

TILLAMOOK COUNTY HOUSING COMMISSION BYLAWS

Revision March 2022

I. HISTORY

The Tillamook County Housing Commission was created by the Tillamook County Board of Commissioners to “create, maintain, and implement a strategic housing plan for the entire county based on housing needs data for (the) identified workforce population.” The County Board took this action based on its finding that workforce housing (defined as rental and ownership housing serving households earning up to 120% of the County median income) is a “serious issue that affects residents and business interests in Tillamook County.” Further, in forming the Housing Commission, the County Board expressed the “desire to provide a framework to support development and preservation activities which will increase and/or preserve workforce housing in unincorporated areas of Tillamook County, and to partner with incorporated cities for the same.” Since formation, the Commission has refined and expanded its understanding of its role to address not only workforce housing but also other areas of need for those who earn up to 120% of County median income, such as seniors, the disabled, and the homeless. Over time, the Commission anticipates that housing needs in Tillamook may change; however, the Commission’s focus will remain on encouraging housing that serves lower-income residents.

II. MISSION STATEMENT

To collaboratively advocate for attainable and equitable solutions that impact Tillamook County’s greatest housing needs.

III. RESPONSIBILITY

The Commission shall have the following responsibilities:

- Oversee the creation, maintenance, and implementation of a strategic housing plan for the entire County based on housing needs data;
- Review the number of housing units available to workforce and other defined households on at least an annual basis. Using this data, the Commission will review the approved strategic plan and identify any changes necessary to achieve the defined purpose of developing and preserving workforce/affordable housing;
- Understand the issues and challenges associated with housing development and attainment;
- Focus its resources and attention where the identified needs are the greatest;
- Craft and advocate for creative solutions to the challenges, including modifications to policies and regulations affecting housing development, such as zoning and building codes; creation or modification of financial incentives; and nurturing of strategic partnerships with land-owners, businesses, developers, and other stakeholders;
- Collaborate with and advise the County Board and other decision-making bodies (e.g., City Councils, Boards of Special Districts) with regard to actions those bodies might take to

- secure a long term stock of housing choices for the identified populations; and
- Adapt to changes in the nature of Tillamook County’s housing challenges over time, recognizing that needs and solutions will evolve.

In accordance with the County Board’s direction as set forth in its Order #18-059 forming the Commission, the Commission shall also carry out the following responsibilities:

- Establish rules of procedure that shall be posted on the Department of Community Development website and shall be available at the Department of Community Development for the established copy fees. These rules shall set forth the framework under which the Commission will operate, including the scope of its authority and conflict of interest provisions, subject to final approval by an order of the Board.

IV. ADVISORY CAPACITY

The Commission shall also advise the County regarding the County's role in addressing workforce and affordable housing challenges, including improved service delivery mechanisms and other matters pertaining to housing.

V. MEMBERSHIP

The Council shall have twelve (12) to fourteen (14) members, consisting of the following:

- A. Two representatives from non-profits based in Tillamook County, whose mission is to serve low-income populations
- B. Two representatives from major employers
- C. Four to six at-large representatives, preferably with professional experience in a relevant field such as banking, construction, development, realty, education, social work, the legal professions, or another category herein
- D. One representative from the City of Tillamook
- E. One representative from a City in the North County
- F. One representative from a community in the South County
- G. One non-voting liaison from the County Board of Commissioners

The Board membership roster (and term of service per Section VIII below) is maintained by the Tillamook County Department of Community Development.

VI. OFFICERS

Officers shall consist of members of the Commission and include a Chair and Vice Chair. Terms of office shall be one (1) year, starting January 1 (except in the initial year) and ending December 31. Officers will be selected by written ballot or voice vote at the December meeting (except in the initial year). The Council Chair (or, in the event he/she is not available, the Vice Chair) will serve as the primary liaison with the Board of Commissioners.

VII. TERM OF COMMITMENT

Council members shall serve terms of four (4) years. There are no term limits, but members who seek to continue to serve after the expiration of a term will require authorization by the County Board of Commissioners. A term begins January 1 and ends December 31. For the initial Commission, terms shall be for periods of one (1), two (2), three (3), or four (4) years assuring staggered terms.

VIII. REMOVAL OF COUNCIL MEMBER

Any member may be removed for cause by the Commission as provided herein, whenever the best interests of the Commission will be served thereby. The member whose removal is placed in issue shall be given prior notice of his/her proposed removal and a reasonable opportunity to appear and be heard at a meeting of the Commission. A member may be removed pursuant to this section by a vote of two-thirds (2/3) of the total number of members then serving on the Commission.

IX. MEETING ATTENDANCE/VACANCIES

Commission members are expected to attend each monthly meeting and actively participate in committees or special projects of the Commission as such opportunities arise.

