

**NEBRASKA CHAPTER OF NAHRO  
BY-LAWS**

**ARTICLE I**

**Name and Jurisdiction**

**Section 1.** The name of this organization shall be the Nebraska Chapter of the National Association of Housing and Redevelopment Officials.

**Section 2.** The Chapter shall operate within the geographic area of the State of Nebraska subject to provisions of the Constitution of the National Association of Housing and Redevelopment Officials (NAHRO), and these By-Laws.

**ARTICLE II**

**Objectives and Purposes**

The purpose of NAHRO is to be the leading housing and community development advocate for the provision of adequate and affordable housing and strong, viable communities for all Americans, particularly those with low-and moderate-incomes, and to enhance the professional development and effectiveness of NAHRO's members. To achieve these objectives, the purposes of the Chapter shall be:

- (1) To enhance the efficiency and effectiveness of members and to facilitate the exchange of views,
- (2) To monitor and advocate relevant federal and state legislative and regulatory issues that impact housing and community development and to initiate the development of public policies through the committee process,
- (3) To communicate effectively with members, media, government, and others concerning issues related to housing and community development;
- (4) To encourage, develop, and provide educational programs to enhance the professional development, technical skills, and efficiency of housing and community development employees and organizations;
- (5) To develop, analyze, and disseminate information on housing and community development and related fields;
- (6) To recruit and retain members and provide services to strengthen NAHRO's ability to serve its members,
- (7) To work with other organizations and to aggressively develop coalitions and collaborative efforts to accomplish NAHRO's mission;
- (8) To continuously strengthen the Chapter's internal management and operations and to effectively utilize human, organizations, and financial resources to maximize the achievement of NAHRO's mission and goals.

## ARTICLE III

### Membership: Qualifications, Voting, Dues

**Section 1.** Any public agency that is located within the geographical area of the Chapter, shall be an active member of the Chapter upon payment of such dues as may be established by the Chapter as hereinafter provided. Payment of such dues by the agency shall entitle the agency to one associate membership. The agency, an employee, or a member of the Board of Commissioners of the agency may purchase additional Associate memberships as hereinafter provided.

All the associates of an active agency member shall have full voting rights, and are eligible to participate in all activities open to the membership.

Every associate of an active agency member shall be eligible to hold any office in the Chapter.

**Section 2.** Any person or company who is interested in the purposes and activities of the Association and located within the geographical area of the Chapter shall be an affiliate agency member of the Chapter upon payment of such dues as may be established by the Chapter as hereinafter provided. Payment of such dues by the agency shall entitle the agency to one Associate membership. The agency, an employee, or a member of the Board of Commissioners of the agency may purchase additional Associate memberships as hereinafter provided.

All of the associates of an affiliate member shall have all the rights of active members unless there exists a possible conflict of interest, as determined by the Executive Board, except the right to hold Chapter offices of President, Senior Vice-President, Secretary or Treasurer.

**Section 3.** Any person who is interested in the purposes and activities of the Association and located within the geographical area of the Chapter, but not associated with a qualifying company or public agency, shall be an Allied Individual Member upon payment of such dues as may be established by the Chapter as hereinafter provided. Allied Individual Members are eligible to participate in all activities open to the membership. Allied Individual Members may not serve on the Chapter Executive Board nor hold Chapter Offices.

**Section 4.** Membership dues may be established, from time to time, by the Executive Board of the Chapter for the operation of the Chapter. Payment of the established dues shall entitle members to all the rights of their membership class.

## ARTICLE IV

### Executive Board: Members, Responsibilities, Meetings, Quorum, Voting, Vacancies

**Section 1.** The control of the affairs of the Chapter shall be vested in the Executive Board, consisting of the Officers of the Chapter, and the Nebraska Chapter, ten additional members, who shall be generally representative of the program, professional, and special interests of the Chapter members, and the three immediate Past Presidents of the Chapter who are still active in the field and continue to reside within the geographic boundaries of the Chapter. The Regional President shall be an ex officio member of the Executive Board. All members of the Chapter Executive Board shall be Associate Members of the National Association, and the Nebraska Chapter.

