

BY-LAWS  
OF THE  
MIDDLE ATLANTIC REGIONAL COUNCIL  
OF THE NATIONAL ASSOCIATION OF HOUSING  
AND REDEVELOPMENT OFFICIALS

ARTICLE I  
NAME AND JURISDICTION

Section 1.

The name of this organization shall be the MIDDLE ATLANTIC REGIONAL COUNCIL of the NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (MARC-NAHRO).

Section 2.

The Regional Council shall operate within the geographic area of New York, New Jersey, Pennsylvania, Maryland, Delaware, the District of Columbia, and those parts of the Province of Ontario in the Dominion of Canada which lie directly north of New York and Pennsylvania, 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

Toward the attainment of the provision of adequate housing for the entire people and toward the attainment of sound communities through the processes of development, preservation, conservation, rehabilitation, and redevelopment, the purposes of the Regional Council shall be:

- (1) To improve the standards and practices of all phases of administration directly related to the above objectives;
- (2) To develop and improve the professional standards involved in the administration of programs to achieve the above objectives;
- (3) To strengthen the capacity of the Association at all levels to provide for (a) the exchange of knowledge and results of experience, (b) the conduct of meetings, training, and education programs for the exchange of information; (c) the improvement of program administration and (d) the enhancement of professional development opportunities;
- (4) To facilitate effective relationships among all levels of government in the development and execution of housing and community development responsibilities;
- (5) To cooperate and collaborate with other agencies, associations, and groups, both public and private, having similar or related purposes.

ARTICLE III  
MEMBERSHIP, QUALIFICATIONS, VOTING, AND DUES

Section 1.

Any individual or agency who is an active member in good standing of NAHRO, and

who resides or is employed within the geographic area of the region, shall be an active member of the Regional Council upon payment of such dues as may be established by the Regional Council as hereinafter provided.

Every active member shall have full voting rights, provided that in the case of an active agency member the vote is cast by its designated representative, and is eligible to participate in all activities open to the membership.

Every active individual member shall be eligible to hold any office in the Regional Council. An active member who ceases to qualify for active membership by reason of change of employment, or any other reason, may be retained in active status for a period of one year and, if the member does not regain qualifying status at the conclusion of that period shall be transferred to affiliate membership.

#### Section 2.

Any individual or agency who is an affiliate member of NAHRO and who resides within the geographical area of the region, shall be an affiliate member of the Regional Council upon payment of such dues as may be established by the Regional Council as hereinafter provided.

Every affiliate member shall have all rights of active members.

#### Section 3.

Membership dues may be established, from time to time, by the Executive Board of the Regional Council for the operation of the Council. 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, AND VACANCIES

#### Section 1.

The control of the affairs of the Regional Council shall be vested in the Executive Board, consisting of the Officers of the Regional Council, Presidents of local chapters or their designee, and fifteen (15) Members-at-large and the three (3) immediate past Presidents of the Regional Council who are still active in the field, and such others as the Regional Council may establish by a  $\frac{3}{4}$  majority vote of the Executive Board. At-large members shall serve for three (3) years with one-third (1/3) of said terms expiring each year.

The officers and members of the Board of Governors of NAHRO residing in the Region and the region's legislative liaison shall be ex-officio members, who shall have the right to vote, but who shall not be counted in determining a quorum.

#### 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 Regional Council affairs to the membership, and it shall otherwise plan and account for the activities of the Regional Council, including the employment of staff therefor.

Section 3.

The Executive Board shall establish procedures for the selection of two Regional representatives-at-large to the Board of Governors of NAHRO.

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 convention of the Regional Council. Notice of a regular meeting shall be mailed to each Board member not less than ten (10) 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 written request of at least one-fourth (1/4) of the membership of the Executive Board. The notice of special meetings shall specify the time, a place of the meeting and the business to be conducted.

Section 5.

