

**BYLAWS  
Of the  
CASCADE CHAPTER OF NAHRO**

**ARTICLE I**

**Name and Jurisdiction**

**Section 1.** The name of this organization shall be the Cascade Chapter of the National Association of Housing and Redevelopment Officials.

**Section 2.** The Chapter shall operate within the geographic area of the State of Oregon and the following counties in the State of Washington: Clark, Columbia, Cowlitz, Klickitat, Pacific, Skamania and Wahkiakum, subject to provisions of the Constitution of the National Association of Housing and Redevelopment Officials (NAHRO), and these by-laws.

**ARTICLE II**

**Objectives and Purposes**

The purpose of NAHRO is to be the leading housing and community development advocate for the provision of adequate and affordable housing and strong, viable communities for all Americans, particularly those with low- and moderate-incomes, and to enhance the professional development and effectiveness of NAHRO's members. To achieve these objectives, the purposes of the Chapter shall be:

- (1) To enhance the efficiency and effectiveness of members and to facilitate the exchange of views;
- (2) To monitor and advocate relevant federal and state legislative and regulatory issues that impact housing and community development and to initiate the development of public policies through the committee process;
- (3) To communicate effectively with members, media, government, and others concerning issues related to housing and community development;
- (4) To encourage, develop, and provide educational programs to enhance the professional development, technical skills, and efficiency of housing and community development employees and organizations;
- (5) To develop, analyze, and disseminate information on housing and community development and related fields;
- (6) To recruit and retain members and provide services to strengthen NAHRO's ability to serve its members;
- (7) To work with other organizations and to aggressively develop coalitions and collaborative efforts to accomplish NAHRO's mission;
- (8) To continuously strengthen the Chapter's internal management and operations and to effectively utilize human, organizational, and financial resources to maximize the achievement of NAHRO's mission and goals.

## **ARTICLE III**

### **Membership: Qualifications, Voting, and Dues**

**Section 1.** Any agency that is an active member in good standing of National NAHRO, and located within the geographical area of the Chapter, shall be an active member of the Chapter upon payment of such dues as may be established by the Chapter as hereinafter provided.

All the associates of an active agency member shall have full voting rights, and are eligible to participate in all activities open to the membership.

Every associate of an active agency member shall be eligible to hold any office in the Chapter.

**Section 2.** Any Allied individual member or affiliate agency member of NAHRO, located within the geographical area of the Chapter, shall be an affiliate member of the Chapter upon payment of such dues as may be established by the Chapter as hereinafter provided.

Every Allied individual member and all of the associates of an affiliate member shall have all the rights of active members unless there is a possible conflict of interest, as determined by the Executive Board. (The National Constitution states that Chapters are empowered to determine the rights of affiliate members to vote, to serve on committees, and to hold office within their own Region.)

**Section 3.** Membership dues may be established, from time to time, by the Executive Board of the Chapter for the operation of the Chapter. Payment of the established dues shall entitle members to all the rights of their membership class.

## **ARTICLE IV**

### **Executive Board: Members, Responsibilities, Meetings, Quorum, Voting, and Vacancies**

**Section 1.** The control of the affairs of the Chapter shall be vested in the Executive Board, consisting of the Officers of the Chapter, who shall be Associates or Allied Individual Members of NAHRO and who shall be generally representative of the program, professional, and special interests of the Chapter members, and the Immediate Past President of the Chapter who is still active in the field. The Regional President shall be an ex officio member of the Executive Board.

**Section 2.** The Executive Board shall establish procedures for the (a) maintenance of records and accounts, (b) receipt and expenditure of funds, (c) levying of dues, (d) periodic reporting of Chapter affairs to the membership, and it shall otherwise plan and account for the activities of the Chapter, (including the employment of staff).

**Section 3.** The Executive Board shall establish procedures for the selection of Chapter representative(s) to the required regional standing committees.

**Section 4.** The Executive Board shall hold not less than two regular meetings each year, at least one of which will be held at the time and place of the annual meeting of the Chapter. Notice of a regular meeting shall be mailed or e-mailed to each Board member not less than (5) days before the meeting date.

The President may call special meetings of the Executive Board at any time or by the Secretary upon the written request of at least one-fourth of the membership of the Board. The Notice of Special Meeting shall specify the time and place of the meeting and the business to be conducted.

**Section 5.** At any meeting of the Executive Board, a majority of the members, not including any vacant positions, of the Executive Board shall be present to establish a quorum for the conduct of the business of the Chapter. Each member of the Executive Board shall be entitled to one vote. In order for a member's vote to be counted the member must be present.

**Section 6.** In the event of a vacancy in the Office of the President, the Senior Vice-President is to automatically succeed to the office for the balance of the President's term. In the event of the unavailability of the Senior Vice- President, the Executive Board shall select one of the Vice-Presidents to serve as President until the next annual meeting of the Chapter. Other vacancies in the Executive Board occurring between annual meetings shall be filled by appointment by the President with ratification by the Executive Board to fill the unexpired portion of the term. Election by the membership will be held at the next annual meeting.

**Section 7.** If any member of the Executive Board ceases to be an Associate or an Allied Individual Member in the National Association, they shall cease to be a member of the Executive Board and their position on the Executive Board shall thereupon become vacant and shall be filled as provided in Section 6 above.

## **ARTICLE V**

### **Officers: Name, Duties**

**Section 1.** The officers of the Chapter shall be President, Senior Vice-President, Secretary, Treasurer, and Vice President for Housing, Vice President for Community Development, Vice President for Professional Development, Vice President for Membership, Vice President for Commissioners, and Immediate Past President who shall be current Associates or Allied Individual members in good standing of the Association and Chapter.

