



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 functions 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 provide funding for any approved housing/service provider proposing housing/service activities, or related social services 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 Trust Fund and Community Initiatives Manager or the Executive Director of 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. Each year one-third of the committee shall remain, with the condition that the Advisory Committee is still within its published guidelines.

3. Resignation and Removal

A committee member may resign from the Advisory Committee by submitting written notice to the Chair or the Trust Fund and Community Initiatives Manager. 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, they will not be eligible to serve the next year.

4. Meetings

Meetings will be held quarterly, but there will always be a meeting held in April. Meetings will be attended by Committee members, the Trust Fund and Community Initiatives Manager, Assistant Manager of Community Initiatives, and the Trust Fund Accountant. 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.



6. *Public Notice*

In Accordance with RSMO 610, all Advisory Committee meetings will be public meetings. The Trust Fund and Community Initiatives Manager will post public meeting notices with at least 2 week notice.

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. It is the intended goal that the Vice-Chair will assume the duties of the chair at the conclusion of the term.

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 may be appointed annually by the Trust Fund and Community Initiatives 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.

2. *Elections*

Bi-annually, 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 and Community Initiatives Manager.