

**NORTH CENTRAL REGIONAL COUNCIL OF NAHRO  
BY-LAWS**

**Article I**

**Name and Jurisdiction**

- 1.1** The name of this organization shall be the North Central Regional Council of the National Association of Housing and Redevelopment Officials (NCRC/NAHRO).
- 1.2** The NCRC shall operate within the geographic area of the States of Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, Ohio, and Wisconsin, subject to provisions of the Constitution of the National Association of Housing and Redevelopment Officials (NAHRO) and these By-Laws.

**ARTICLE II**

**OBJECTIVES AND PURPOSE**

**2.1** The objective and purpose of NCRC is the attainment of adequate housing for the entire people; and sound communities through the process of development, preservation, conservation, rehabilitation, and redevelopment; To achieve these objectives, the purpose of the NCRC shall be:

- (a) To improve the professional standards and practices of all phases of administration directly related to the above objectives.
- (b) To recruit and retain members and provide services that allow for the exchange of knowledge and results of experience; to conduct meetings, trainings, and educational programs for the purpose of the exchange of information, improvement of program administration, and enhancement of professional development opportunities.
- (c) To facilitate effective relationships among all levels of government in the development and execution of housing and community development responsibilities.
- (d) To cooperate and collaborate with other agencies, associations and groups, both public and private, having similar or related purpose.
- (e) To monitor and advocate relevant federal and state and local legislative and regulatory issues that impact housing and community development and to initiate the development of public policies through committee process;
- (f) To develop, analyze, and disseminate information on housing and community development related fields to its members.

**ARTICLE III**  
**Membership: Qualification, Voting, Dues**

- 3.1 *Active Organization.*** Any public agency, department, or organization having to do primarily with housing, community development or redevelopment, housing rehabilitation or conservation, codes, and related community programs shall be eligible for active organizational membership in NCRC. Each organization holding an active membership shall be entitled to designate a number of associates as determined by the NCRC Executive Board. One of these associates shall be designated the primary organizational contact. Each associate is entitled to cast one vote in any action taken by a vote of the members of the NCRC. Any organization that has been a member less than 45 days prior to the annual meeting of the NCRC shall not be issued ballots for that period.
- 3.2 *Affiliate Organization.*** Any agency, corporation, company, or other organization interested in the purposes and activities of NCRC shall be eligible for affiliate organizational membership, including designation of associates.
- 3.3 *Allied Individual Members.*** Any individual who is not affiliated with an agency or organization eligible for active or affiliate organizational membership shall be eligible for allied individual membership. This category would include such individuals as students; those who are retired or unemployed; those employed by academic institutions, the military, or an international organization; and lifetime and honorary members.
- 3.6** Membership dues shall be established by the NCRC Executive Board. Payment of established dues shall entitle members to all the rights and privileges of their membership class.
- (a)** Renewal of membership, and payment of dues, shall occur annually.
  - (b)** To be an active member, dues must not be more than four (4) months past the renewal date.
  - (c)** The names of members whose dues are more than four (4) months past due shall be dropped from the roll of the NCRC as so notified by National NAHRO. These agencies and individuals will forfeit all rights and privileges outlined in the bylaws. Such membership rights and privileges shall be reinstated the first business day of the week following receipt of renewal application and payment of annual dues.
- 3.7** Other member categories may be authorized by the NCRC Executive Board, for the benefit for the organization, and defined as additional categories which have an interest in the purpose and activities of NAHRO. Such additional categories must be authorized by the NCRC Executive Board with established and documented guidelines.

- 3.8 Membership, or membership renewal, terminated by National NAHRO may be terminated by the NCRC Executive Board, by two-thirds vote and at its own discretion in the best interests of the NCRC, to any person or agency.
- 3.9 Adherence to the NAHRO Code of Professional Conduct is required for all membership categories.

