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**Bylaws**

of the

r t **Tenant! Association**

**..,anization.**

is organization shall be the ":;.:vcr.':;: ,, Fr.: c'"?·•·.- *\_.:*

1.1

\_ ·ation,'' abbrev!ated ''TA."

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1.2

The TA shall public housin

an official Resident Council under HUD regulations for the development hc:1sing senior or disabled tenants at ! 7:;:) =--:,;:.:.*'.,::*

1.3

The TA shall

purposes.

The official a

*e* a non-profit unincorporated association organized for charitable

dress of the TA shall be at: •

··;,.. .\_ : ... \_:::: 5,,,•: : ::, \_ .::-..•.

1.4

1.5

The official I QUdQeS of the TA shall be Eng11sh.

* + 1. Transl tion of the Notices for TA membership from English into other languages sh II be upon the translators' availability.
    2. Transl tions into other languages at theTA General Meetings or TA Board Meetings sh I be upon the translators' availabiHty:

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**Article** 2 - **Purpose..**

* 1. The major p rpose of the TA ls to represent the common concerns of the Senior and Disabled enants in public housing at :7:G \_;1:;:+..:-;. . *-= 't,* f:-\_ :-!sr.o:

:!:;.:.15th ugh the duly elected membPrs of th TA BQard.

* + 1. Toe mmon concerns indude, but not limited, improvement of living conditions, i otvement of the residents In matters of housing policy and managemen
    2. The T Board conducts programs of leadership training, and other

charitable a social activities voted by the TA General M tlngs.

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TA shall be resident council affiliated with Otywlde Council Senior/Disabled, unless the G neral Membership terminates the affiliation by a 2/3 of votes of

3.1

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those who a In these Byl eligibility for

present and voting at the TA General Meeting. Except as provided

, TA shall conduct fts **affairs** In such a manner as to maintain its

ffillation with the CC-S/0.

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5.5

tdent shall assist the President and perform presidential duties

ident is absent or disabled.

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m-11D Ill ti

TA eooro Meenngs, the

TA General arid display Meetings, o Meetings, a

The Treasu

eetings, and TA Emergency Meetings; deliver to each ten nt ccci'.i in common area Notices of TA Genera! Meetings, TA Emergency other events; maintain the list of the tenants present at the

keep records of the TA's business affairs.

*,r*

5.7

r sh;i!! .:.:.:. ·-·,c,-depcSit and disburse all money collected by the TA.

The Treasur r shaii keep financial records as necessary, report monthly to the TA Board and General Membership the TA's financial status, and keep records of

the TA's fina ,dal affairs.

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5.7.1 The T easurer submit to the designated by the CC-5/D person the . \_ Quarterly Fl ncial Rep0rt.

The Sergean .-at-Arms shall m:!ntain ::rda atTA Board Meetings and TA General Meetings, - re and maintain belonging to the TA stuff, and perform such omer ceremonial nctions as t,e TA Board shall prescribe..

**No person mfy** hold **two** offices simultaneously, but the functions of a vacant office ma,y assigned to another officer until the vacancy is filled.

5.8

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..\_...**'\rticle 6** - **Selection, replacement and Removal of Officers and Director.**

6.1

.A.r.y memb€rfho 1s not an employee of the San Francisco Housing Authoritt or

its contracto may be nominated for, run for, and hold any office. Officers must

t

remain qualifi

for office from the time of their nomination, for the duration of

their terms.

6.2

Officers snall

chosen by the TA General Membership at General Election.

of the elected at the General Section officers and me:nbers of three (3) years, starting on the first day of the next month aft.er

* + 1. The te the TA Board the General E
    2. Genera

three--year te

Election shall take piace one (1) month before the end of the

6.2.3 Nomln ·onMeeting shall take place at least 35 days before the General Election Meeti gs, to have time for preparation of the Election Notice.

6.2.4 Each n

6.2.S The pe apartment nu this develop

,inee shall be seconded.

n who nominate shall tetl the Monitor his or *her* name and the ber, so the Monitor make sure that the person Is th'? t nan': c'f

t.

