

IOWA NORTHLAND REGIONAL HOUSING COUNCIL

BY-LAWS

ARTICLE I – NAME

The name of this organization shall be the Iowa Northland Regional Housing Council (INRHC) and has been so designated in the authorizing 28E agreement.

ARTICLE II – MEMBERSHIP

The membership of this organization shall consist of members appointed by the Counties of Black Hawk, Bremer, Buchanan, Butler, Chickasaw and Grundy and the Iowa Northland Regional Council of Governments (INRCOG). Council members shall serve without compensation from the Council.

Each County and INRCOG shall appoint three (3) members to the Housing council. Housing Council members shall serve until such time as a new member shall be appointed by a majority vote of the respective appointing body.

ARTICLE III – POWERS & DUTIES

The powers and duties of the Council shall be and are assumed by the Council to be those powers and duties authorized by chapter 28E of the State Code of Iowa – Joint Exercise of Governmental Powers. In addition, the Council shall have the power to delegate authority to and regulate the functioning of committees that it may from time to time appoint. The Council shall have the power to transact business, adopt a budget, enter into contracts and review and make recommendations pertaining to state and federal grant and aid programs on behalf of INRHC. Recognizing the spirit and intent of INRHC and the laws of Iowa, the actions of the Council or any of its committees are in no way binding upon actions, programs or undertaking of the individual counties or INRCOG.

ARTICLE IV – OFFICERS

Section 1. The officers of the Organization shall be Chairman, Vice-Chairman, Immediate Past Chairman, and Secretary/Treasurer. All elected officers shall serve a one-year term.

Section 2. The Chairman shall preside at all meetings of the Council; appoint all Chairs and members of standing and special committees; serve as non-voting ex-officio member of all committees; coordinate the work of the officers and committees of the organization; and, shall perform such other duties as may be prescribed in these By-Laws or assigned to him/her by the Council.

Section 3. The Vice Chairman shall assume all duties of the Chairman in his/her absence and shall assume such duties as requested by the Chairman.

Section 4. The Secretary/Treasurer shall maintain the records, including the financial records, and minutes of all meetings and certify actions of the Council.

Section 5. The Immediate Past Chairman shall assist the Chairman as necessary and serve as Chairman of the Nominating Committee.

ARTICLE V – COMMITTEES

Section 1. The Council may create such standing and special Committees as it may deem necessary to promote the objectives and carry out the work of the Council. The Chairperson of the Council shall make appointments to the Committee(s) and appoint Committee chairperson(s), as outlined in these by-laws.

Section 2. The Executive Committee shall consist of the officers of the Council. The Committee may take action on behalf of the Council, with said action to be affirmed by the full Council at their next regularly scheduled meeting. The Council Chairman shall serve as Chairman of the Executive Committee. The Committee shall meet at the call of the Chairman.

Section 3. The Housing Advisory Committee may consist of representative from cities, counties, economic development groups, local housing committees, developers, CAP Agencies, realtors, bankers and any other organization or individual interested in housing. The Committee shall advise the Council on housing needs and recommend actions. The Council Chairman shall serve as Chairman of the Advisory Committee. The Committee shall meet at the call of the Executive Committee.

Section 4. The Revolving Loan Fund Committee shall consist of a minimum of six (6) members from the Council, with one member from each of the six participating Counties. Additional non-Council members may also be appointed to insure representation from the banking, real estate and government sectors. The Committee shall meet as needed to conduct the business of the Committee. All recommendations from the Committee must be approved by the Council.

Section 5. The Nominating Committee shall consist of a minimum of three (3) Council members. The Committee shall meet in November to create a single slate of officers and present the slate to the full Council at the Annual Meeting. The Immediate Past Chairman of the Council shall serve as Chairman of the Committee.

ARTICLE VI – MEETINGS

Section 1. The Council shall meet at least four (4) times per year. Meetings shall be conducted in accordance with the rules and procedures adopted in the official by-laws of the Council. Roberts Rules of Order (newly revised) shall be used to conduct all meetings of the organization.

Section 2. Special Meetings of the Council may be called by the Council Chairman or upon receipt of a petition signed by five (5) members of the Council requesting a Special Meeting.

Section 3. The Annual Meeting of the Council shall be held in December of each year.

Section 4. The Secretary/Treasurer of the Council shall mail, e-mail or deliver written notice of each regular or special meeting to each member of the Council at least five (5) days prior to such meetings. Notices of special meetings shall state the purpose for which said meeting is called.

Section 5. Council meetings shall be open to the public and be subject to all open meeting laws as established by the Code of Iowa. All Council meetings shall be conducted in accordance with the provisions of the Iowa Open Meeting Law (Iowa Code, as may be amended). Notice of all Council meetings shall be posted and sent to the local news media, member governments and

organizations, and interest parties requesting such notice. Meeting minutes shall be kept for all Council meetings.

Section 6. A quorum of the Council shall be twenty-five percent (25%) of the Council membership. No quorum shall be required for standing or special committee meetings, with the exception of the Executive Committee which shall require a quorum of three (3) members.

Section 7. The act of the majority of the participants of the Council present at a meeting at which a quorum is present shall be the act of the Council. For the purposes of quorum requirements defined in these bylaws, presence at a meeting via electronic means in accordance with the Iowa Code, as may be amended, shall be equivalent to being present in-person at said meeting. All related powers and duties shall then apply

Section 8. Each Council member shall be entitled to one (1) vote.

Section 9. A Council member unable to attend a Council meeting may assign their proxy to another Council member, for that specified meeting only. The absent Council member must deliver to the Council Chairman written notification of such assignment prior to the noted Council meeting.

ARTICLE VII – FISCAL YEAR

The fiscal year of the organization shall begin on the first day of July and end the last day of June in each year.

ARTICLE VIII – ELECTIONS

Section 1. The Nominating Committee shall present a single slate of candidates, in writing, for the election of Officers at the Annual Meeting. Nominations may also be made from the floor after the report from the Nominated Committee, providing prior consent from the nominated individuals has been obtained.

Section 2. All officers shall be elected to a one (1) year term, or until such time as their successor has been elected.

Section 3. A Council member may serve in the same office for up to two (2) one (1) year terms.

Section 4. Election of Officers shall require a simple majority of those members present.

Section 5. Newly elected officers shall assume office on January 1 of each year.

ARTICLE IX – AMENDMENTS

Proposed amendments to the By-Laws may be made at any regular or special meeting of the Council, provided that the proposed changes have been read in full at the previous meeting or have been mailed at least five (5) days prior to the meeting.

Adopted May 13, 1998
Revised September 22, 2004
Amended March 29, 2005
Amended December 15, 2010
Amended December, 22, 2022