

**BYLAWS OF THE
HOUSING CHOICE VOUCHER PROGRAM (HCVP)
DC HOUSING PROVIDERS ASSOCIATION (DCHPA)**

(September 2008)

Article 1. Name

The name of the organization shall be the Housing Choice Voucher Program (HCVP) DC Housing Providers Association. *(Note: this organization was formerly known as the HCVP Landlord Advisory Committee from its instantiation in 2001 until revised by general body vote in September 2008.)*

Article 2. Objective/Purpose

The purpose of this association shall be to advise the DCHA management on matters of policy, procedures and operations of the HCVP. This association will:

- advise on how existing and proposed policy is affecting landlords;
- recommend improvements and corrective measures;
- collaborate with DCHA on development of policies concerning housing providers and voucher recipients.

This association will also monitor legislation, regulations, and other official activities of government entities, advocacy organizations, etc. that may affect landlords in the District of Columbia and will represent the interests of its members to various external entities such as the City Council, civic associations, and other public interest groups.

Article 3: Members

Section 1 — Eligibility for membership: Application for voting membership shall be open to **any current landlord, property owner, or property manager in the District of Columbia.** Membership is granted after completion and receipt of a membership application. All memberships shall be granted upon a majority vote of the general body.

Section 2 — Resignation and termination: Any member may resign by filing a written resignation with the secretary. A member can have their membership terminated by a majority vote of the membership.

Section 3 — Non-voting membership: The officers shall have the authority to establish and define non-voting categories of membership.

Article 4: Officers, Qualifications, and Duties

Section 1 — Officers: The officers shall be responsible for overall policy and direction of the association, and may delegate responsibility of day-to-day operations to the members and committees. **The officers of this association shall be a chairman, vice-chairman, secretary, vice-secretary, treasurer, parliamentarian, and sergeant-at-arms.**

Section 2 — Terms: All officers shall serve two-year terms, and are eligible for re-election for up to three consecutive terms.

Section 3 — Officer elections: New officers and current officers shall be elected or re-elected by the voting representatives of members at the monthly meetings of the general body. Officers will be elected by a simple majority of members present at any monthly meeting.

Section 4 — Election procedures: An officer nomination committee shall be responsible for nominating a slate of prospective officers representing the association's diverse constituency. In addition, any member can nominate a candidate to the slate of nominees. Elections shall be by show of hands. All members will be eligible to send one representative to vote for each candidate, for up to 10 available positions each year.

Section 5 — Officers and Duties: The Officers shall be comprised of the following positions:

*All variant
2 YRS*

Officers	Duties	Qualifications
Chairman	<ul style="list-style-type: none"> At appointed time, open and preside at all meetings of the general body and closed sessions of elected officials Announce in proper sequences the business to come before attendees Recognize members entitled to the floor; and enforce laws related to debate, order, and decorum State and put to vote all questions and cast deciding vote to break ties Represent the body at meetings with the DCHA and other official entities 	<ul style="list-style-type: none"> Executive ability Effective public speaker
Vice-Chairman	<ul style="list-style-type: none"> Carry out the duties of the chairman's in the absence of or at the request of the chairman Fulfill other duties as assigned by the chairman 	<ul style="list-style-type: none"> Same as chairman
Secretary	<ul style="list-style-type: none"> Take minutes of all proceedings of the organization Make minutes available to members Keep on file all committee reports Keep organization's official membership roll Maintain records of minutes, bylaws, and other proceedings, as necessary Notify membership of call meetings Officiate at meetings in absence of chairman and vice-chairman 	<ul style="list-style-type: none"> Good writing and word processing skills Organizational skills
Vice Secretary	<ul style="list-style-type: none"> Record minutes at meetings in the absence of the secretary 	<ul style="list-style-type: none"> Same as secretary

*(once a month)
prep time*

Mr. Scott

Mr. Hayward

Officers	Duties	Qualifications
	<ul style="list-style-type: none"> • Support secretary in maintaining membership lists • Other duties as assigned by the secretary 	
Treasurer	<ul style="list-style-type: none"> • Maintain custody of organization's funds • Disburse funds at direction of organization or as specifically stated in the bylaws • Make full financial report annually, or interim reports as prescribed in the bylaws 	<ul style="list-style-type: none"> • Basic book keeping skills • Ability to be bonded for a sum sufficient to protect the organization from loss
Parliamentarian	<ul style="list-style-type: none"> • Give procedural advice to the chairman • The chairman, knowing in advance the business to come, should confer with the parliamentarian prior to meeting to avoid problems that may arise from issues of discussion 	<ul style="list-style-type: none"> • A professional consultant on parliamentary procedures
Sergeant-at-Arms	<ul style="list-style-type: none"> • Assist in maintaining order 	Able to enforce order and decorum

Section 6 — Vacancies: When a vacancy of the officers exists mid-term, the secretary must receive nominations for new members from present officers two weeks in advance of an officers meeting. These nominations shall be sent out to officers with the regular officers meeting announcement, to be voted upon at the next officers meeting. These vacancies will be filled only to the end of the particular officer's term.

Section 7 — Resignation, termination, and absences: Resignation of officers must be in writing and received by the Secretary. Officers shall be terminated due to excess absences, more than two unexcused absences from officers meetings in a year. An officer may be removed for other reasons by a three-fourths vote of the remaining officers.

Article 5: Meetings

Section 1 — Regular meetings: Regular meetings of the members shall be held monthly, on the third Wednesday of each month at 6:00 pm, at 1133 North Capitol Street NE in the 2nd floor executive boardroom, room #265.

Section 2 — Special meetings: Special meetings may be called by the chairman. A petition signed by five percent of voting members may also call a special meeting. Notice of special meetings shall be given to each voting member, by email, not less than two weeks prior to the meeting.

Section 3 — Quorum: The members present at any properly announced meeting shall constitute a quorum.

Section 4 — Voting: All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

Article 6: Board of Directors

Section 1 — Composition: The board of directors shall be composed of the officers.

Section 2 — Duties: The board of directors shall be subject to the orders of the association and none of its acts shall conflict with action taken by the association. The board of directors shall:

- have general supervision of the affairs of the association between meetings;
- fix the date, hour, and place of meetings;
- make recommendations to the association;
- declare an office vacant when a resignation or termination occurs according to Article 4 Section 7;
- adopt rules as needed to carry on the business of the board, provided such rules are not in conflict with these bylaws or any special rules of order or standing rules adopted by the association; and
- perform such other duties as are specified in these bylaws or ordered by the association.

Section 3 — Meetings: The officers shall meet monthly, at an agreed upon time and place. An official officers meeting requires that each officers have notice at least one week in advance. Special meetings of the officers shall be called upon the request of the chair, or one-third of the officers. Notices of special meetings shall be sent out by the secretary to each officer at least one week in advance. A quorum must be attended by at least four officers for business transactions to take place and motions to pass.

Article 7: Committees

Section 1 — General: Committees are assigned by the officers to work on specific issues facing the organization. The association chairman shall be an ex-officio member of all committees except the officer nominating committee.

Section 2 — Committee formation: Ad hoc committees can be created for a time period set by the officers. The officers may create committees as needed, such as fundraising, public relations, data collection, DC legislature, DC Council, HUD regulations, and Public Interest Groups. The association chairman appoints all committee chairs. Committee members shall be appointed by the association chairman and the committee chairman.

Article 8: Parliamentary Authority

The Association is governed by the bylaws stated in this document.