Council Housing shall so notify the Chair and Secretary in advance via email or phone call.
- B. Two consecutive unexcused absences, or more than three total unexcused absences in a year, may be construed as a neglect of duty and the position may be declared vacant by the Council, the member so notified.

**XI. MINUTES**

- A. DCH shall keep minutes of each meeting for its formal record.
- B. Minutes shall include record of decisions made and steps taken by the Council in the conduct of its business.
- C. Minutes shall not include extensive descriptions of discussions leading to decisions or actions, or other work products generated in the conduct of Council business.

**XII. CONFLICTS OF INTEREST**

- A. No Council member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organizations that the member represents.
- B. All Council members are required to sign a conflict of interest (COI) annually (see attached COI form).

**XIII. VOTING**

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A. Only appointed members of the Council on Housing may vote.

**XIV.** Proxy voting shall be permitted. A voting member may hold up to two proxies. The Chair or Secretary must be made aware of the proxies, in writing or via email. A proxy is limited to one voting member and shall not represent more than one vote.

**XV. AMENDMENTS**

A. The Bylaws may be amended in the following manner:

1. At any regular meeting of the Council the proposed amendment shall be submitted in writing and shall be read at that meeting.
2. The proposed amendment shall then be tabled to the next regular meeting for action.
3. DCH shall send a copy of the proposed amendment to all members of the Council on Housing in a reasonable time prior to the meeting, at which time it shall be acted upon. A two-thirds (2/3) majority shall be enough to approve an amendment or alteration of these Bylaws.

**XVI. DUTIES OF THE COUNTY**

A. Walla Walla County Department of Community Health shall:

1. Provide all allowable and pertinent information to the Council to allow it to make informed recommendations,
2. Evaluate and respond to all recommendations provided by the Council to their appropriateness and viability to the delivery of services in Walla Walla County, and for the provision of Homeless and Housing services and programs. Provide to the Board of County Commissioners and City Council's an annual written report on the functionality and operation of the Council, along with goals and outcomes for the year.

**XVII. DEFINITIONS**

A. Continuum of Care (CoC): A regional or local planning body that coordinates housing and services funding for homeless families and individuals. The CoC promotes community-wide commitment to the goal of ending homelessness.

Approved and adopted November 5th 2018

Revised February 27<sup>th</sup>, 2020; Approved and adopted April 9<sup>th</sup>, 2020

Revised February 24<sup>th</sup>, 2022; Approved and adopted February 24<sup>th</sup>, 2022