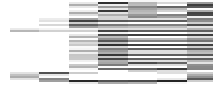


ADMINISTRATIVE

RULES & PROCEDURES



EVANSTON  
HOUSING & COMMUNITY  
DEVELOPMENT COMMITTEE  
ADMINISTRATIVE RULES & PROCEDURES

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**THE HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE  
OF THE CITY OF EVANSTON**

**ADMINISTRATIVE PROCEDURES AND REGULATIONS**

**ARTICLE I**

**Name and Authority**

- Section 1.** The name of this organization shall be “The Housing and Community Development Committee of the City of Evanston, Illinois,” hereafter referred to as the “Committee.”
- Section 2.** The establishment of this Committee is provided for in Evanston City Code Title 2, Chapter 4, “Housing and Community Development Committee.”
- Section 3.** The business of the Committee is conducted in accordance with the Illinois Open Meetings Act; applicable ordinances adopted by the Evanston City Council, including the Housing and Community Development Ordinance 69-O-21, as amended; the Evanston Human Rights Ordinance 1-21-1 - 1-22-11 OR 26-O-14, the Fair Housing Ordinance 8-O-12, Chapter 6 of the Municipal Code; City Code Section 1-10-1, et seq., and these Administrative Procedures and Regulations. Where Evanston ordinances conflict with these Administrative Procedures and Regulations, the former shall prevail pursuant to Evanston’s home rule authority.

**ARTICLE II**

**Mission**

- Section 1.** The Evanston Housing and Community Development Committee is a public body established by City ordinance. The purpose of the Housing and Community Development Committee (“Committee”) is to act in an advisory capacity to the City Council on matters that relate to the built environment and the use of federal Community Development Block Grant (“CDBG”) funds with the exception of the Public Services category, HOME Investment Partnership (“HOME”) funds, the City’s Affordable Housing Fund (“AHF”), and any other funding source that City Council deems appropriate to address primarily the needs of Evanston’s low, moderate, and middle-income residents. The Committee is responsible for capital projects and programs including, but not limited to: housing acquisition, development, and preservation, and housing services including landlord-tenant services and Inclusionary Housing Ordinance waitlist management; City infrastructure and facilities projects in lower-income neighborhoods; non-profit

public facilities projects including homeless shelters; and economic development projects and programs. The Committee is also responsible for overseeing the development and implementation of the City’s Housing and Urban Development (“HUD”) Consolidated Plan, annual Action Plans and Consolidated Annual Performance and Evaluation Reports, including seeking input from the public following the Citizen Participation Plan, as required. Recommendations of the Committee will go directly to the City Council, as with its predecessor, the Housing and Community Development Act Committee

**Section 2.** The Committee is responsible for developing funding recommendations for agencies that request funding in the form of grants or loans from the City for programs that offer needed services for people who are homeless or at high risk of becoming homeless, affordable housing development and preservation, and other housing-related programs and services for Evanston residents. These programs and services shall be accessible and responsive to community needs and shall be available to qualified low-, moderate- and middle-income Evanston residents.

**Section 3.** *Method of Funding:* The Committee provides funding recommendations for the use of the City’s federal CDBG and HOME entitlement grants as well as the City’s Affordable Housing Fund for projects, programs, and services that align with City Council goals, as well as the income restrictions and priorities of each funding source. Funding recommendations made by the Committee will be reviewed by Planning and Development, Administration & Public Works, or Human Services Committees and approved by City Council.

**Section 4.** The Committee shall promote human rights and fair housing, as well as access to safe, quality affordable housing for Evanston residents.

**ARTICLE III**

**Membership**

**Section 1. Members**

- A. The Committee consists of nine (9) members who serve without compensation and reside or work in the City of Evanston. In appointing committee members, the Mayor will consider knowledge, familiarity, and/or experience with housing policies; needs of different populations including seniors or persons with disabilities; different types of housing stock; renter and homeowner issues; public and private housing and real estate development, finance, or sales; property management; and community outreach and engagement.
- B. The members must consist of the following: Four (4) Council members, at least two who represent wards with significant low/moderate income

residents. Two (2) members who reside or work in predominantly low/moderate income Evanston neighborhoods, two (2) at-large members, one (1) member who has lived experience in public housing, Housing Choice Voucher/Project-Based Voucher programs, or housing restricted to households with incomes less than or equal to 80% of the area median. A member may meet more than one qualification. No member may be a full-time or part-time employee of the City of Evanston, or any agency, facility, or service that receives CDBG, HOME, AHF, or any other funding overseen by the Committee on behalf of the City of Evanston.

C. Term of Office: Council members are assigned by the Rules Committee to four (4) year terms. Non-Council Committee members are appointed by the Mayor to three (3) year terms with the advice and consent of the City Council. Non-Council Committee members may serve for not more than two (2) full terms.