I"""'\

3

6.2.6 The **PliSOn** who seconded the nominatior. shall tell the Monitor his or her name and th apartment number, so the Monitor make sure that the person is

the tenant o this development.

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6.2.7 The

Meeting.

6.2.8 Nope election :s he she intends t

n who was nominated may not be pr nt attheNomination

'

on may n.r. for more tt1an two offices simultaneously. Before the a person running for two offices must specify which office ne or

* accept if successful in both' race

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6.3

The Presiden1of the CC-5/D o.. a des1g ateo 1,1ember of tn CC-S/D Boaro, or

the outgoing wrtten Notic TA members. develop,;nent.

ecretary of the TA shall be responsible for delivering thirty days' of the Nominatio,n Meeting and Electlon Meeting to the doors of all

. e Notices also shall be posted in the common areas *04'* i:he

6.3.1 The N ,inat1on Notice and lection Notice shall ipdic.ate the date, time,

and place of

e meeting.

'

6.3.2 The no ice for the Nomination Meeting shall state that any'member of the

TA (except S generally the the Election

'A employees and contractors) may run for office; describe ominatlon procedure; and Indicate the date, time, and place of

eting.

•

* + 1. The no!ce for the Nomination Meeting shall be distributed to the tenam: doors and dis layed In the common areqs at: least thirty (30) day before the Nor-11n2t1on M eting.
    2. The No ·ce of the Election Meeting shall list the nominees for each office and indicate *v,* en was the Nomination Meeting.
    3. If there s oniy one candidate for a position on the TA Board, the Election Notice shall in icate that this c.andidate is uncontested (elected automatically). .
    4. If a c.an idate officially withdraws his or her candidacv, the Electi0r. Ncti-:c shal! ,ndicate ,at this candidate withdraws his or her c.andidacy

;on Ballot shall indicated the uncontested (elected automatically) e candidate who withdraws hrs or her c.andidacy.

6.4

Ac Che Nomina the independe

T:ie President

s :cH pres1ae a

or Meeting and Election Meeting shall be present the Mornror,

t third party.

f the CC-5/D, or a designatec l"!'!embe cf :re CC·S/D 5oara, the Nomination Meeting and Election Meeting.

6.5

6.5.1 The pre herself, name Nomination or

ding person shall c.all the meeting to order, name himself or e Monitor, name the translators, af"d armou11ce how the

lection will proceed.

4

* + 1. At th Election Meeting, every candidate may speak to the voters up to three (3) mi utes, before the voting.
    2. If a p rson is nominaceci for,two positions, he or she may speak. to the

voters up to ree (3) minutes two times, before the voting. All General ections shall be by secret ballot.

* + 1. A votf:must choose only one person for each position.
    2. A vot , to receive a Ballot, must present to the Monitor his or her Photo

6.6

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ID (Driver Li .ense, ID card Passport).

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6.7

The General regulations,

lections shall be conducted in accordance with the HUD ylaws and Regulations of the CC·S/D, an,..d. these Bylawsa

a candidate shall receive the b:ggeSt numbei of votes.

ndidate may not be present at the General Election Meeting. ar.didates fo; the same office rer..e1ve equai number of vores -

6.8

* + 1. The
    2. !f the

there shall b another round cf voting for that position.

6.8.3 The

nner will be determined by chance if in the second round of voting

r---i.

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the candidat .s a!so receive eq a! numbe; of vctes.

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6.9

The TA Boar may appomt replacements for officer's position that is vacant.

* + 1. If at e General Election there was no candidate for an officer'c; position. excep'[ the s1tion of President), the newly elected members of me TA Board may appoint tenants for me vacant position.

A member o the **TA** Board may be recallea. A Recall Petition shall be s1gnec by

at least 20=; of.the TA. memoershlp.

* + 1. The • natures of the Recall Petition shall be verified at the Recall Meeting befi e the voting.
    2. The resident of the CC-5/D or a aeslgnated member of the CC-5/D Board shall ide at the Recall Meeting.