#### **ARTICLE IV**

#### **EXECUTIVE BOARD: MEMBERS, RESPONSIBILITIES, MEETINGS, QUORUM, VOTING, VACANCIES**

- 4.1 The control of the affairs of the NCRC shall be vested in the NCRC Executive Board, consisting of the ten officers of the NCRC (President, Senior-Vice President, Secretary, Treasurer, Vice Presidents with Portfolio to include: Commissioners, CR&D, Housing, International, Member Services & Professional Development); the President, Immediate Past President, and two at-large members appointed by each Chapter within the region (including the Ohio Housing Authorities Conference and Wisconsin Association of Housing Authorities); the three Immediate Past Presidents of NCRC; and chairs of ongoing committees duly constituted by the Executive Board including but not limited to Program Committee Chair(s), the Legislative Committee and the Regional Suppliers & Mfg. Council.

Members of the National NAHRO Board of Governors residing in the Region, all members of National NAHRO committees residing in the Region, and any NCRC Past Presidents residing within the Region who are active in the housing and community development industry, requesting to serve (notice to be in writing to the President) shall be afforded an ex-officio (non-voting) seat of the Executive Board.

- (a) The Executive Board may from time to time deem it appropriate to give the Steering Committee (made up of four officers of the NCRC – President, SVP, Secretary, Treasurer and the eight Chapter Presidents) tasks to oversee on behalf of the entire NCRC Executive Board. The Steering Committee shall address and make decisions on legal, financial, legislative, annual conference and other business matters as deemed important and timely by the NCRC President between regularly scheduled NCRC Board meetings. A quorum of the Steering Committee shall consist of not less than (7) members and meeting notice and minutes shall be posted on the NCRC website. The Steering Committee will be responsible for reporting back to the NCRC Executive Board at the following meeting of the Board. The minutes of the Steering Committee meetings shall be approved by the NCRC Executive Board.

- (b) All members of the NCRC Executive Board must be current associates of Active Organizations in good standing of National NAHRO and of the North Central Regional Council.
- 4.2 The Executive Board shall establish procedures in writing for the (a) maintenance of minutes, (b) maintenance of financial accounts and audits, (c) receipt and expenditure of funds, (d) levying of dues, (e) reporting to the membership, and (f) shall otherwise plan and account for the activities of the NCRC, The NCRC Executive Board shall also establish a written policy for procurement, duties and authority of any staff to be employed by the NCRC.
- 4.3 There shall be four Regional Representatives to the National NAHRO Board of Governors consisting of the President, Senior Vice President, Immediate Past President and one member at-large. The President shall make the determination as to whom from the Executive Board is offered the member at-large position on the BOG. A majority vote of the Steering Committee will determine any replacements should a seat become vacated during the term.
- 4.4 The NCRC Executive Board shall hold not less than two regular meetings each year, at least one of which will be held at the time and the place of the Annual Conference of the NCRC. Notice of a regular meeting shall be sent to each Board member not less than 30 days before the meeting date.
- (a) Special meetings of the NCRC 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 members of the NCRC Executive Board. The Notice of Special Meeting shall be made by the Secretary to the NCRC website and will make notification to all members which will specify the time, place and media of the meeting and the business to be considered.
- (b) Any meeting of the NCRC Executive Board, except the Annual Business Meeting, may be held via any means of technology accessible to all board members. NCRC/NAHRO shall permit the casting of votes in accordance with the technology used. The Secretary shall prepare a written record of the meeting including issues, participants and votes cast.
- (c) At any meeting of the NCRC Executive Board, a majority of the eligible voting members of the NCRC Executive Board shall be present to establish a quorum for the conduct of business of the NCRC. Each member of the NCRC Executive Board shall be entitled to one vote. In order for a member's vote to be counted, he/she must be present in the same form as the majority of the NCRC Executive Board in attendance.
- 4.5 Should a NCRC Executive Board eligible voting member fail to attend three (3) consecutive meetings of the NCRC Executive Board and such absences are not excused prior to the meeting, his/her place shall become vacant. The NCRC Secretary shall send notice to the NCRC Executive Board member after the second consecutive missed meeting and a copy of notice is to be sent to the

originating unit and the NCRC President. NCRC Executive Board members requesting an excused absence must do so in writing to the NCRC Secretary prior to the meeting and shall state the reason for absence. Excused absences are at the discretion of the Secretary.