If a member is unable to attend a meeting, he/she should contact the Chair or Coordinator. If a member misses three (3) meetings within one (1) calendar year without notification, the Chair or Coordinator will personally contact that member. In addition, a follow up letter will be sent to inquire about continued interest in serving on the Commission. If the member fails to respond within a week, the member may be formally dismissed.

If a member misses three (3) consecutive meetings without notification, the member may be formally dismissed.

X. MEETINGS

A. Regular and special meetings shall be open to the public, and sufficient notice shall be provided. The Commission will meet monthly, although meetings may be cancelled due to a lack of a quorum or if the Officers determine that there is no need to meet. Regardless, there will be at least six meetings a year. Summary minutes of each meeting will be recorded and approved by the Council.

B. Special meetings of the Housing Commission may be called at any time by:

- The Chair of the Commission;
- Any member with a signed petition of 51% of Commission members; or

- In response to a request by the County Board of Commissioners

The Chair shall convene a meeting within one (1) week of such request. Minutes of special meetings shall be kept, and all Commission members will be informed in a timely manner of any decisions or recommendations made in such special meetings.

XI. QUORUM

- A. Quorum shall consist of 51% of current membership.
- B. For the transaction of business, a quorum shall consist of 51% majority of attending members for all Council and Committee votes.

XII. COMMITTEES

The Commission may opt to designate standing committees as it deems appropriate. The Commission may also opt to create limited-duration committees. In the event of the formation of such committees, the Commission may opt to invite others from the community to serve on a committee, particularly when there are individuals from the community who possess knowledge or concern about the particular issue.

The following shall apply to any committees which the Commission may choose to form:

- A. Term of Office. The Chair of a committee shall serve for one (1) year or until a successor is appointed and approved. All members of each committee shall serve for one (1) year and/or until re-approved or until a successor is appointed.
- B. Vacancies. The Commission Chair, with the approval of 51% of the attending Commission, shall have the power to fill any vacancies which occur on any committee(s).
- C. Meetings. All meetings of the committees shall occur at such time and place as designated by the Chair of the committee, with public notice.
- D. Minutes. All committees shall maintain written summary minutes of all meetings, which shall be available to the Commission. Committees shall report verbally or in writing to the Council as necessary in the form of reports or recommendations.

i. NOMINATING COMMITTEE

The Nominating Committee shall prepare and submit a list of one or more nominees for each vacant position, in the order of the Committee's preference, to the Chair of the Board of County Commissioners for appointment and then to the Commission for approval. The Chair of the Board of County Commissioners shall not be limited to selecting persons who appear on the Nominating

Committee's list. In the absence of a Nominating Committee, the Executive Committee will assume these responsibilities.

ii. FINANCE COMMITTEE

The Finance Committee shall function as a standing committee for the purpose of (1) grant development and (2) to oversee the application process for awarding grants, loans, or disbursements of any Housing Commission-advised funds to support the development of accessible and attainable housing in Tillamook County.

The Finance Committee shall seek and review potential grant-seeking opportunities; shall assess the costs and benefits of different grant-seeking opportunities based on the application deadline, expected time commitment, award amount, and post-award reporting requirements; shall recommend strategic actions about grant-seeking to the Housing Commission based on its mission, goals, and priorities; shall guide and support the successful submission of grants approved by the Board of County Commissioners; and shall oversee the preparation of an annual report of all grants submitted by and awarded to Tillamook County through the Department of Community Development.

The Finance Committee shall once per calendar year review the quantifiable criteria and metrics used to assess applications for grants, loans, or other Housing Commission-advised funds; shall conduct a quantifiable assessment of all submitted applications; shall review and assess the transparency, authenticity, and track record of applicants; shall at the end of each funding cycle report to the Housing Commission all findings for each application submitted and provide recommendations; and, shall oversee the preparation of an annual report of all funds awarded during the calendar year for the Housing Commission to review and approve.

XIV. PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Revised shall be the parliamentary authority for the conduct of all meetings whenever they are not in conflict with the Bylaws, and by applicable laws and regulations of the United States and the State of Oregon.

XV. CONFLICT OF INTEREST

No member of the Commission shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Commission. This shall also include the member's business or other nonprofit affiliations, family and/or significant other, employer, or close associates who may stand to receive a benefit or gain. Each individual shall disclose to the Board Chair any personal interests which he or she may have in any matter pending before the organization and shall refrain from participation in any discussion or decision on such matter.

Additionally, any member of the Commission shall refrain from obtaining any list of clients or donors for personal or private solicitation purposes at any time during his/her term on the Commission.

Any new member of the Commission shall be given this policy at the time of his/her election.

XVI. COMPENSATION

No salary shall be paid to a member for his/her service as a member of the Council.

XVII. BOARD OF COMMISSIONERS APPROVAL

The Commission will review these Bylaws at least every four years.