Any Chapter members not already serving on the Chapter Board who are actively serving on the NAHRO Board of Governors and/or the North Central Regional Council of NAHRO Executive Board shall be ex officio members of the Chapter Executive Board. All past presidents of the Nebraska Chapter of NAHRO who reside within the geographic boundaries of the Chapter and are still active in the field shall be afforded a seat on the Chapter Executive Board upon written request to the President of his/her desire to serve.

The Program Chair of an ensuing year's annual meeting of the Chapter shall, from the time of his/her appointment, be considered a member of the Chapter Executive Board with full voting rights through the conclusion of the conference he/she chairs.

The Executive Board shall establish procedures for the selection of the two Chapter representatives at-large to the North Central Regional Council of NAHRO Executive Board, one of whom shall serve a two-year term, and the other shall serve a four-year term.

**Section 2.** The Executive Board shall establish procedures for the (a) maintenance of records and accounts, (b) receipt and expenditure of funds, (c) levying of dues, (d) periodic reporting of Chapter affairs to the membership, and it shall otherwise plan and account for the activities of the Chapter, (including the employment of staff).

**Section 3.** The Executive Board shall establish procedures for the selection of Chapter representatives to the required regional standing committees.

**Section 4.** The Executive Board shall hold not less than two regular meetings each year, at least one of which will be held at the time and place of the annual meeting of the Chapter. Notice of a regular meeting shall be mailed to each Board member not less than thirty days before the meeting date.

Special meetings of the Executive Board may be called by the President at any time or by the Secretary upon the written request of at least one-fourth of the membership of the Board. The Notice of Special Meeting shall specify the time and place of the meeting and the business to be conducted.

**Section 5.** At any meeting of the Executive Board, a majority of the members of the Executive Board shall be present to establish a quorum for the conduct of the business of the Chapter. Each member of the Executive Board shall be entitled to one vote. In order for a member's vote to be counted the member must be present.

**Section 6.** In the event of a vacancy in the Office of the President, the Senior Vice-President is to automatically succeed to the office for the balance of the President's term. In the event of the unavailability of the Senior Vice-President, the Executive Board shall select one of the Vice-Presidents to serve as President until the next annual meeting of the Chapter. Other vacancies in the Executive Board occurring between annual meetings shall be filled by the originating unit or, if elected by a vote of the membership, by the Executive Board to fill the unexpired portion of the term.

**Section 7.** If any member of the Executive Board ceases to be an Associate Member in the National Association, and/or the State Chapter, he/she shall cease to be a member of the Executive Board and his/her position on the Executive Board shall thereupon become vacant and shall be filled as provided in Section 6 above.

## ARTICLE V

### Officers: Name, Duties

**Section 1.** The officers of the Chapter shall be President, Senior Vice-President, five Vice-Presidents with Portfolio corresponding to the required standing committees, Secretary, and Treasurer.

**Section 2.** It shall be the duty of the President to preside at all meetings of the Chapter; to create and appoint such special committees as may, from time to time, be necessary for the conduct of the affairs of the Chapter; to implement such procedures, policies, and activities as may be adopted or approved by the Executive Board of the Chapter, and to report periodically to the membership on the accounts and general business of the Chapter.

**Section 3.** The Senior Vice-President shall preside in the absence of the President at all meetings of the Chapter, shall succeed the President in office if he/she cannot complete his term until the next annual meeting, and perform such other duties as may from time to time be assigned by the President of the Executive Board.

**Section 4.** The Vice-President with Portfolio for Commissioners shall principally chair the Commissioners Committee, which shall serve to broaden the constituency supporting the goals and objectives of the Association, support programs to expand the skills of the commissioners to effectively discharge their responsibilities, work with staff, leadership and membership at all levels of the Association in fulfillment of these purposes; and shall perform such other duties as may, from time to time, be assigned by the Chapter President or the Executive Board and shall be responsible for the conduct of the Commissioners Committee.