- 4.6 Except in the case of the President, vacancies of any of the officers of the NCRC Executive Board shall be replaced by a majority vote of the NCRC Executive Board to fulfill the unexpired portion of the term. Except in the case of officers and as otherwise provided herein, vacancies on the NCRC Executive Board occurring between elections shall be filled by the originating unit to fill the unexpired portion of the term.

## **ARTICLE V OFFICERS: NAMES, DUTIES**

- 5.1 The officers of the NCRC shall be President, Senior Vice President, Secretary, Treasurer, and the six Vice Presidents with Portfolio as follows: Commissioners, CR&D, Housing, International, Member Services and Professional Development.
- 5.2 It shall be the duty of the President to: preside at all meetings of the NCRC; recommend appointments to National NAHRO boards and committees; create and appoint such special committees as may, from time to time, be necessary for the conduct of the affairs of the North Central Regional Council; implement procedures, policies and activities as may be approved by the Executive Board of the NCRC; and to report to the membership on the financial accounts and business of the NCRC.
- 5.3 The Senior Vice President shall: preside in the absence of the President at all meetings of the NCRC; succeed the President in office should he/she be unable to fulfill his/her term until the next election of the NCRC; and perform such other duties as may from time to time be assigned by the President or NCRC Executive Board.
- 5.4 The Secretary shall: be responsible for establishing and following a written policy and procedure for the maintenance of the minutes of all meetings of the NCRC; reporting such to the Executive Board and to the NCRC Membership; obtaining, maintaining and distributing any documents referenced within these bylaws and performing such other duties as may be assigned by the President or the NCRC Executive Board.
- 5.5 The Treasurer shall: be responsible for establishing and following written policy and procedure for the maintenance of all financial accounts and audits; the receipt and expenditure of funds; reporting such to the Executive Board and to the NCRC Membership; and performing such other duties as may be assigned by the President or the NCRC Executive Board.

- 5.6** The Six Vice Presidents with Portfolio elected by the NCRC Membership shall chair the committee to which they were elected. Each Vice President with Portfolio shall appoint a vice chair among the current committee members to conduct committee business in the absence of the chair.

## **ARTICLE VI NOMINATIONS AND ELECTIONS**

- 6.1** Not less than 60 days prior to the Annual Conference of the NCRC held in odd-numbered years, the President shall appoint a Nominating/Elections Committee Chair and the Nominating/Elections Committee, having one member from each Chapter in the NCRC representative of the membership interests, that shall meet for the purposes of selecting one or more persons from the rolls of eligible, active individual members for the offices of President, Senior Vice President, Six Vice Presidents with Portfolio, Secretary and Treasurer. The nominating committee shall abide by the procedures approved by the NCRC Executive Board in the *Nominating Committee and Ballot Procedures*.

Not less than 45 days before the annual meeting held in odd-numbered years, the Nominating/Elections Committee Chair shall notify each eligible voter of the nominees selected by the Nominating Committee, and that nominations for each position may be made by the membership provided it is made by a petition bearing the names of the nominee and the signature of at least 50 active members in good standing with the NCRC, with not less than five different Chapters represented. Such petition must be received by the Nominating/Elections Committee Chair, who shall certify the petition, not less than 30 days before the Annual Conference.

- 6.2** The election of the President, Senior Vice President, six Vice Presidents with Portfolio, Secretary and Treasurer shall be held at the Annual Conference at the NCRC held in odd-numbered years. The terms of office for officers, as with all newly elected members of the NCRC Executive Board, shall commence at the conclusion of the Annual Conference of National NAHRO held in odd-numbered years. All officers and NCRC Executive Board members shall serve until their successors have assumed their duly elected positions.
- 6.3** At the direction of the NCRC Executive Board, changes in by-laws, election of officers and any other business requiring notification of the membership and the casting of votes may be done electronically, by paper ballot and/or by other means as determined appropriate by vote and approval of the NCRC Executive Board. Requirements for timely notification of the membership as referenced in Section 6.1 and 9.1 shall be adhered to prior to any votes being cast either by paper ballot or other technological means.

