



COUNTY OF OTTAWA HOUSING ADVISORY BOARD

By-Laws

SECTION I – PURPOSE

The Ottawa County Housing Advisory Board (“HAB”) was created on June 23, 2026, by the Ottawa County Board of Commissioners as an explicitly non-statutory, advisory board. The provisions of the "Resolution Establishing the Ottawa County Housing Advisory Board" and any amendments thereto are incorporated herein by reference. HAB’s purpose is to review the housing needs of Ottawa County and to recommend solutions to meet those needs with a focus on what the County and the local units of government may do within their statutory and/or police powers.

SECTION II – ORGANIZATION

2.1 MEMBERSHIP

The HAB shall consist of no more than eleven (11) voting members. Two (2) members shall be members of the Ottawa County Board of Commissioners. The County shall make every reasonable effort to ensure that the remaining membership includes:

- One (1) member being a nonprofit developer
- One (1) member being a for-profit developer
- One (1) member being from the financial services industry
- Two (2) members being from local government, preferably one from the cities and villages and one from the townships.
- One (1) member being from the housing advocacy community
- One (1) member being a representative of residents
- One (1) member being a representative of the general business community
- One (1) member being a representative from the real estate community

HAB members who are County Commissioners shall serve one-year terms and be appointed by the Chairperson of the County Board. Other HAB members shall serve three (3)-year terms. Aside from any general limitations on committee or board service in Ottawa County, there shall be no limit on the number of terms a member may serve, either consecutively or in total. The Chairperson of the County Board shall serve as the appointing agent, subject to final approval by the County Board.

2.2 FIDUCIARY DUTIES

While HAB members represent different constituencies within Ottawa County, they shall endeavor to promote the general public good rather than special interests.

2.3 ATTENDANCE

A member unable to attend a HAB meeting should contact the HAB Chairperson and/or Ottawa County Department of Strategic Impact or the Chairperson by 5:00 p.m. on the day preceding the

meeting to provide the reason for the anticipated absence. As stated in the County Board's Administrative Policy regarding appointments to boards and commissions, all appointees are expected to maintain at least a seventy-five percent (75%) attendance record at meetings and shall not miss more than three (3) consecutive meetings without acceptable reasons. An appointee may be removed by the HAB Chairperson for failure to meet this expectation.

SECTION III – OPERATIONS

3.1 SESSION

The HAB shall meet on an annual session coterminous with the calendar year.

3.2 MEETINGS

While advisory boards are not subject to the Open Meetings Act, the HAB shall voluntarily comply with the notice, minute taking and public comment requirements of the Act. The HAB shall hold at least four (4) meetings per session, including an organizational meeting. The organizational meeting shall be the first meeting held after January 1 of each year. At the organizational meeting, the HAB shall select a Chairperson and a Vice-Chairperson.

At the organizational meeting, a schedule of regular meetings for the year shall be established, including the organizational meeting for the following year. This schedule shall include the date, time, and location of each meeting. Notwithstanding the above, regular meetings may be adjourned and rescheduled by the Chairperson for cause. Special meetings to discuss specific topics may be called by the Chairperson or by a written request signed by three (3) HAB members and filed with the Secretary. Special meetings shall require seven (7) calendar days' written notice to all Board members, including the meeting date, time, location, and topic. Each HAB member shall be responsible for keeping the Secretary (defined in Section 3.5 below) apprised of their current address, email address, and telephone number. If such information is provided, no defect in notice shall be recognized.

3.3 TELECONFERENCING

- Any Board member wishing to attend physically shall be permitted to participate in person.
- Any Board member wishing to attend remotely must contact the Secretary sufficiently in advance of the meeting to participate via telephonic or videoconferencing hookup.
- The telephonic or videoconferencing hookup shall include two-way communication to ensure all Board members can hear and participate in the discussion.
- The Chairperson and the Secretary recording the minutes, if possible, shall be physically present at the meeting location. If no physically present member is appointed Chair *pro tem* by the Board, the Chairperson or Vice-Chairperson, respectively, shall chair the meeting remotely.
- Any Board member attending remotely is permitted to vote.