, ber of the TA Beard whose narri is fl'\e!"+:<cned ! the ;le:zll Petition shal receive the written list of his or her io:atJons on the same day as

:ie Nctice o, the Recall Meeting wlli be distributed to the tenant doors a'1d c so1ayec in , e common areas at least thirty (30) days before the Recall

* + - * ·eet 'iQ.

6.!o..::. Am ..ce:- of the TA Boaro wnose name is ment,onea in the Recall

Petition shall have ten"(10) ml:1utes to reblt't the alleged accusation.

5.10

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6.10.5 -rhe • ballot.

otlng to rceoii a member of the TA Boa.rd snail be only by secret

5

mber of che TA Board is considered to be recalled lf there is 50%

votes of those who are present and voting at the TA Recall

6.10.6 Am

plus one (1

M"Un .

6.10.7 If t President of the TA Board is recalled, the Monitor, the independent third party, hall be present at the Recall Meeting.

6.10.8 To r ceive a Ballot, a voter must present to the Monitor his or her Photo ID (Driver L ense, ID card, Passport).*r*

6.11 Disputes.ov r tne conduct, results, and validity of Generai Elections shalt be submitted t the CC-5/D Board in accordance with the Bylaws of the CC-S/D.

5.11.1 No ection or recall shall be overturned due to any Irregularity ii"' proceedings uniess it 1s demonstrated that the irregularity may have affected the outcom

6.11.2 No

rson may challenge the results of General Election for

irregularities unless the objection is t1rst made before the election ls held, unless it was impra ·cal to do so.

**A!"ticlf** 7 - **Meetings**

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7.1

Aii meer.mgl here any business is transacted shall take place at

·-.:\_ .,,. - ..• .>:cc, : ... ·;l.l:. Voting by pioxy 1s not permitted.

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7.2

General Me.bership Meetings may be called *by* the TA Board or by fifteen (15) regular memtrs.

Tne TA Boar Meetings may be called by the President, or by any three (3)

TA Board m . bers.

7.3

7.4

7.5

The TA Boar

A written No

Meetings and TA General Meetings shall be at least once quarterly.

ce for a General Meeting and Emergency Meetings shall be

delivered tc

e tenant doors and displayed in the common areas at least 4 days

before the m eting

7.5.l The"' tice shall state date, time, and place of the meeting.

7.5.2 At tne f:A Emergency Meetings the age::da of the meeting shall.be limited only to the ci cumstances tnat constitute the emergency.

7.5.3 Motion that reauire advance notice (nomination, election, recaii, shai, not be on agend• and shail not discussed at the TA Emergency Meetings.

The TA Boar may invite guests to the TA Boaid Meetings and TA General Meetings.

7.6

7.7

The quorum

rTA Board Meetings Is a majority of the Board.

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*r'\.*

7.8

Tne quorum for TA General Meetings is 10% of tne tenant apartments in the

building.

/ .8.1 OncebQJorum is present, the meeting may continue to conduct business until it recesks

Actions is taien by the majority of votes, except whe.re these Bylaws or Roberts Ru!es of Ordr provide otherwise

Tre mosc cutent edition of Roberts Rules of Order shall be the rules of order for al, **TA Meeti s.**

7.10.1 Whe the business of che Meeting is not controversial, procedure may be informal andformal motions and votes are not required, but the minutes of the Meeting shallreflect any actions taken.

The Presidert or other presiding officer at meetings sh II:

7.9

7.10

7.11

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1. 'Ensure t those present understand what is happening at the meetings;
2. Call mee ngs to order, present for approval the agenda and present the orevious .eeting's minuteS for correccion and approval;
3. Preside ''jpartially over debates, and refrain from speaking for or against\_ controve, **Tia'** matters without relinquishing the chair to another officer;

(CJ Maintain t·rder and decorum, re::.-trict debate that degenerates into name calling, a allow all members who wish to participate in debate a reasonable opportuni to do so;

( ) If'I 'or-ma! roceedings, state the motion and exolain clearly **what** a "yes'' or

··no'' vote eans, before the voting take place and announce the result of

ti'1e vot:n

(f' In informa proceedings, state the consensus decision of the meeting for inclusion i to the minutes.

nie mention below motions shall be announced to the General Membi=>rship 2'1d consider by the Generai Memoership at a previously held regular TA General Meeti g:

1. Motions t recall or remove an officer of the TA Board;
2. Motions to,lexpel a TA me.mber;
3. Motions to amend the TA Bylaws;
4. Motioris tn,dfsaffllia e ficr;-. the CC-S/D.

