

Bylaws for the Resident Advisory Board for the Boston Housing Authority

Introduction

These Bylaws were approved by the Resident Advisory Board (RAB) for the Boston Housing Authority (BHA) on March 10, 2005, and are to be used in conjunction with the election of the RAB for the two-year term running from June, 2003 through May, 2005, and for the future operation of the RAB following such elections. These Bylaws are subject to future revision as may be approved by RAB and/or as may be required to comply with federal requirements for the RAB.

I. Purpose and Composition of RAB

- A. The Boston Housing Authority shall establish a Resident Advisory Board, the membership of which shall adequately reflect and represent the residents assisted by the Boston Housing Authority. The RAB shall assist and make recommendations regarding the development of the public housing agency plan for the BHA. The BHA shall consider the recommendations of the RAB in preparing the final public housing agency plan, and shall include, in the public housing agency plan submitted to the U.S. Department of Housing and Urban Development, a copy of the recommendations and a description of the manner in which the recommendations were addressed.

- B. The RAB shall consist of thirty (30) members, selected in equal numbers from three constituencies at the BHA.
 - i. Ten (10) shall be residents from BHA's elderly/disabled public housing developments and be elected by representatives of local tenant organizations (LTO's) for BHA's federal elderly/disabled public housing developments.
 - ii. Ten (10) shall be residents from BHA's family public housing developments and be elected by representatives of LTO's for BHA's federal family public housing developments.
 - iii. Ten (10) shall be participants in BHA's Section 8 voucher (including enhanced voucher and project-based voucher), homeownership, or moderate rehabilitation program and be elected by BHA Section 8 participants who participate in the bi-annual election.

Hereinafter the twenty (20) RAB members elected by the LTO representatives of the BHA's family and elderly/disabled developments shall be referred to as the "Public Housing Representatives" and the ten (10) RAB members elected by BHA Section 8 participants shall be referred to as the "Section 8 Representatives". In addition, the cumulative thirty (30) RAB members elected by the LTO's of the BHA's family and elderly/disabled

developments and BHA Section 8 participants shall be referred to as the “RAB Representatives” or “RAB Members”.

Hereinafter BHA family public housing residents, BHA elderly/disabled residents, and BHA Section 8 participants shall be referred to as the “three (3) constituencies”.

- C. There shall be no more than fifteen (15) Alternates (“Alternates”) selected from three constituencies at the BHA detailed in Section I.B. There may be less than fifteen (15) Alternates, but no more than five (5) Alternates shall be residents from any of (1) BHA’s elderly/disabled public housing developments, (2) BHA’s family public housing developments, (3) BHA’s Section 8 voucher (including enhanced voucher), homeownership, or moderate rehabilitation program.
- D. It is the policy of the RAB to comply fully with existing Federal and State laws protecting the individual rights of applicants, residents, or staff and any laws subsequently enacted. The RAB shall not operate in any manner that will discriminate against an individual on the basis of race, color, sex, sexual orientation, religion, age, handicap, disability, national origin, ethnicity, familial status, or marital status.
- E. Elections for the RAB shall occur prior to June 1, 2006, and thereafter prior to June 1 of even-numbered years. There shall be two separate election meetings—one for Public Housing Representatives, and one for Section 8 Representatives. Those eligible public housing residents authorized by their Development’s Local Tenant Organization, and Section 8 participants in attendance at the respective election meetings shall determine how the elections shall be conducted, subject to the general rules set forth below. Election meetings shall be scheduled in an accessible location and at a time intended to maximize participation.

II. Selection of Public Housing Representatives:

- A. For the election of Public Housing Representatives, the elections shall be supervised by representatives of Greater Boston Legal Services (GBLS), Mass. Senior Action Council (MSAC), and the Committee for Boston Public Housing (CBPH), with assistance from the BHA. Notice shall be sent by GBLS, CBPH, and MSAC to all BHA LTOs not less than 30 days in advance

of the election date, and shall be directed to all LTO officers listed with the BHA. The notice shall advise each LTO to send up to two representatives to the election, with authority to nominate and elect representatives to the RAB.

Each LTO's representatives will be required to present documentation at the election similar to Attachment A that they have been duly authorized by their LTO to act on its behalf in the election. Only authorized LTO representatives may nominate and elect residents to serve as RAB Members. There shall be no election by proxy (i.e., by LTO representatives not in attendance at the meeting). The LTO representatives must be present at the election to vote.