- 6.4 No person shall be eligible for election to any office or to occupy a position on the NCRC Executive Board who is not a current associate of an Active Organization member in good standing of the Association and of the NCRC. Each eligible voting member as defined Article III Section 3.1 in shall have one vote.
- 6.5 Except as provided in Article V, 5.3, if a vacancy occurs in any office of the NCRC, it may be filled by the Executive Board for the unexpired term.
- 6.6 The President, Senior Vice President, and the Vice Presidents with Portfolio 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 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 for re-election for an additional two successive full terms (six years maximum).
- 6.7 If any position of the ballot cannot be filled by the Nominating/Elections Committee after having followed the procedures of the *Nominating Committee and Ballot Procedures* the Nominating/Elections Committee Chair may contact the member currently holding the office and offer another term on the ballot. This option can only be used after petitioning the membership requesting interest in the position that is open.

## **ARTICLE VII MEETINGS OF THE MEMBERSHIP**

- 7.1 There shall be an Annual Meeting of the membership of the NCRC at a time and place fixed by the NCRC Executive Board. Reasonable notice of the Annual Meeting shall be given to the membership but not less than 60 days prior to the meeting.
- 7.2 Special meeting of the membership may be called at any time on the order of the President of the NCRC Executive Board, by a majority vote of the NCRC Executive Board, or by signed petition of at least one-tenth of the total active membership with not less than 10 names coming from five of the different chapters. The secretary shall give notice of the time and place of a special meeting not less than 30 days prior to the meeting date.
- 7.3 A quorum must be present at any meeting of the membership at which business is transacted. Fifty associates of an Active Organization Member of the NCRC, of not more than two members from any agency, shall constitute a quorum.
- 7.4 The provision of these By-Laws and Roberts Rules-of-Order shall apply to the conduct of any meeting of the membership, the NCRC Executive Board, or other committees of the NCRC.

## **ARTICLE VIII COMMITTEES**

- 8.1** There shall be standing committees of the NCRC through which the program, professional, member service needs and participation of the membership can be provided. The standing committees of the NCRC are: Commissioners, Community Revitalization and Development (CR&D), Housing, International, Member Services and Professional Development.
- (a) The Commissioners Committee shall broaden the constituency which supports the goals and objectives of NAHRO and to support programs which increase the ability of commissioners to discharge their responsibilities effectively. To carry out this mandate, committee members must communicate with the staff, leadership, and membership at all levels. The committee shall recommend actions to the NCRC Executive Board and will keep the NCRC membership informed of said issues.
  - (b) The Community Revitalization and Development Committee (CR&D) shall address a broad range of issues related to the economic vitality of cities and the development and conservation of neighborhoods, including administrative, legislative, regulatory, and funding issues of community development programs and operations. The committee shall recommend actions to the NCRC Executive Board and will keep the NCRC membership informed of said issues.
  - (c) The Housing Committee shall address legislative, regulatory and policy issues for a wide range of affordable housing issues. The goals of the committee are to develop and promote legislation that is feasible to implement with maximum deregulation and flexibility and to promote quality communities that provide adequate affordable housing with local autonomy. The committee shall recommend actions to the NCRC Executive Board and will keep the NCRC membership informed of said issues.
  - (d) The International Committee shall collect and disseminate information on housing and community development in foreign countries, identifying innovative programs, development techniques, and management systems that may be usable in the United States. The Committee shall also share information on American programs with its foreign counterparts. The Committee may encourage local housing and community development personnel to participate in international meetings, including official delegations organized by federal agencies, and it may arrange informational exchanges with professionals in other countries. The committee shall recommend actions to the NCRC Executive Board and will keep the NCRC membership informed of said issues.
  - (e) The Member Services Committee shall serve those interests of the members which cut across program and professional lines and represent the concerns of all special interest groups within the membership. The committee



addresses organizational issues such as constitutional change, dues structure, scholarships within the NCRC, awards within the NCRC and the Emerging Leaders Subcommittee. The committee shall also coordinate supportive products and services provided by National NAHRO such as conferences, publications, member benefits, and national awards. The committee shall recommend actions to the NCRC Executive Board and will keep the NCRC membership informed of said issues.