**Section 5.** The Vice-President with Portfolio for Community Revitalization and Development shall principally chair the Community Revitalization and Development Committee, which shall address the programmatic areas of Community Revitalization and Development, and shall recommend actions to the Chapter Executive Board regarding, but not limited to, program dollars, legislation, regulations, administration of federal, state, and local levels of its membership's interest therein; and shall perform such other duties as may, from time to time, be assigned by the Chapter President or the Executive Board and shall be responsible for the conduct of the Community Revitalization and Development Committee.

**Section 6.** The Vice-President with Portfolio for Housing shall principally chair the Housing Committee, which shall address the programmatic areas of Housing, and shall recommend actions to the Chapter Executive Board regarding, but not limited to, program dollars, legislation, regulations, administration of federal state, and local levels of its membership's interest therein; and shall perform such other duties as may, from time to time, be assigned by the Chapter President or the Executive Board and shall be responsible for the conduct of the Housing Committee.

**Section 7.** The Vice-President with Portfolio for Member Services shall principally chair the Member Services Committee, which shall serve the general and special interests of the members which cut across program and professional lines, represent the special interests of special interest groups within the membership, including but not limited to minorities, commissioners, and women, and shall work to coordinate supportive products and services rendered by the Chapter such as conferences and workshops, seminars, publications, representation, and such related matters; and

shall perform such other duties as may, from time to time, be assigned by the Chapter President or the Executive Board and shall be responsible for the conduct of the Member Services Committee.

**Section 8.** The Vice-President with Portfolio for Professional Development shall principally chair the Professional Development Committee, which shall focus on the general and specific areas of career identifications, training and education, certification and credentialing, and the professionalization of the members engaged in such job responsibilities; and shall perform such other duties as may, from time to time, be assigned by the Chapter President or the Executive Board and shall be responsible for the conduct of the Professional Development Committee.

**Section 9.** The Secretary shall be responsible for the taking and distribution of minutes of meetings of the Executive Board and of the Chapter Membership, the maintaining of records, the sending of such notices as may be required, and shall perform such other duties as may, from time to time, be assigned by the Chapter President or the Executive Board.

**Section 10.** The Treasurer shall be responsible for maintaining the accounts of the Chapter, and reporting the status of same periodically to the Executive Board and the Chapter Membership, and shall perform such other duties as may, from time to time, be assigned by the Chapter President or the Executive Board.

## ARTICLE VI

### Nominations and Elections

**Section 1.** Not less than sixty days prior to the annual meeting of the Chapter held in odd numbered years, the Executive Board shall appoint a Nominating Committee having no less than five members or more than eight members representative of the membership interests, that shall meet for the purpose of selecting one or more persons from the rolls of current Associate members in good standing as nominees for each office and Executive Board position. Not less than forty-five days before the annual meeting the Secretary shall notify each eligible voter of the nominees selected by the Nominating Committee and that nominations may be made by the membership, provided it is made by a petition bearing the name of the nominee and the signature of at least forty-five active Chapter members in good standing, and further that the petition is received by the Secretary who shall certify the petition, at least fifteen days before the annual meeting.

**Section 2.** The election of officers (and other members of the Executive Board) shall be held at the annual meeting of the Chapter held in odd numbered years. The term of office shall be two years and shall begin on October 1, or at the conclusion of the NAHRO National Conference and Exhibition, held in odd numbered years, whichever is earlier.

The Senior Vice-President's name shall automatically appear on the ballot for the office of President, unless he/she has asked to be withdrawn from consideration or is otherwise unable to fulfill the duties of President.

The President and Senior Vice-President may not succeed themselves in the same office for successive terms. However, should these officers assume office for less than a full term, they may be considered eligible for re-election for an additional full term at the next regular election.

The Secretary and Treasurer may succeed themselves in the same office, and may be considered eligible for re-election for an additional two full terms. The Treasurer's Books of Record shall be audited at the end of each two-year term by a committee of no less than two members of the Executive Board as appointed by the President of the Chapter.