- B. Family LTO representatives shall nominate family residents to serve as RAB Members. Elderly/Disabled LTO representatives shall nominate elderly/disabled residents to serve as RAB Members. Each nominee will be given the opportunity to present why they should be elected as a RAB Member. The nominees need not be LTO members nor do they have to be nominated by the LTO representatives from their development. The names of the nominees shall be read and each authorized LTO representative will be given the opportunity to vote for that nominee for their respective constituencies (family LTO representatives vote for family RAB representatives; elderly/disabled LTO representatives vote for elderly/disabled RAB Representatives. The LTO representatives can only cast 10 ballots each, and there can be no more than two LTO representatives whose votes are counted from each development. Each LTO representative can only cast one ballot per individual. The number of votes received for each nominee should be written down and visible for all at the meeting to see. The ten (10) people with the most votes that reside in family public housing shall become RAB Representatives for the family developments. The ten (10) people with the most votes that reside in elderly/disabled public housing shall become RAB Representatives for the elderly/disabled developments.
- C. If there are two or more RAB nominees with an equal number of votes those nominees with an equal number of votes shall decide between them which position each will fill. In the event this is not possible (because the representatives are not present or because of dispute) those eligible to participate in the election shall decide this by majority vote.
- D. The nominees who receive the 11th through 15th most votes that live in family public housing shall become RAB Alternates for the family developments.

The nominees who receive the 11th through 15th most votes that live in elderly/disabled public housing shall become RAB Alternates for the elderly/disabled developments. The order of most votes received from 11th through 15th will determine their position among alternates. The nominee who finishes the voting with the 11th most votes will become the First Alternate, 12th most will become Second Alternate and so on to the nominee with 15th most votes will become the Fifth Alternate. The order of alternates described above shall only be used to determine which alternate should become a RAB Representative if a RAB Representative should for any reason be unable to complete their term or is removed from the RAB Board.

- E. No individual public housing development may have more than one Representative elected to the RAB, unless there are less than ten nominees, in which case a second individual may be elected to the RAB from a development so that the ten slots are filled. However, an individual may serve as an Alternate if there is already an elected RAB Representative elected from that same development. To carry out this provision, the individual from a development with the most votes will be the RAB representative, and if there is a second individual from the development with less votes, that person will automatically be an Alternate, even if that individual was among those receiving the 2nd through 10th most votes, and the top vote getter among the persons who would otherwise be Alternates will be the Representative. For cases where second individuals were nominated because there was initially an insufficient number of nominees to fill the 10 slots, and more than one development submitted a second nominee, Representative and Alternate slots will be assigned in order of vote total to those second nominees after all of the Representative slots for developments with one nominee have been filled.
- F. It is possible to elect Representatives to the RAB who are not present at the election meeting, and/or from developments that do not attend the election meeting. However, any person proposing a nomination must provide evidence that the individual proposed is willing to serve on the RAB and to carry out the responsibilities of a RAB Representative detailed in Section V of these Bylaws, by bringing a written and signed statement from the individual similar to Attachment B.

III. Election of Section 8 Representatives

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- A. For the election of the Section 8 Representatives, the elections shall be supervised by BHA in conjunction with GBLS. Notice shall be sent by the BHA liaison to all BHA Section 8 participants not less than thirty (30) days in advance of the election meeting. The notice will advise Section 8 participants that those attending the election meeting are to nominate interested Section 8 participants and elect ten (10) Section 8 Representatives. There shall be no voting by proxy (i.e., by persons not in attendance at the election meeting). BHA shall verify that the persons participating in the election are in fact BHA Section 8 participants.
- B. Section 8 participants shall nominate Section 8 participants to serve as RAB Members. Each nominee will be given the opportunity to present why they should be elected as a RAB Member. The names of the nominees shall be read and each BHA administered Section 8 participant will be given the opportunity to vote for that nominee. Each Section 8 participant can only cast 10 ballots each. Each Section 8 participant can only cast one ballot per individual. The number of votes received for each nominee should be written down and visible for all at the meeting to see. The ten (10) people with the most votes shall become RAB Representatives for the Section 8 program.
- C. If there are two or more RAB nominees with an equal number of votes those nominees with an equal number of votes shall decide between them which position each will fill. In the event this is not possible (because the representatives are not present or because of dispute) those eligible to participate in the election shall decide this by majority vote.
- D. The nominees who receive the 11th through 15th most votes shall become RAB Alternates for the BHA Section 8 participants. The order of most votes received from 11th through 15th will determine their position among Alternates. The nominee who finishes the voting with the 11th most votes will become the First Alternate, 12th most will become Second Alternate and so on to the nominee with 15th most votes will become the Fifth Alternate. The order of Alternates described above shall only be used to determine which Alternate should become a RAB Representative if a RAB Representative should for any reason be unable to complete their term or is removed from the RAB Board.
- E. No individual multi-family housing development with Section 8 assistance under the enhanced voucher, the project-based voucher program,