**Section 2.** It shall be the duty of the President to preside at all meetings of the Chapter; to create and appoint such special committees as may, from time to time, be necessary

for the conduct of the affairs of the Chapter; to implement such procedures, policies, and activities as may be adopted or approved by the Executive Board of the Chapter; and to report periodically to the membership on the accounts and general business of the Chapter.

**Section 3.** The Senior Vice-President shall preside in the absence of the President at all meetings of the Chapter, shall succeed the President in office if he/she cannot complete his/her term until the next annual meeting, and perform such other duties as may from time to time be assigned by the President or the Executive Board.

**Section 4.** The Vice-Presidents with Portfolio shall serve the Chapter in their particular capacity. Each of the Vice-Presidents with Portfolio shall be responsible for the conduct of their standing committee and shall serve as chairperson of such standing committee.

**Section 5.** The Secretary shall be responsible for maintaining the records of the meetings of the Chapter, the sending of such notices as may be required. The President or the Executive Board may assign additional duties as needed.

**Section 6.** The Treasurer shall be responsible for maintaining the accounts and funds of the Chapter and shall provide reports of the activity on the accounts to the Executive Board and the membership at the meetings.

## ARTICLE VI

### Nominations and Elections

**Section 1.** Not less than 60 days prior to the annual meeting of the Chapter held in odd numbered years, the Executive Board shall appoint a Nominating Committee having 3 members representative of the member interests, that shall meet for the purpose of selecting one or more persons from the rolls of current Associates and Allied Individual members in good standing as nominees for each office and Executive Board position. Not less than 30 days before the annual meeting the Secretary shall notify each eligible voter of the nominees selected by the Nominating Committee and that additional nominations may be made by the membership, provided they are made by a petition bearing the name of the nominee(s) and the signature of at least 5 active members in good standing, and further that the petition is received by the Secretary who shall certify the petition, at least 15 days before the annual meeting.

**Section 2.** The election of officers shall be held at the annual meeting of the Chapter held in odd numbered years. The term of office shall be two years and shall begin October 1 or immediately following the annual meeting should the annual meeting be delayed and occur after October 1.

All officers shall serve until their successors have assumed their duly elected positions.

**Section 3.** Each current Associate and Allied Individual member present shall have one vote and shall cast his/her vote in the following manner based upon the nominations:

- a) If there is only one nominee for each office, the vote can be held by a voice vote or a show of hands at the annual meeting.

- b) If there is more than one candidate for any office, the vote will be by written or electronic ballot which will be issued by mail or sent by e-mail and returned to the Nominating Committee Chairperson by the deadline set in the transmittal message. The ballots will then be counted by a committee appointed by the President of the Chapter at the annual meeting. The results of the vote will be announced at the annual meeting.

**Section 4.** No person shall be eligible for election to office (and to Executive Board) who is not an Associate of a current agency member or an Allied individual member in good standing of the Association and of the Chapter.

## ARTICLE VII

### Meetings

**Section 1.** There shall be an annual meeting of the membership of the Chapter at a time and place fixed by the Executive Board. Reasonable notice of the annual meeting shall be given the membership, but not less than 30 days prior to the meeting date.

**Section 2.** Special meetings of the membership may be called at any time on the order of the President, the Executive Board, or by the signed petition of at least one-fifth of the total current agency membership. The Secretary shall give notice of the time and place of a special meeting not less than 15 days prior to the meeting date.

**Section 3.** A quorum must be present at any meeting of the membership at which business is transacted. The number of members of the Chapter present at the meeting shall constitute a quorum.

**Section 4.** The provisions of these by-laws and Roberts Rules-of-Order shall apply to the conduct of any meeting of the membership, the Executive Board, and other duly constituted committee of the Chapter.

## ARTICLE VIII

### Committees

**Section 1.** There shall be Standing Committees of the Chapter through which the program, professional, and member service needs and participation of the membership can be provided. The Standing Committees of the Chapter are:

- 1) Professional Development
- 2) Member Services
- 3) Housing
- 4) Community Development
- 5) Commissioners

**Section 2.** Each Standing Committee shall have 2 members (1 member being the Vice-President with that particular portfolio) appointed by the President and up to an additional 2 members-at-large elected by the membership of the Chapter. The Chairperson and Vice-Chairperson of each Standing Committee shall be elected by its members from among its members to serve a term concurrent with the term of the President

**Section 3.** The President may create such other committees, task forces or similar groups as he/she deems appropriate to the purposes and activities of the Chapter, and shall appoint the members thereto.

**Section 4.** The selection process for committee membership shall seek to provide a broad representation of all special interests of the membership, including but not limited to, commissioners, minorities, and women.

## **ARTICLE IX**

### **Amendment**

**Section 1.** These by-laws may be amended at a regular or special meeting of the membership, provided a quorum is present and voting and two-thirds of that voting vote affirmatively for the amendment. Each Associate and Allied Individual member shall be sent a copy of the proposed amendments with the notice of the meeting at which the amendments are to be voted. The Secretary shall send the meeting notice not less than 30 days prior to the meeting date.

## **ARTICLE X**

### **Effective Date, Approval, and Revocation**

**Section 1.** These by-laws and any amendments thereto shall become effective on approval by the Executive Board of the Regional Council and the Board of Governors of the Association and are subject to revocation by the Executive Board of the Regional Council and the Board of Governors of the Association for due cause.