

Asheville-Buncombe  
**HOMELESS  
INITIATIVE**

**By-Laws of the Asheville-Buncombe Homeless Initiative Advisory  
Committee**

Article I: NAME

The name of this organization shall be the Asheville-Buncombe Homeless Initiative Advisory Committee (herein "HIAC").

Article II: Purposes

- A. The purpose of the Asheville-Buncombe Homeless Initiative Advisory Committee is to oversee the 10-Year Plan implementation process, which will end chronic homelessness and reduce all types of homelessness over the next decade by investing resources in a coordinated, sustained effort that addresses the underlying causes of homelessness.

Additionally, the HIAC will:

1. Schedule and conduct meetings pursuant to the open meetings law
2. Adopt rules of procedure or bylaws for the conduct of business
3. Conduct research and investigation into issues about homelessness, including causes and effects within Asheville and the surrounding area
4. Formulate and make recommendation to local governmental entities and social service agencies to reduce the incidence of homelessness
5. Act as a clearinghouse for information on local homelessness issues.
6. Other duties as requested by the City Council, Board of County Commissioners, or as the HIAC deems appropriate.

- B. Guiding principals are:

- Everyone has the right to housing
- There are achievable solutions to homelessness & actions should be based on those solutions
- People experiencing homelessness should inform planning, and be informed of plans
- Consistent, accurate data and measurable results should inform decisions
- Resources should be used responsibly, in a coordinated fashion
- People and the groups that support them have unique and diverse needs that require and multiple solutions.

Article III: Membership in HIAC

All HIAC meetings shall be open to any citizen in Asheville or Buncombe County.

A. Voting Membership:

1. The HIAC shall be composed of not more than 16 members representing various focus areas or organizations:
  - Consumer
  - Supportive/Permanent
  - Legal
  - Buncombe County
  - Housing
  - Educational/University

- Homeless Coalition Co-Chair
- Prevention Shelters/Transitiona
- Housing
- Business
- Mental Health/Substance Abuse
- Non-Profit Service Provic
- Health Care
- Veterans Administration
- Foundations
- Domestic Violence
- Downtown Resident/Property Ownr
- Project Connect Coordinator
- Faith Groups
- Media

- a. The Asheville-Buncombe Homeless Coalition will recommend Consumer to respect any issues formerly homeless person may have.
- b. The Asheville-Buncombe Homeless Coalition will nominate Co-chair since this position is voted on by the Homeless Coalition.

2. The following members shall be entitled to vote on questions before the membership, with each member having one vote each:

- a. Members will be recommended by the HIAC and elected to the HIAC by Asheville City Council following Council's procedures for election to committees of Council.
- b. Members will be recommended by the HIAC elected to the HIAC by Buncombe County Commissioners following the Commissioners' procedures for election to committees of the Commission.

B. Terms of membership:

1. Except as provided herein, terms shall be for three years, staggered so that the terms of members expire for approximately 1/3 of the membership each year.
2. No member of the board may serve for more than three consecutive terms, without at least a one-year break in service; provided, that those members whose initial term in office expires in 2009 may serve for four consecutive terms.
3. In the event that a vacancy occurs on the HIAC prior to the expiration of a term, the other members of the HIAC shall select an individual to fulfill the unexpired term and provide that recommendation to either City Council or County Commissioners, depending on which seat the vacancy holds. Special meetings may be called for this purpose.
4. An unexpired term that becomes vacant with more than twelve months remaining shall counted as a full term for purposes of eligibility for successive terms.
5. Any HIAC member who loses his or her affiliation may continue to serve until the expiration of his or her current term, or until a successor is named.
6. If a member acts in any way that injures the HIAC, membership may be terminated by two-thirds vote of membership of the HIAC, after notice and opportunity be heard.

Article IV: Executive Committee/Officers

A. Executive Committee: The Executive Committees of the HIAIC shall be composed of the Chair, Vice Chair, and Secretary of HIAC. Its powers shall be such powers as are delegated to it from time to time by the board.

B. Role of Chair:

- To call and preside over all meetings of the HIAC

- To set agenda for all HIAC meetings
- To declare a quorum
- To rule on the validity of the vote in any question before the board
- To rule on points and procedures
- Other duties as expedient

C. Role of Vice Chair

- To exercise powers and duties of the Chair in the absence of the chair
- To preside over the HIAC in event that the Chair is disqualified for any reason from participating in consideration of a question before the HIAC.
- To perform other duties as assigned.

D. Role of Secretary

- To keep full and accurate minutes of all board meetings, and submit said minutes for approval by the board not later than the next regular meeting after minutes are taken.
- To notify board members of regular or special meetings.
- To record reports of committees.
- To act as custodian of documents for the board.
- To perform other duties as necessary.

Article V. Meetings

- A. Regular Meetings: *In accordance with the North Carolina Open Meeting Law*, the Homeless Initiative Advisory Committee of the City of Asheville and Buncombe County hereby resolve that it will hold its regular meetings on the second Tuesday of each month at 1PM at the Conference Room of the Asheville Housing Authority, 165S.French Broad Ave., Asheville NC 28801.
- B. Special Meetings may be called by the Chairman or by two-thirds of the HIAC voting members. Special meetings may be called by notifying the secretary/staff of the date, time, place, and purpose of the meeting. Special meetings shall be limited to the purpose for which they are called.
- C. Notice of all meetings shall be in writing to each member at such address (including e-mail address), address, or place as he or she shall designate. Ten days notice is required for regular meetings. Three days notice is required for special meetings.
- D. Quorum shall be a majority of the current members on the HIAC. The minimum number of members must be present continuously for a quorum to be maintained.

Article VI: Committees

The HIAC may establish such ad hoc committees as it deems necessary or expedient. Ad hoc committees may be established by resolution of the board.

Article VII: Parliamentary Authority

Except as otherwise provided in these by-laws, the Parliamentary Authority for the HIAC shall be Roberts' Rules of Order, Newly Revised.

Article VIII: Amendment of By-Laws

After initial adoption, these by-laws may be amended in whole or in part by a two-thirds vote of the membership of HAIC. Proposed amendments must be presented to the HIAC at least one meeting and at least 30 days in advance of the meeting when the amendment is to be voted on. Special meeting may be called for this purpose.