homeownership program, or the Section 8 moderate rehabilitation program shall have more than one regular Representative elected to the RAB, unless there are less than ten nominees, in which case a second individual may be elected to the RAB from a multi-family development so that the ten slots are filled. However, an individual may serve as an alternate if there is already an elected Representative elected from that same development. To carry out this provision, the individual from a development with the most votes will be the RAB representative, and if there is a second individual from the development with less votes, that individual will automatically be an Alternate, even if that individual was among those receiving the 2nd through 10th most votes, and the top vote getter among the persons who would otherwise be Alternative will be a Representative. For cases where second individuals were nominated because there was initially an insufficient number of nominees to fill the 10 slots, and more than one development submitted a second nominee, Representative and Alternate slots will be assigned in order of vote total to those second nominees after all of the Representative slots for persons not from multi-family housing developments with Section 8 assistance.

- F. It is possible to elect Representatives to the RAB who are not present at the election meeting. However, any person proposing a nomination must provide evidence that the individual proposed is willing to serve on the RAB and to carry out the responsibilities of a RAB Representative, as detailed in Section V. of these Bylaws, by bringing a written and signed statement from the individual similar to Attachment B.

IV. Alternates

Those participating in the election meeting are free to elect up to five Alternates from each of the three constituencies if they choose as detailed in Section 1.C of these Bylaws. Alternates are encouraged to attend RAB meetings and to participate in RAB discussions and committees. Alternates shall also be free to vote if the full number of regular RAB representatives from their constituency (i.e., family public housing, elderly/disabled public housing, or Section 8 participant) are not in attendance at the RAB meeting. In the event that more alternates are in attendance than the number of temporary vacancies from a particular constituency, the regular RAB Representatives from that constituency shall either elect which alternates may vote, or may allow alternates to vote up to a maximum of ten (10) for any of

the three (3) constituencies. At no time shall there be more than ten (10) votes for a given constituency.

V. General Selection Principles; Eligibility Criteria

- A. Elected RAB Representatives and voting Alternates, if any, serve as Representatives for all BHA federal public housing and Section 8 programs, and not just their own development/program. In addition, those participating in the election meetings shall recognize that the RAB Representatives should be from a broad cross-section, representing the diversity of groups in public housing (race, ethnicity, gender, disability, etc.) and spread geographically. In addition, in order to be elected to the RAB or serve as an Alternate, and to be eligible to continue to serve on the RAB, each Representative and Alternate must meet the following eligibility criteria:
- a. Be willing to participate in training and orientation as a RAB Representative/Alternate.
 - b. Agree to abide by these Bylaws.
 - c. Be willing to attend regular RAB meetings. The RAB ordinarily meets on a monthly basis, but from time to time may meet more frequently. Representatives who fail to attend three or more RAB meetings without notice to the RAB co-chairs or BHA liaison with "good cause" for non-attendance may be removed from the RAB by a majority vote of the RAB provided there is a quorum as described in Section VIII., and may be ineligible for future election to the RAB. (Alternates are not required to attend all RAB meetings except as necessary to fill in for Representatives who are absent. However, if an Alternate has become a Representative due to the removal of a Representative, the Alternate must comply with attendance requirements.)
 - d. Be willing to work collaboratively with other RAB Representatives and Alternates and the BHA in reviewing and commenting on BHA policies, procedures, and decisions that are part of the Public Housing Agency (PHA) Plan and any amendments to the Plan.