D. Vacancies and Removal

1. If a Committee member fails to attend two (2) regular Committee meetings without a reasonable cause in a calendar year, or otherwise neglects his or her duties as a Committee member, the Chairperson, with the assent of the Committee, may recommend to the Mayor that the seat be declared vacant.
2. Any vacancy shall be filled by the Mayor as soon as possible.
3. A member of the Committee may be removed by the Mayor for absenteeism, neglect of duty, misconduct or malfeasance in office, after being given a written statement of the charges and an opportunity to refute them at a hearing with the Mayor.

## **Section 2. Powers and Duties**

In carrying out its responsibilities, the Committee shall have the following specific powers and duties:

- A. Oversee the U.S. Department of Housing and Urban Development's Consolidated Planning process for the City of Evanston entitlement grants, including the review of the City's annual Action Plan and Consolidated Annual Performance and Evaluation Report ("CAPER");
- B. Ensure that federal funding is prioritized for projects and services that provide decent housing, a suitable living environment, and economic opportunity primarily for Evanston's low- and moderate-income residents;

- C. Receive citizen input on housing, community and economic development needs and comments relating to the implementation of the Consolidated Planning process;
- D. Evaluate applications, prioritize, and recommend funding allocations from all sources to City Council for housing, public facility and infrastructure improvements, and economic development programs and projects that advance the priorities set forth by City Council and improve the health and wellbeing of Evanston's low, moderate, and middle-income residents in conformance with restrictions and priorities of each funding source;
- E. Review the status of projects and programs receiving City funding on a periodic basis to ensure timely and effective use of funds;
- F. Conduct periodic reviews of City ordinances and policies to determine their effectiveness at achieving City Council affordable housing goals and recommend amendments to increase their effectiveness for consideration by City Council. Examples include, but are not limited to, the Inclusionary Housing Ordinance and Residential Landlord Tenant Ordinance; and
- G. Coordinate housing-related expenditures of CDBG, HOME and Affordable Housing Funds, and all other special and general funds for which the Committee has responsibility, relating to housing, community, and economic development.
- H. Perform such other acts as may be necessary or proper to carry out the purpose of the Committee.
- I. Evaluate and recommend tools to expand and maintain affordable housing to the City Council;
- J. Evaluate and recommend tools to expand and maintain affordable housing programs and shelters for people experiencing homelessness;
- K. Provide recommendations on the use of the City's Affordable Housing Fund to the City Council;
- L. Provide recommendations on the use of the City's federal CDBG and HOME funds to the City Council;

- M. Submit periodic reports to City Council on the goals, activities and accomplishments of the Committee; and
- N. Create working groups or task forces, as necessary, in furtherance of the Committee's purpose.

**Section 3. Conflicts of Interest**

All members of the Committee agree to abide by all duties and obligations imposed on Committee members in the City's Code of Ethics in City Code Title 1, Chapter 10, "Board of Ethics." The Board of Ethics' supplemental policy is intended to clarify and prevent the personal interests of Committee members from interfering with the performance of their duties or from resulting in personal or political gain at the expense of the Committee or Evanston taxpayers.

The Committee strives to maintain the highest ethical standards to avoid conflicts of interest. All members of the Committee shall act in good faith in all relationships touching upon their responsibilities to the Committee and shall avoid any conflict of interest.

For the purpose of this policy, the definitions found in the City of Evanston's Code of Ethics in City Code Title 1, Chapter 10, "Board of Ethics," shall apply.

**Section 4. Expenses**

All appointed members of the Committee shall serve as such without compensation. Expenses incurred by any member in the performance of official duties may be reimbursed in accordance with procedures established by the City of Evanston.

**ARTICLE IV**

**Officers**

**Section 1. Chairperson**

Pursuant to Ordinance 69-O-21, Section 2-4-5 Adoption of Rules; Selection of a Chairperson: A Chairperson is appointed by the Mayor from among its City Council members.

**Section 2. Election of Vice-Chair**

- A. Each year, the Committee shall nominate candidates for the Vice-Chair positions. Current Vice-Chair may request to serve for a consecutive year.
- B. Committee members can volunteer to serve and any Committee member may make additional nominations, with the consent of the nominee, prior to any vote.
- C. Committee members will elect a Vice-Chair by voting upon the nominees.
- D. The Committee may also approve the existing Vice-Chair for an additional term, with the consent of the existing officer, so long as the additional term does not exceed the three year period.

**Section 3. Terms of Office**

The Vice-Chair shall be elected for a one-year term from the date of the election. No member shall serve more than three consecutive one-year terms in the Office.

**Section 4. Vacancies**

A vacancy of the Vice-Chair shall be filled by a vote of the Committee at the next regular meeting following the occurrence of the vacancy. The Vice-Chair is elected for the duration of the unexpired term.

**Section 5. Duties of Officers**

- A. The Chairperson shall assure that the policies, programs and orders of the Committee are carried out.
- B. The Chairperson shall preside at all meetings of the Committee. The Vice-Chairperson shall preside in the Chairperson's absence.
- C. The Chairperson shall be responsible for calling meetings of the Committee pursuant to the Open Meetings Act and for assuring an agenda for each meeting.
- D. The Chairperson may appoint committees to consist of two members for specific tasks.

