

THURSTON COUNTY HOME CONSORTIUM BYLAWS

ARTICLE I: CONSORTIUM PURPOSE AND MEMBERSHIP

Section 1 Consortium Composition

- a) The Thurston County HOME Consortium was created by an Interlocal Cooperation Agreement between Thurston County and the Cities of Lacey, Olympia, Tumwater, Rainier, Yelm, Tenino and the town of Bucoda to receive funds under the National Affordable Housing Act. The Home Consortium is advisory to the Board of Thurston County Commissioners to provide funding guidance and programmatic review for funds from the U.S. Department of Housing and Urban Development's Home Investment Partnerships Program (HOME) (24 CFR Part 92) and other such related programs as may become available consistent with requirements and the Thurston County Consolidated Plan. The Consortium is composed of one elected official from each participating jurisdiction, appointed by each member jurisdiction's council or commission.

Section 2 Consortium Responsibilities

The responsibilities of the Consortium shall be as follows:

- a) Reviewing housing and related transitional services applications for consistency with the funding source's (HOME, HB2060 Affordable Housing and HB2163 To End Homelessness) project criteria and guidelines;
- b) Determining which projects to fund and making recommendations to the Board of County Commissioners; and
- c) Reviewing and making recommendations to the Board of County Commissioners on amending contracts.

Section 3 Conflict of Interest

- a) Each Member shall disclose any conflicts of interest between their position as a Consortium member and any other Board, Council or employment position they hold, and shall recuse him or herself prior to the commencement of the discussion and vote. Each Member shall also voluntarily disclose his or her membership or other position in any organization that the vote could benefit in accordance with Conflicts of Interest – Code of Ethics, RCW 43.160.040. Each member shall avoid conflict of interest as

defined by the U.S. Department of Housing and Urban Development, Home Investment Partnership Program (HOME).

- b) Membership, offices, and committee membership on the Consortium shall not be denied to any individual because of race, creed, color, gender, age, disability, national origin, limited proficiency in English, familial status, or sexual orientation.

ARTICLE 2: ORGANIZATION

Section 1 Alternates

Each jurisdiction is to send an alternate when the consortium member is unable to attend a meeting. Alternates must be elected officials.

Section 2 Officers

The Consortium shall annually elect a Chair and Vice Chair for a term of one year. In the absence of the Chair, the Vice Chair shall preside at meetings.

Section 3 Proceedings

The conduct of meetings shall be guided by the current edition of Robert's Rules of Order in all cases where it is applicable and in which it is not in conflict with the provisions of these bylaws and any other rules of procedure the Consortium may adopt.

Section 4 Regular Meetings

Regular meetings are held monthly, the time, date and location agreed upon by the members, and are open to the public. Meeting agendas and materials shall be sent to members at least 5 days prior to the Consortium meeting.

Section 5 Quorum

A quorum is a simple majority of the Consortium membership.

Section 6 Voting

A simple majority of members or alternates present is required for a motion to pass. Each Consortium member shall have one vote. Alternates designated by Consortium members are permitted to vote when a Consortium member is unable to attend a meeting. Alternates shall be elected officials from the Consortium member's jurisdiction. If the Consortium member or Alternate is unable to attend a meeting, the Consortium member may communicate his or her vote to the Chair in advance of the meeting.

ARTICLE 3: AMENDMENTS TO BYLAWS

Section 1 Bylaws Adoption

- a) The initial adoption of the bylaws and subsequent amendments shall have the affirmative vote of not less than a majority of the Consortium.
- b) A notice of a proposed bylaws change shall have been submitted at the preceding regular meeting.