- e. Be willing to be an active participant in a RAB committee.
- f. Be either a Boston Housing Authority public housing resident or BHA Section 8 participant.
- g. Not serve as a RAB Representative or Alternate while employed by the BHA or by a private management company managing housing for the BHA, due to the potential for conflict. In addition, any potential for conflict of interest due to a personal or business relationship with other individuals employed by the BHA or private companies managing housing for the BHA should be disclosed during the election process.
- h. Be willing to share contact information including name, address, telephone number and (as applicable) e-mail address with all RAB Representatives and Alternates, as well as the BHA liaison and contact persons at GBLs, CBPH, and MSAC. This contact information shall not be utilized for any purposes other than official RAB business.

Except as provided below, Public Housing Representatives who move out of BHA public housing shall no longer be eligible to participate in the RAB. RAB Section 8 Representatives who have temporarily relocated and/or are no longer under a Section 8 HAP contract may still be eligible to remain on the RAB so long as they are still eligible to participate in the BHA Section 8 program and subsequently lease up a unit with a BHA administered subsidy within 6 months. RAB Representatives who have transferred from one program to another but are still under BHA auspices (for example, a public housing tenant transferring to a Section 8 unit, or vice-versa) remain eligible and shall continue to represent the constituency for which they were elected until the end of the term.

Elected RAB Representatives and Alternates, if any, who become employed by the BHA or by a private management company managing housing for the BHA, shall immediately no longer be eligible to participate in the RAB and their vacancy shall be filled in accordance with Section V of these Bylaws.

- B. Elected RAB Representatives shall have the right to participate in the RAB and its committees. Voting rights will be vested in all elected RAB

Representatives. Voting rights can only be exercised by RAB Representatives present at a RAB meeting, or by an Alternate(s) in the instance where there are less than ten (10) RAB Representatives for one of the three constituencies and then only up to a maximum of ten (10); there shall be no voting by proxy. Each RAB Representative (or voting Alternate) shall have one vote.

VI. Officers for the RAB

A first meeting of the RAB shall be scheduled for the month after the election, based on a schedule established jointly by the BHA and the prior RAB. At this meeting, a schedule shall be established for future RAB meetings and for orientation/training of RAB Representatives and Alternates (with participation by BHA, GBLS, MSAC, and CBPH). The following Officers shall also be elected by the RAB Representatives:

A. Co-Chairs

Three co-chairs shall be elected by the RAB Representatives of each of the constituencies, one from the elderly/disabled public housing RAB Representatives, one from the family public housing RAB Representatives, and one from the Section 8 Representatives. These co-chairs will rotate in chairing each of the RAB meetings. If in a particular month the designated co-chair cannot chair, s/he shall contact the other co-chairs to make arrangements, and shall make up coverage in the future.

B. Treasurer

A treasurer shall be elected who will be responsible for any financial affairs managed by the RAB. The treasurer shall consult regularly with the BHA liaison regarding RAB-related expenditures, and the treasurer from time to time shall report on these matters to the RAB as a whole.

C. Secretary/Clerk

A secretary/clerk shall be elected who will be responsible for keeping track of RAB records, information, and correspondence. The secretary/clerk shall consult regularly with the BHA liaison regarding RAB attendance and other

matters, and the secretary/clerk from time to time shall report on these matters to the RAB as a whole.

D. Term of Office; Filling Vacancies

Officers shall serve for the full term of the RAB (i.e., two years). Should a person elected as an Officer find that s/he is unable to continue to serve as an officer, notice of this shall be given to the BHA Liaison and the RAB, and the RAB shall promptly elect a new officer for the balance of the term. RAB Representatives who step down from or are disqualified from the RAB (see Section IX, below) shall automatically lose any officer position. However, individuals who step down or are disqualified as Officers shall continue to be eligible to serve on the RAB so long as they were not disqualified from the RAB and meet the eligibility criteria established for the RAB.

VII. Committees

There shall be three standing committees for the RAB: Budget & Finance (covering issues both of the RAB's own finances and BHA's operating and capital budget and expenditures); Policies & Procedures (covering both policies & procedures that are part of the PHA Plan process and the RAB's own procedures); and External Affairs (concerning public safety, outreach, and interaction with the broader community)(the "Standing Committees"). Each Standing Committee shall have no less than six (6) or more than sixteen (16) members, including Alternates, if any. (Alternates shall be free to participate in Standing Committees even if there are no vacancies in RAB Representative positions.)

Additional ad hoc (short-term) committees may be established by vote of the RAB, along with the duties of such committee(s), and the expected term. Each RAB Representative shall serve on one Standing Committee, and each committee shall elect a chair; a RAB Representative or Alternate may serve on an ad hoc committee in addition to serving on a Standing Committee. Alternates may vote on committees in the case of a temporary absence of RAB Members to fulfill a committee quorum. RAB Representatives that are also committee members shall determine which Alternates shall fulfill the committee quorum.

