

CITY OF SAN RAMON
HOUSING ADVISORY COMMITTEE
BY-LAWS

Amended by the San Ramon City Council, April 25, 2006
Amended by the San Ramon City Council, August 28, 2012
Amended by the San Ramon City Council, January 9, 2018

- I. Name
The name of the Committee shall be: Housing Advisory Committee
- II. History
A. The Committee was formed by the Redevelopment Agency Board at the May 14, 2002 meeting by the adoption of these By-laws.
B. First members were appointed at the July 23, 2002 meeting of the Redevelopment Agency.
C. Due to the dissolution of the City's Redevelopment Agency in 2012, the Committee By-laws were amended to make the Committee advisory to the Planning Commission.
- III. Purpose
The purpose of this committee is to advise the Planning Commission through Planning staff regarding policies that will facilitate the implementation of housing programs and to create and retain housing in the City of San Ramon affordable to households with incomes below 120% of the area median.
- IV. Charge
A. Provide advice regarding affordable housing programs, guidelines and policies consistent with the Housing Element of the City of San Ramon General Plan.
B. Provide advice regarding opportunities for the development of housing affordable to those households with extremely low, very low, low and moderate income.
C. Assist staff and the Planning Commission to promote greater public understanding and acceptance of affordable housing.
D. Provide advice regarding the expenditures of funds that are set aside for affordable housing programs.
E. Make recommendations to the Planning Commission and staff regarding affordable housing preferences and program eligibility criteria.
F. Provide advocacy for establishing and maintaining a diversity of housing types and opportunities in the City of San Ramon.

V. Membership

- A. Members of the Housing Advisory Committee shall be San Ramon residents who have a particular interest or expertise in the area of affordable housing and are 18 years of age or older.
- B. Members of the Committee shall be appointed by the City Council through a recommendation by the Planning Commission.
- C. There shall be 5 voting members of the Committee, serving two-year terms or until a successor is appointed and able to serve.
- D. Applicants cannot be currently serving on another City Advisory Committee.
- E. Reasons for removal of members of the Committee shall be
 - 1. Members shall notify the Chair or staff in the event of an anticipated absence from a regularly scheduled meeting. Three absences in any twelve month period shall constitute voluntary resignation from being a full Committee member. If due to unforeseen circumstances, a Committee member cannot fulfill his/her duties, the Committee member may request Alternate status through the Chair.
 - 2. Conflict of interest.

VI. Committee Organization

- A. The Committee shall set a regular day and time to meet monthly
- B. A quorum shall be a majority of voting members
- C. Generally accepted practices or principles for meetings shall govern the Committee's proceedings
- D. The Brown Act Laws for Open Public Meetings, Government Code Section 54950.5 governs the Committee's actions
- E. Officers
 - 1. Officers shall be elected for one year terms
 - 2. The Chair of the Committee
 - Presides at meetings;
 - Appoints sub-committee membership;
 - Follows-up on work of sub-committees;
 - Represents the Committee to the Planning Commission;
 - Calls special meetings;
 - Coordinates agenda preparation with staff; and
 - Encourages active participation of members
 - 3. The Vice-Chair of the Committee
 - Presides at meetings in the absence of the Chair
- F. Staff role
 - 1. Record attendance
 - 2. Prepare summary minutes
 - 3. Arrange for filling vacancies
 - 4. Prepare agenda in consultation with Chair
 - 5. Provide information necessary for committee work

6. Assure compliance with applicable laws
7. Lend professional expertise
8. Track time spent on Committee work

VII. Powers of the Committee

- A. Appoint sub-committees (either special or on-going)
- B. Appoint acting Chair in absence of both Chair and Vice-Chair
- C. Submit recommendations to the Planning Commission
- D. Establish goals and action plan to achieve assigned Charge.

VIII. Amendments to these By-laws

Changes in these By-laws must be approved by a majority vote of the Committee and then ratified by the City Council.