## **ARTICLE V**

### **Meetings**

**Section 1. Regular and Special Meetings**

**Guiding Principles:**

Every Committee member has the right to participate in discussion if they wish, and should be mindful of others before speaking a second time. The Chairperson

will direct the order in which members may participate to ensure equitable participation.

- A. Regular meetings shall be held on the third Tuesday of each month at 7:00 P.M. in the Civic Center, 2100 Ridge Avenue, unless such day shall be a legal holiday observed by the City or another conflict exists, in which case the regular meeting shall be held at such other time as the Committee may decide.
- B. Special meetings shall be held as needed to further the work of the Committee. Special meetings may be called by the Chairperson at his/her discretion, or upon the request of three or more Committee members.
- C. Notice of all regular and special meetings of the Committee shall be communicated to the members at least five days before the meeting by action at a previous meeting, or by mail, email, or by telephone.
- D. Meetings shall be open to the public in accordance with the ordinance of the City of Evanston and the Open Meetings Act.
- E. Notice of all regular and special meetings of the Committee shall be communicated to the public by publication of an agenda in accordance with the Open Meetings Act.
- F. Regular Meeting Order of Business:
  - Call to order/quorum declaration
  - Approval of meeting minutes
  - Public Comment
  - Old Business/New Business
  - Communication/Reports from the Chairperson or staff
  - Adjournment

The order of agenda items may be changed at the discretion of the Chairperson.

**Section 2. Quorum**

A majority of the members of the Committee constitutes a quorum for the transaction of business.

Remote Participation. If a quorum of the Committee is physically present, additional members who are unable to attend physically because of personal illness or disability; employment purposes; the business of the public body; or a

family or other emergency may attend and participate with full privileges remotely.

### **Section 3. Voting**

At any meeting at which a quorum is present, the affirmative vote of the majority of the members present shall carry any issue. The Chairperson is a voting member of the Committee and may vote on any issue.

### **Section 4. Public Comment**

The purpose of Public Comment is to enable members of the public to provide input on any topic on the agenda. The Committee may question the commenter, but response is not required. The length of the public comment period will be 15 minutes; the time allocated for each commenter will be dependent on the number wishing to speak, but will not exceed 5 minutes per person. The length of the public comment period may be extended at the discretion of the Chairperson depending on the number of commenters and time needed to address items on the agenda.

### **Section 5. Parliamentary Procedure**

Meetings shall be conducted in accordance with the rules below. Any matters not covered in these rules will be conducted according to *Robert's Rules of Order*.

Motion: a Committee member must make a motion and be seconded by another Committee member to propose a decision or action on any item on the agenda, or introduce an item of business not on the agenda. Items on the agenda that do not require action do not require a motion. Following discussion, items for action are voted on by the committee. A simple majority is required for the motion to pass.

Amendment: a member may propose a change or offer a substitute motion to a motion under consideration. This requires a second and a majority vote to decide whether the amendment is accepted. Then a vote is taken on the amended motion.

Table: a member may move to table a discussion until some later time. A second is needed and a majority vote required. The timing of when the item will be discussed again may be set for a date certain at the time of the motion or be determined at a later time at the discretion of the Chairperson.

Call the Question: a member may move to close a debate by calling the question. This requires a second and a vote is held immediately; a two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

Time limit on discussions: the Chairperson may set a period of time to debate any item as necessary to ensure the meeting is kept to a reasonable period of time.

Call for Orders of the Day: a Committee member may “call for orders of the day” if they believe the discussion has drifted away from the agenda and want to bring it back.

New Business: a Committee member may bring forward any topic in line with the Committee’s purpose during the “New Business” section of the agenda. Topics raised may be discussed at the meeting or be included on a future meeting agenda at the discretion of the Chairperson.

Communications by the Chairperson or staff do not require a motion, second, or vote to adopt.

Adjournment: the Chairperson adjourns the meeting at the conclusion of business.

**Section 6. Working Groups**

Working groups may be formed to address specific topics referred by the Committee. Working groups are limited to 2 committee members and may include non-committee members. Meetings of any working group do not require public notice or minutes. Findings or recommendations of the Working Groups are reported to the Committee at a public meeting.

**ARTICLE VI**

**Amendments**

**Section 1.** These Administrative Procedures and Regulations may be amended at any meeting of the Committee by the affirmative vote of a majority of members in office. Written notice of proposed amendment(s) shall be given to all members at least two weeks prior to the meeting at which the amendment(s) is/are to be considered.

**Section 2.** Any proposed amendment(s) to the Administrative Procedures and Regulations shall be included in the meeting packet at which they will be voted upon.

**Section 3.** The City Manager shall be advised of any changes in these Administrative Procedures and Regulations.

**Section 4.** The Committee shall review its Administrative Procedures and Regulations on a periodic basis as determined by City staff.