Committees shall report regularly back to the RAB as a whole on their work. Committee meetings shall be scheduled in a manner so as not to conflict with the work of other committees or the RAB as a whole. Committees shall compile minutes of any meetings and provide them to the BHA Liaison, who shall arrange for them to be distributed to all RAB Representatives and Alternates, as well as to GBLS, CBPH, and MSAC; such minutes shall be subject to revision by a majority of the committee members.

VIII. Meetings; Quorum; Conflict of Interest

All RAB meetings and all committee meetings shall be open to attendance by all BHA public housing residents and Section 8 participants, and to staff of BHA, GBLS, CBPH, and MSAC unless the RAB determines otherwise consistent with applicable law. It is anticipated that from time to time the RAB may wish to establish a "RAB only" meeting (or portion of a meeting) excluding BHA staff so that it may discuss positions related to the PHA Plan or for other RAB-related business; the RAB shall decide whether certain non-RAB members may attend such meetings to aid the RAB in its work. Such meetings shall, in any event, be open to Alternates.

Written notice of all regular RAB meetings will be given by BHA to all RAB Representatives and Alternates, as well as to Local Tenant Organizations (LTOs), GBLS, CBPH, and MSAC, at least seven (7) days in advance. Regular RAB meetings shall be at the BHA's main office at 52 Chauncy Street. The designated co-chair for each meeting and the BHA liaison shall consult in advance of issuing this notice as to the matters to be placed on the agenda; co-chairs shall also consult with each other regarding the agenda in order that there is continuity between meetings. Any RAB Representative or Alternate can request that the co-chair or liaison place an item on the agenda for discussion. Additional items may be added to the agenda for a meeting with the consent of the RAB. Minutes of RAB meetings shall be prepared by the BHA Liaison and provided to all RAB Representatives and Alternates, as well as to GBLS, CBPH, and MSAC; the RAB shall be free to revise such minutes.

The RAB may, by a vote at a regular RAB meeting, arrange for special meetings outside of the schedule worked out with BHA, or at locations other than at the BHA. However, the RAB must insure that advance written notice of at least seven (7) days is provided for such meetings to all RAB Representatives and Alternates, as well as to LTOs, GBLS, CBPH, and MSAC, and that

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transportation arrangements are offered for RAB Representatives/Alternates to such special meetings. BHA will cooperate with any efforts to establish special meetings, including coordinating notice and transportation arrangements (i.e. taxi vouchers).

The BHA will supply all RAB Representatives and Alternates (as well as GBLs, CBPH, and MSAC) with a list of the names, addresses, telephone numbers and (as applicable) e-mail addresses for all RAB Representatives and Alternates, as well as the BHA liaison and contact persons at GBLs, CBPH, and MSAC. This list shall not be utilized for any purposes other than official RAB business.

Meetings shall be conducted in an orderly fashion, with persons recognized by the designated co-chair, and with procedural or other disputes resolved in a manner consistent with Roberts' Rules of Order in Attachment C (i.e., motions, seconds, friendly amendments, points of order, motions to table, motions to call the question, etc.) If the designated co-chair wishes to speak substantively to a particular matter, s/he should surrender the chair to another co-chair or individual selected by the RAB during such period. There shall be no personal attacks on RAB Representatives or Alternates, BHA staff, or those collaborating with the RAB; emotion is permitted (and expected, given the issues that may arise, and the diversity of viewpoints), but all individuals shall be treated with respect. The co-chair shall have the right to have persons who are disruptive to the orderly conduct of business removed from the meeting.

A quorum for all RAB meetings shall be nine (9) RAB Representatives (including any voting Alternates). However, for the period from March, 2005 through the RAB elections occurring prior to June 1, 2006, a quorum for all RAB meetings shall be six (6) RAB Representatives (including any voting alternates). If a quorum is not present for a RAB meeting, the RAB is not able to take any binding votes. A quorum for a committee meeting shall be one third of a committee's members. If a Committee quorum is not present for a Committee meeting, the Committee is not able to take any binding votes. There shall be no voting by proxy at RAB meetings or RAB committee meetings.