7.12.1 Advan *e* Notice of the "1eeting shall be distributed to the tenant doors and displayed r tl-ie common areas at least thirty (30) days before the Meetings.

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7.12

7

otice shall specrfy the specific r:1ot!on to be considered and the

hich the motion will be considered.

meeting at

7.13 Motton to r

au or remove an officer of the TA Board, to expel a TA member, to

ameno the

**A Bvtav'{s,** and to disaffiliate from the CC-S/D shall be considered

and voted b the Genera, Membership.

**Article 8** - **Committ es**

8.1

8.2

Tne TA Genta! Membership may create committees, as it deems fit.

e members may be appointed by the President or voted by the

embership.

member of a committee, the candidate shall receive the biggest tes.

The commi•

TA General

8.2.1 To be number of v

the TA Tenants Association shall be

9.1

9.2

A.l.l.checks o

*r,.\_*

All withdrawtls from the TA Bank Account shall be made omy Dy checks of the

TA Tenants sociation, sigred by two officers of the TA Board.

9.1.1The T Board may decide who may sign the checks in case the President or Treasurer s absent.

The TA Boar" shall approve any single expense of more than$: without tax. The TA Genepl Membership shall approve any single expense of more than s

9.3

9.4

without tax.

I

The minutes pf the TA Board Meetings and TA General Meetings shall reflect all

approved exitenses.

9.5

9.6

Online bank1 9 for the TA Bank Account is prohibited.

9.7

The TA Debi Card or Credit Card is prohibited.

9.7. The cq-s10 will taKe over the TA Bank Account in case of embezzlement, banking onlif, use Debit or Credit Card.

9.4

Any incomin checks shall be payable to the TA anhddresseo in accordance with the **sectt:m** 1 4.

9.5

r--3.6

Incoming ch4•:ks stiall nor be made payable to any officer.

All received sh, checks, and money orders shall be deposited by the Treasurer in the TA Ba Account.

-

8

9.7

The TA **shat** keep its financial records in accordance.with the requirements of

the SFHA a1d CC-S/D.

**Tho** fit1anciio llvittes or tne TA are subject of the audit by the CC-5/D.

g\_g

9.8.1 Toe

**TA.**

A personal

-S/D designates an auditor to audit the financial actiVities of the

9.9

eek of theTA may be issued to a member of theTA Board for

reimbursem nt of expenses if the TA Board or the TA General Membership

approved th expense, and if the person submits to the Treasurer a receipt

9.9.1 If a p rson cannot submit a receipt, he shall submit to the Treasurer a written Fina ·a1Report, co-signed at least by one member *of* the TA, Board that

the expens

in question are true and correct.

9.10

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Stipends aulorized by HUD regulations according to CFR pursuant §964.150, and amount o be paid, require 2/3 of votes of those who are present and voting at the TA Ge eral Meeting.

The TA may ay a Translator1a stipend for translation at the TA Board Meetings and TA Gene I Meeting.

The TA may ay a Translator a stipeno for the preparation of the Notice in English and en translated into other languages.

9.11

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9.12

10.1

These By1awt·may be amended:

a) If 50% plu one (1) member the TA General Membership sign the Petition to

amend these laws;

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d) If the TA rd

unanimously voted to amend these Bylaws.

No amendme may conflict wfth the HUD regulations governing officially recognized R idem Councils.

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No amendmett may terminate non-profit status of the **TA.**

These Bylaws o be amended shall receive 2/3 of votes of those who are present and voting at t)ie TA General Meeting.

10.2

10.3

10.4

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**li**