- (f) The Professional Development Committee shall provide policy and direction to promote the growth of the housing and community development profession. The committee focuses on continuing education, certification and credentialing, technical services, career enhancement, and the improvement of the professional skills of NCRC members. The committee shall recommend actions to the NCRC Executive Board and will keep the NCRC membership informed of said issues.

- 8.2** Each Standing Committee shall have a maximum of two (2) representatives selected by and from each Chapter in the Region. The NCRC President may appoint a maximum of five additional members to each Standing Committee.

Special committees and subcommittees not previously described within the by-laws can be formed based on the recommendation of the committee chair with the approval of the NCRC Executive Board.

- 8.3** The Steering Committee shall be comprised of the NCRC President, NCRC Senior Vice President, NCRC Immediate Past President, Secretary, Treasurer and the President of each State Chapter within the NCRC. The Steering Committee shall be empowered to advise the NCRC President and the NCRC Executive Board on matters which require expeditious action, planning and implementation.

- 8.4** The President may create such other committees, task forces or similar groups as they deem appropriate to fulfill the purposes and activities of the NCRC and shall appoint members thereto.

- 8.5** The selection process for committee membership shall seek to provide a broad representation of all special interests and demographics of the membership.

## **ARTICLE IX AMENDMENTS**

- 9.1** These By-Laws may be amended at the Annual Business Meeting held in conjunction with the Annual Conference held by the NCRC, by mailed ballot, or by electronic means as determined by the NCRC Executive Board consistent with timely notification and recording of votes cast by the voting membership noted in the following paragraphs:

- (a) Annual Meeting: A copy of proposed amendments shall be published and distributed to the voting membership in a manner approved by the NCRC Executive Board (i.e., NCRC newsletter) to each person eligible to vote (as stated in Article 3) not less than 30 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.
- (b) Mailed Ballot: Upon agreement by the NCRC Executive Board, meeting in regular or special session, a copy of proposed amendments along with a paper ballot may be sent to the NCRC voting membership for its approval or disapproval.

Members shall be given 30 days in which to mark and return their ballots to the NCRC Secretary for tabulation. In order for an amendment to be approved by ballot form, one-tenth of those eligible to vote must vote, with two-thirds voting affirmatively for the amendment.

- (c) Electronic Voting: Upon approval of the NCRC Executive Board, meeting in regular or special session, any voting by the NCRC Executive Board or general membership may be conducted by electronic vote if authorized by the NCRC Executive Board and all prescribed advance notification requirements are met as specified for general elections and/or meetings called by and for the NCRC Executive Board. Those members without email addresses may go to the member agency to vote electronically. Members shall be given 30 days in which to mark and return their ballots to the NCRC Secretary for tabulation. In the event of electronic voting, at least one-tenth of those eligible to vote must vote, with two-thirds voting in the affirmative.

## **ARTICLE X EFFECTIVE DATE, APPROVAL AND REVOCATION**

- 10.1** These By-Laws and any amendments thereto shall become effective on 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.

Approved NCRC/NAHRO Executive Board for submittal to Regional Membership: 11/30/1979

Approved NAHRO Board of Governors subject to ratification by Regional Membership: 2/03/1980

Amended NCRC/NAHRO Executive Board – inclusion of all references to additional of Commissioners as a Regional Standing Committee: 8/31/1981

Amended Regional Annual Business Meeting that Vice Presidents with Portfolio be nominated by nominating committee and voted upon by general membership quorum at Annual Business Meetings to consist of 50 members; and provision for amending By-Laws by mailed ballot: 6/9/1983

Amended by Regional Executive Board giving affiliate members power to vote: 8/30/1983

Amended by NCRC/NAHRO Membership and Board of Governors; 1) Amended Sec. 4.1 to create a chairperson of a regional, legislative committee with full voting rights, 2) Amended Sec. 4.3 to specify the four (4) regional representative to the Board of Governors, and 3) Amendment to Sec. 6.2 specifying commencement of terms of office at conclusion of annual NAHRO convention: 4/24/1990

Updated April 1991

Updated April 2005 by Executive Board and forwarded to Membership and Board of Governors for approval for the amended provisions for membership, methods of voting and membership notification.