No RAB Representative or voting Alternate shall participate in the consideration of or vote on any matter in which the Representative/Alternate has (or in which any member of the Representative's/Alternate's immediate family has) a particular financial or other beneficial interest, including without limitation any contract or employment relationship. (Immediate Family is defined as mother,

father, father-in-law, mother-in-law, spouse, children, brother, sister, son-in-law, daughter-in-law, or other relative who is a regular member of the RAB Member's or Alternate's household.) Any potential conflict shall be disclosed in advance to all RAB Representatives and Alternates participating in the meeting; in the event of any disagreement over whether such a conflict exists, a finding and binding determination shall be made by the majority of the disinterested RAB Representatives and voting Alternates present and voting at the meeting. It shall not be a conflict of interest, however, for RAB Representatives/Alternates to express views or vote on matters of general BHA policy that may be beneficial to public housing residents or Section 8 participants.

IX. Vacancies on the RAB; Filling Vacancies

- A. Any RAB Representative who cannot attend a regular RAB meeting shall notify the BHA liaison and/or the co-chair for the meeting if s/he cannot attend, and indicate the "good cause" for such non-attendance. If it is not possible to give such notice in advance, such notice shall be given as soon as possible. The co-chairs shall notify the BHA liaison of any such contact, and the BHA liaison shall keep regular track of attendance and any such contact and notify the Secretary and the RAB periodically of attendance.
- B. If a RAB Representative has failed to attend three or more regular RAB meetings without stating "good cause" for non-attendance, the BHA liaison shall notify the Secretary and the RAB as a whole of this. The RAB shall arrange to give written notice to all such individuals that they are being removed from the RAB. Should any such individual believe that this action is not warranted (i.e., there was good cause for nonattendance or failure to notify the RAB), s/he may contact the RAB and petition to be restored to the RAB. The RAB shall decide what action to take on such a petition.
- C. A RAB Representative, Officer, or Alternate may be removed for just cause by a majority vote of all Representatives (and Alternates entitled to vote) present at a RAB meeting that has a quorum. Just cause shall include, but not be limited to, failure to carry out the duties of the RAB Representative, Officer, or Alternate set out in these Bylaws, discrimination as discussed in Section I.D, fraud upon the organization, or taking action harmful to BHA tenants, BHA staff or those collaborating with

the RAB. The RAB may, in its discretion, determine that it is appropriate to remove a RAB Representative from an Officer position, but not to remove the Representative from continued participation in the RAB. Prior to the membership vote, the affected individual shall be entitled to seven (7) days' notice of the planned action and the grounds for removal. The affected individual may, at least two (2) days prior to the membership meeting, request in writing to the co-chairs that he/she be granted an informal hearing on the charges. (If the affected member is a Co-chair, the request shall be directed to the Secretary as well as to any other Co-chairs.) If such a request is received, the vote on removal shall be deferred, and the RAB shall convene a temporary committee to investigate the matter and grant the affected member an informal hearing. (The RAB may request involvement by third parties such as BHA, CBPH, MSAC, or GBLs with such a committee if it deems this appropriate.) The temporary committee shall report its findings back to the next general membership meeting that shall take appropriate action on the temporary committee's recommendations. The temporary committee shall not contain any members who are personally interested or biased as to the controversy involved, and shall be empowered to investigate and take testimony from anyone whose testimony is relevant in the matter.

- D. Any individual who finds that s/he is no longer able to serve as a RAB Representative or Alternate for any reason, or that s/he is no longer eligible to serve on the RAB because s/he no longer resides in a BHA public housing or Section 8 unit administered by the BHA, or has a conflict of interest, shall notify the RAB Secretary and the BHA liaison of this, and shall be removed from the RAB. Should it come to the RAB's or the BHA liaison's attention that an individual should have been disqualified under this section but did not notify the RAB, such individual shall be removed from the RAB once this is known, with written notice provided to such individual of this action. Should any such individual believe that this action is not warranted (i.e., disqualification is not required), s/he may contact the RAB and petition to be restored to the RAB. The RAB shall decide what action to take on such a petition.
- E. If the number of remaining participants for any of the three RAB constituencies is less than ten (10) (including any active Alternates who can replace Representatives who have left the RAB), then the RAB shall meet and decide whether:

1. To continue operating as a RAB with a reduced number for the remainder of its term; or
2. To hold a special election for the affected constituency, with notice to either LTOs or Section 8 participants (as applicable) to fill the vacancies (and any alternate slots determined appropriate) for the remainder of the term. Such special elections shall be carried out consistent with the provisions of Section II and III of these Bylaws.