All officers (and other members of the Executive Board) shall serve until their successors have assumed their duly elected positions.

**Section 3.** Each current Associate member present shall have one vote and shall cast his/her vote by written ballot or by a show of hands or voice.

**Section 4.** No person shall be eligible for election to office (and to Executive Board) that is not an Associate or a current agency member in good standing of the National Association and of the Chapter.

## ARTICLE VII

### Meetings

**Section 1.** There shall be an annual meeting of the membership of the Chapter at a place selected by the Conference Selection Committee made up of the Professional Development Committee and the Executive Board officers (President, Senior Vice-President, Secretary, and Treasurer), and at a time established by the Executive Board. The Professional Development Committee shall gather all of the pertinent data from possible sites to inform the Conference Selection Committee, and confirm that the place selected receive the approval of the host agency. Selection is to be completed three years in advance of such Annual Meeting site, and membership so notified. Reasonable notice of the annual meeting shall be given the membership, but not less than sixty days prior to the meeting date. Should circumstances arise whereby the site selected should for any reason be unable to accommodate the Annual Meeting, the Executive Board will select an alternative site and membership so notified.

**Section 2.** Special meetings of the membership may be called at any time on the order of the President, the Executive Board, or by the signed petition of at least one-tenth of the total current membership, including representation from at least one-fifth of the agency members. The Secretary shall give notice of the time and place of a special meeting not less than sixty days prior to the meeting date.

**Section 3.** A quorum must be present at any meeting of the membership at which business is transacted. Thirty current members of the Chapter shall constitute a quorum.

**Section 4.** The provisions of these By-Laws and Roberts Rules-of -Order shall apply to the conduct of any meeting of the membership, the Executive Board, and other duly constituted committee of the Chapter.

## ARTICLE VIII

### Committees

**Section 1.** There shall be Standing Committees of the Chapter through which the program, professional, and member service needs and participation of the membership can be provided. The

Standing Committees of the Chapter are: Commissioners Committee, Community Revitalization and Development Committee, Housing Committee, Member Services Committee, and Professional Development Committee.

**Section 2.** Volunteers shall be actively sought and recruitment efforts undertaken by the Chapter President to ensure each Standing Committee is comprised of members representative of the broad interests of the Chapter and fields in which they specialize. In the make-up of every committee, special emphasis is to be given to membership, including, but not limited to, commissioners, minorities, and women.

**Section 3.** The President may create such other committees, task forces, or similar groups, as he/she deems appropriate to the purposes and activities of the Chapter, and shall appoint the members and Chairperson thereto.

**Section 4.** The Vice-President(s) With Portfolio of each Standing Committee shall be elected by the Chapter membership at the annual meeting of the Chapter held in odd numbered years, as provided in Article VI.

## **ARTICLE IX**

### **Amendment**

**Section 1.** These By-Laws may be amended at the Business Meeting held in conjunction with the Annual Meeting of the Chapter, or by mailed ballot.

For the Annual Business Meeting, a copy of proposed amendments shall be mailed out to each member not less than thirty days before the meeting. In order for an amendment to be adopted there must be a quorum present and voting, and two-thirds of those voting must vote affirmatively for the amendment.

For a mailed ballot, upon agreement of the Chapter Executive Board, meeting in regular or special session, a copy of the proposed amendments along with a ballot may be mailed out to the Chapter membership for its approval or disapproval. Members shall be given thirty days in which to mark and return their ballots to the Chapter Secretary for tabulation. In order for an amendment to be approved by mail ballot, at least fifty active members must vote, with two-thirds voting affirmatively for the amendment.

## **ARTICLE X**

### **Effective Date, Approval, and Revocation**

**Section 1.** These By-Laws and any amendments thereto shall become effective on approval by the Executive Board of the Regional Council and the Board of Governors of the Association and are subject to revocation by the Executive Board of the Regional Council and the Board of Governors of the Association for due cause.