



By-Laws

Missouri Housing Trust Fund Advisory Committee

Job Description

The Trust Fund Advisory Committee (Advisory Committee) is an advisory body that supports and enhances the overall mission of the Missouri Housing Trust Fund (Trust Fund) by advising the Trust Fund staff on policies, procedures, and guidelines related to the Trust Fund planning and allocations in the State of Missouri. The term of each member will be two years with a six year term limit.

Missouri Housing Trust Fund Purpose

The purpose of the Trust Fund is to financially assist the development of housing stock and to provide housing assistance to persons and families with incomes at or below prescribed levels in the State of Missouri.

Advisory Committee

1. Duties and powers

The Advisory Committee members shall be responsible for providing advice and counsel to the Trust Fund staff and for responding to issues presented for consideration by the Missouri Housing Development Commission.

2. Composition

The Advisory Committee will be composed of 25 members. Fifteen members will be representatives from funded agencies, four members will be from agencies that applied for Trust Fund funds, but were not awarded, and six members will be from agencies at-large in the State of Missouri. At least two of the at-large members will be from Missouri Metropolitan Continuum of Care. At the end of each two year term, one-third of the representatives of the existing Advisory Committee shall remain, with the condition that the Advisory Committee is still within its published guidelines. In addition to the regular composition of the Advisory Committee, the Missouri Department of Economic Development (DED) holds a standing invitation to participate in all Advisory Committee meetings.

3. Resignation and Removal

A committee member may resign from the Advisory Committee by submitting written notice to the Advisory Committee Chairman or the Trust Fund Manager. If a member chooses to resign, they will have the option to recommend their successor prior to any new nominations. A member may be removed for any reason with a two-thirds vote from the whole committee. In addition, if a committee member or a representative of his or her agency misses two consecutive meetings, the member will be ineligible for retention on or reappointment to the Advisory Committee.

4. Meetings

Meetings will be held quarterly, but there will always be a meeting held in April. Meetings will be attended by committee members or their designated representative,



the Trust Fund Manager, the Trust Fund Accountant or other Trust Fund department staff members deemed appropriate or necessary. Meetings will be held in person with an option to call in via conference call. Attending in either capacity will allow for voting rights and attendance approval. Meeting dates will be set by the Trust Fund and Community Initiatives Manager or the Executive Director of Missouri Housing Development Commission.

5. *Quorum*

Quorum consists of 13 members, or a majority of the members of the advisory committee.

6. *Public Notice*

In accordance with RSMo §610, all Advisory Committee meetings will be public meetings. The Trust Fund Manager will post public meeting notices in accordance with the provisions of RSMo §610 and will provide at least a two week notice to members of the Advisory Committee.

Officers

1. *Chair of the Missouri Housing Trust Fund Advisory Committee*

The Chair of the Advisory Committee shall preside at all meetings of the Advisory Committee. The Chair shall lead the committee in its duties and responsibilities. In the absence of the Chair, the Vice-Chair will assume the responsibilities of the Chair.

2. *Vice-Chair of the Missouri Housing Trust Fund Advisory Committee*

The Vice-Chair shall assist the Chair and the Trust Fund and Community Initiatives Manager in carrying out their duties and responsibilities on behalf of the Trust Fund and shall perform such duties as may be assigned by the Chair.

3. *Secretary of the Missouri Housing Trust Fund Advisory Committee*

The Secretary shall assist the Advisory Committee and the Trust Fund and Community Initiatives Manager in documenting and dispersing the documentation of the proceedings of the meetings and other documentation.

Elections and Appointments

1. *Appointments*

Members of the Advisory Committee shall be appointed prior to the second meeting every other calendar year by joint decision of the Missouri Housing Development Commission Executive Director, Director of Operations and the Trust Fund Manager. These appointments will occur before the April meeting. By being appointed to the committee, the committee member will not receive reimbursement for their participation. Each appointment will last for two years unless otherwise specified in "Composition".

2. *Elections*

Biennially, at the April meeting, the Advisory Committee shall elect the three officers. The newly elected officers shall assume duties at the close of the April meeting. There is a two year term limit for elected officers. Should a vacancy occur a special election may occur at the next meeting to fulfill the term of the elected officer.



Miscellaneous Provisions

The Advisory Committee acknowledges that they are bound by the provisions of the Missouri Statutes, including but not necessarily limited to, RSMo. 610.

Amendments

These By-laws may be amended, repealed or modified by the affirmative vote of a majority of the Advisory Committee at a regularly scheduled meeting provided the proposed changes have been mailed to all members of the Advisory Committee members two weeks in advance of the meeting. Copies of any such revised By-laws shall be submitted to the Trust Fund Manager.