Special elections shall be required, however, for all vacant positions not otherwise filled by Alternates if the number of active RAB members drops to a level that would make it likely that there would be no quorum.

X. Amendment of Bylaws

- A. These Bylaws may be amended by a majority vote of the RAB Representatives (and Alternates entitled to vote); provided, however, there must be a quorum at such meeting and provided further, however, that written notice must be given to all RAB Representatives and Alternates, at least one week in advance, stating specifically the proposal to amend these Bylaws.
- B. Should federal law requirements for Resident Advisory Boards be changed such that these Bylaws are inconsistent with federal law, BHA shall notify the RAB of such changes and indicate what revisions to the Bylaws are required to bring the Bylaws into accord with federal law.
- C. Should BHA public housing residents establish a city-wide residents organization in the future which would have the right to appoint RAB public housing representatives in accordance with federal law, these Bylaws shall be amended to reflect the change in which public housing tenant representatives are chosen.

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Attachment A

To: Committee for Boston Public Housing, Greater Boston Legal Services,
Massachusetts Senior Action Council, Inc. and Boston Housing Authority
representatives

From: Name

Re: Resident Advisory Board Election

The Local Tenant Organization Name authorizes Name and Name to represent the
Development Name for the purpose of electing Public Housing Representatives to serve
on the Resident Advisory Board.

Signed,

Name of Officer on LTO

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Attachment B

To: Committee for Boston Public Housing, Greater Boston Legal Services,
Massachusetts Senior Action Council, Inc. and Boston Housing Authority
representatives

From: Name

Re: Resident Advisory Board Election

I, name, agree to be nominated for election to the Resident Advisory Board, and if
elected as a RAB Representative will fulfill all RAB Representative duties and
responsibilities.

Attachment C

Roberts' Rules Made Simple

Points

The following three points are always in order:

1. Point of Order: a question about process, or objection and suggestion of alternative process. May include a request for the facilitator to rule on process.
2. Point of Information: a request for information on a specific question, either about process or about the content of a motion. This is not a way to get the floor to say something you think people should know. People misusing points of information in this fashion will be defenestrated, or otherwise sanctioned forcefully.
3. Point of Personal Privilege: a comment addressing a personal need - a direct response to a comment defaming one's character, a plea to open the windows, etc.

Motions

All motions must be seconded, and are adopted by a majority vote unless otherwise noted. All motions may be debated unless otherwise noted. Motions are in order of precedence: motions may be made only if no motion of equal or higher precedence is on the floor (i.e., don't do a number 5 (move to end debate) when the body is discussing a number 4 (move to suspend rules)).

1. Motion to Adjourn: not debatable; goes to immediate majority vote.
2. Motion to Recess: not debatable. May be for a specific time.
3. Motion to Appeal the Facilitator's Decision: Not debatable; goes to immediate vote. Allows the body to overrule a decision made by the chair.
4. Motion to Suspend the Rules: suspends formal process for dealing with a specific question. Debatable; requires 2/3 vote.
5. Motion to End Debate and Vote or Call the Question: applies only to the motion on the

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floor. Not debatable; requires 2/3 vote.

6. Motion to Extend Debate: can be general, or for a specific time or number of speakers. Not debatable.

7. Motion to Refer to Committee: applies only to the main motion. Refers question to a specific group with a specific time and charge.

8. Motion to Divide the Question: breaks the motion on the floor into two parts, in manner suggested by mover.

9. Motion to Amend: must be voted for by a majority to be considered and by a 2/3 to be passed. If amendment is accepted as "friendly" by the proposer of the amendment then many bodies will allow it to be accepted without a formal vote; this is a way of including a consensus-building process into procedure without endless debate over amendments to amendments. Strictly speaking, however, once the main motion is made it is the property of the body to amend.

10. Main Motion: what it is you're debating and amending.

Other Meeting Guidelines:

1. When a topic is first introduced or a main motion is made, allow all questions for information purposes to be asked before opening to debate.

2. Discourage the repetition of arguments. Attempt to call on people who have not yet spoken before those who have already spoken. Discourage dialogues that start up between two individuals in debate.

3. If debate carries on too long, impose time limits on speakers.

4. Discourage people from talking in initials - spell them out.