At any meeting of the Executive Board, one-third (1/3) plus one of the members of the Executive Board shall be present to establish a quorum for the conduct of the business of the Regional Council. Each member of the Executive Board shall be entitled to one vote. In order for the member's vote to be counted, the member must be present.

Section 6.

Vacancies on 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.

ARTICLE V  
OFFICERS: NAME AND DUTIES

Section 1.

The officers of the Regional Council shall be a President; a Senior Vice President; five additional Vice Presidents with portfolio, each corresponding to the five required standing committees; a Secretary; and a Treasurer who shall be active individual members in good standing of the Association and the Regional Council.

Section 2.

It shall be the duty of the President to preside at all meetings of the Regional Council; to create and appoint such special committees as may, from time to time, be necessary for the conduct of the affairs of the Regional Council; and to report periodically to the membership on the accounts and general business of the Regional Council.

Section 3.

The Senior Vice President shall preside in the absence of the President at all meetings of the Regional Council, shall succeed the President in office if he 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.

Each of the five (5) Vice Presidents with portfolio shall be responsible for the conduct of the standing committee for such they were elected and shall serve as Chairperson of such standing committees.

#### Section 5.

The Secretary shall be responsible for all correspondence, sending of notices, and maintaining the records of the Regional Council, as well as performance of such other duties as may be assigned by the President or the Executive Board.

#### Section 6.

The Treasurer shall be responsible for maintaining all financial records of the Regional Council, preparation of financial reports, as well as performance of such other relative duties as may be assigned by the President or the Executive Board.

## ARTICLE VI NOMINATIONS AND ELECTIONS

#### Section 1.

The officers of the Regional Council and the Regional Representative-at-Large to the Board of Governors shall be elected in odd numbered years. Four (4) Members-at-Large of the Executive Board shall be elected each year. Terms of office of officers shall be two (2) years, Regional Representatives-at-large to the Board of Governors shall be four (4) years, and Members-at-large of the Executive Board shall be three (3) years. Terms shall commence at the conclusion of the annual conference of NAHRO. All officers and other members of the Executive Board shall serve until their successors have assumed their duly elected positions. Officers (except Vice Presidents with portfolio) and Members-at-large of the Executive Board shall be elected by the active members of the Regional Council. Vice Presidents with portfolio shall be elected pursuant to Article VIII, Section 2.

#### Section 2.

Not less than 80 days prior to the annual meeting of the Regional Council, the President shall appoint a Nominating Committee having five (5) member representatives of the member interests, that shall meet for the purpose of selecting one or more persons from the rolls of active members in good standing as nominees for each office and/or Executive Board position. Not less than 50 days before the annual meeting, the Secretary shall notify each eligible voter of the nominees selected by the Nominating Committee and that a nomination may be made by the membership, provided it is made by petition bearing the name of the nominee and the signature of at least 25 active members in good standing, and further that the petition is received by the Secretary who shall certify the petition at least 30 days before the annual meeting.

When the nomination procedure results in more than one nominee for a position, the Secretary shall thereupon cause to be prepared ballots containing the names of the nominees submitted by the Nominating Committee and the names carried on all eligible

petitions. The Nominating Committee shall prepare a biographical statement regarding each of its nominees, relating professional and organizational service. A biographical statement regarding a person nominated by petition may be submitted to the Secretary with the nominating petition. Not less than 20 days before the annual meeting, the Secretary shall cause to be mailed one ballot for each member entitled to vote, together with instructions detailing the manner in which voting shall be carried out and the election conducted, and with the biographical statements regarding the nominees. Agency member ballots cast must be accompanied by a certification that the person casting the ballot was authorized to do so.

#### Section 3.

The President shall appoint an Election Committee having five (5) members representative of the member interests with the Secretary serving as an ex-officio member to oversee the election of those officers and Executive Board members elected by the membership of the Regional Council. If there is not more than one nominee for any position to be filled, the Election Committee shall certify to the Regional Council at the annual meeting that such nominees have been duly elected to such positions.

#### Section 4.

Each active member, whether an individual or an agency member shall have one vote and shall cast that vote by written ballot.