3.4 VOTE OF THE BOARD

No HAB action shall be official unless it is approved through a proper vote (as defined below) at a properly convened meeting (as defined below) or ratified by a proper vote at a subsequent, properly convened meeting. A "properly convened meeting" refers to a HAB meeting where a majority of appointed members are present, either physically or remotely, and which was subject to seven (7) calendar days' prior written notice to each member. A "proper vote" refers to a polling of the HAB members, whether through voice vote or roll call, at a properly convened meeting, which, unless otherwise specified in these bylaws, results in a majority of members present, physically or remotely, voting in support of a motion or resolution.

3.5 OFFICERS

The officers of the HAB shall consist of a Chairperson and a Vice-Chairperson, elected for a one-year term by a proper vote at the organizational meeting. The HAB shall also appoint a non-member to serve as Secretary on an annual basis. Officers shall perform the following functions, including but not limited to:

- **Chairperson:** Shall preside at Board meetings, serve as its signatory, and coordinate its activities.
- **Vice-Chairperson:** Shall exercise the powers of the Chairperson when the Chairperson is unavailable.

Secretary: Shall be responsible for arranging meetings, recording and distributing minutes, and performing administrative duties necessary for the HAB's functions. The role of Secretary shall be carried out by the Director of the Ottawa County Department of Strategic Impact or, upon a proper vote of the HAB, a departmental staff person. The Secretary shall not be considered a member of the HAB.

3.6 COMMITTEES

The HAB may establish standing committees, special committees, and task forces as deemed necessary. Standing committee members must be HAB members. Members of special committees or task forces need not be HAB members. Any special committee or task force may be required to file a written report of its activities upon completion of its assigned task. Special committees or task forces shall be dissolved upon presentation of a final report, at the discretion of HAB. HAB may dissolve any special committee or task force at any time. The Chairperson shall appoint committee and task force members, subject to approval by a proper vote of the HAB. Each committee or task force shall elect a chairperson from its membership.

3.7 RULES OF ORDER

Except as otherwise provided herein, Robert's Rules of Order shall govern all HAB meetings, including those of its committees and task forces. Members shall have the following rights and duties:

- When a member wishes to speak, they shall be recognized and address the Chairperson.
- When two (2) or more members wish to speak simultaneously, the Chairperson shall determine who speaks first.
- When a member is speaking on any matter before the HAB, they shall not be interrupted except to be called to order.
- When a member is called to order, they shall immediately suspend their address, except to register an appeal. The HAB, if appealed to, shall decide the matter by a proper vote. If there is no appeal, the Chairperson's ruling shall be final.
- The Chairperson shall vote on all questions decided by ye and nay, except on an appeal from their own decision. When a ye and nay vote is taken, every member present, physically or remotely, shall vote or note their abstention.

3.8 PUBLIC PARTICIPATION

Each person providing public comment must state their name and city/township of residence and address the Chairperson in an orderly manner. The Chairperson may set reasonable limits on public participation, subject to reversal by a proper vote of the HAB.

3.9 MINUTES

The Secretary shall record, prepare in writing, and maintain minutes of each HAB regular and special meeting, noting attendance and all Board actions.

SECTION IV – DUTIES

4.1 ADVISORY FUNCTION

The HAB's function shall be to make policy recommendations and proposed initiatives for housing-related matters to the County Board, which may also task the HAB with specific housing-related tasks. HAB shall have no authority to enter contracts or assume debt or issue bonds or notes in its name or the name of Ottawa County. HAB shall have no authority to acquire any interest in real estate, whether by lease, fee or other contract.

SECTION V – ADOPTION AND AMENDMENTS

These Bylaws were approved by the County Board. HAB may propose written amendments to these Bylaws, which will not become effective until properly approved by the County Board.