

Discussion Items for RTF Bylaws:

1. Guiding Principles for Bylaws:

- a. 1995 City resolution details the needs for our bylaws:
 - i. Shall adopt operating procedures to address its membership term of appointments, administration, and liaison function as specified in Housing Commission Report No. 93-9241CC, on file with the City Clerk's office as Document No. RR-282628
- b. Note: SDHC staff is collecting relevant foundational documents from the County and City to prepare drafting.

2. Issues to be included in RTF Bylaws:

- a. Membership Requirements (attendance, participation, conflicts.)
- b. Frequency of meetings
- c. Identification of staff and staff role
- d. Roberts Rules of Order
- e. Ordinary voting rules – Majority
- f. Amendments of bylaws – 2/3
- g. Terms of service, and/or Term Limits: - 3 years according to scope of service attached to 1995 SDHC report to City Council
- h. Removal of members
- i. Subcommittees (legislative, others?)
- j. CRA Monitoring – What should be in the bylaws? (from CDBG contract:)
 - i. Establish Community Reinvestment Act Plans with three lenders
 - ii. Report status of monitoring efforts to City and County on a quarterly basis
 - iii. Monitor CRA plans on a quarterly basis
 - iv. Annually analyze Home Mortgage Disclosure Act (HMDA) data
- k. Special requirements for financial institutions sitting on RTF (CRA plans with RTF as a condition of membership?)

3. List of Members – and Who Chooses Whom?

- a. (1) Member of the City Council – appointed by Mayor, confirmed by council (City Attorney Memo, December 21, 2009)
- b. (1) Member of the County Board of Supervisors (Selected by supervisors)
- c. (5) One representative from each of five lenders (some of which are large lenders in the area)
- d. (5) Five representatives of community housing, economic development, and small business organizations
- e. (3) One representative of cities from each of the three regions of the county
 - i. Substantive Rules:
 - 1. Co-Chairs shall designate cities, who will appoint members.
 - 2. Member cities shall pay a membership fee.
 - i. Specified areas:
 - 1. North county cities
 - 2. East county cities
 - 3. South county cities
- b. For appointed members, must co-chairs agree on appointments, or do they each receive designations?