#### Section 5.

No person shall be eligible for election to office and the Executive Board who is not an active individual member in good standing of the Association or of the Regional Council.

#### Section 6.

If a vacancy occurs in any office of the Regional Council, except as provided in Article IV, Section 6, it may be filled by the Executive Board for the unexpired term, or until the next annual meeting, whichever occurs earlier.

#### Section 7.

If any officer or other member of the Executive Board ceases to be eligible for active membership in the Regional Council, such person shall cease to hold the position upon termination of the period of active status retention as defined in Article III, Section 1, and the position shall thereupon become vacant. The position of any officer or member of the Executive Board elected by the membership who does not attend three (3) consecutive meetings and whose absence is not excused by the Executive Board shall become vacant.

#### Section 8.

Should any officer, member of the Executive Board, Regional Committee Member, National Committee Member or member of the National Board of Governors fail to attend three (3) consecutive meetings of the body to which they are elected or appointed, they shall be subject to removal from said office/appointment by action of the Executive Board; provided, however, that the Regional President may grant one excused absence

per year, per person.

## ARTICLE VII MEETINGS

### Section 1.

There shall be an annual meeting of the membership of the Regional Council at a time and place fixed by the Executive Board. Reasonable notice of the annual meeting shall be given to the membership, but not less than seven (7) days prior to the meeting date.

### 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-fifth (1/5) of the total active membership. The Secretary shall give notice of the time and place of a special meeting not less than ten (10) days prior to the meeting date.

### Section 3.

A quorum must be present at any meeting of the membership at which business is transacted. Fifty-one (51) of the active members of the Regional Council shall constitute a quorum.

### Section 4.

The provisions of these By-Laws and Robert's Rules of Order shall apply to the conduct of any meeting of the membership, the Executive Board, and other duly constituted committees of the Regional Council.

## ARTICLE VIII COMMITTEES

### Section 1.

There shall be standing committees of the Regional Council through which the program, professional, and member services needs and participation of the membership can be provided. The Standing Committees of the Regional Council are: Housing, Community Revitalization and Development, Professional Development, Member Services, Commissioners, and International.

### Section 2.

Each Standing Committee shall have no more than three (3) representatives of each chapter, association, or both within the region, four (4) members appointed by the President in consultation with chapter and association Presidents and seven (7) Members-at-large elected by the Executive Board in consultation with chapter and association Presidents.

The Chairperson and Vice Chairperson of each Standing Committee shall be elected by its members from among its members to serve a term concurrent with the term of the President. The Chairperson so elected shall serve as Regional Vice President with portfolio for the concern of that Standing Committee.

Selection of three (3) designees to each national Standing Committee will be made as follows:

(1) The Regional Vice President with portfolio for each committee shall be one of the designees.

(2) A second designee shall be chosen by vote of the regional Standing Committee from among its membership.

(3) The third designee will be selected from the membership of the regional Standing Committee by the Regional President.

### 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 Regional Council, and shall appoint members thereto.

### Section 4.

The selection process for committee membership shall seek to provide a broad representation of all special interests of the membership, including but not limited to commissioners, minorities, and women.

## ARTICLE IX AMENDMENT

### Section 1.

The By-Laws may be amended at a regular or special meeting of the membership, provided a quorum is present and voting and two-thirds of those voting vote affirmatively for the amendment, or by mail ballot affirmatively voted on by a majority of those voting. Each member shall be sent a copy of the proposed amendments with the notice of the meeting at which the amendments are to be voted. The Secretary shall send a meeting notice to each member not less than ten (10) days prior to the meeting date.

## ARTICLE X EFFECTIVE DATE, APPROVAL AND REVOCATION

### Section 1.

These By-Laws and any amendments thereto shall become effective upon approval by the Board of Governors of the Association and are subject to revocation by the Board of Governors of the Association for due cause.

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12/6/79

Revised 7/29/81

Revised 3/19/82

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Revised 5/3/92

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