



Loudoun County Housing Choice Voucher Program

RESIDENT ADVISORY BOARD BYLAWS

Purpose

As required by Code of Federal Regulations 24.903.13, a Resident Advisory Board (RAB) for the Loudoun County Housing Choice Voucher Program (HCV) must be established. The purpose of the RAB shall be to assist and make recommendations regarding the Public Housing Authority (PHA) Annual Plan, the PHA Five Year Plan, and the HCV local Administrative Plan.

II. Membership

The Board shall consist of no fewer than five (5) members and no more than thirteen (13) members. Members shall be appointed by the Loudoun County Board of Supervisors, who serve as the Board of Directors of the PHA. The HCV Program Manager or his/her designee shall serve as a non-voting member of the RAB.

The Board of Supervisors shall ensure that the RAB has reasonable representation of families receiving tenant-based assistance and that a reasonable process is undertaken to choose this representation.

Each member shall be appointed by the Board of Supervisors for a term of two years from the month of the appointment. Each member may serve a maximum of two (2) full two-year terms, in addition to any partial term as a result of an appointment to fill the unexpired term of a vacancy.

Vacancies shall be filled in the same manner as the original appointment. Interested applicants should submit an application to the Loudoun County Board of Supervisors, who will review and approve HCV RAB appointment(s).

Any member absent from two successive regular meetings shall be referred to the Board of Supervisors for removal from the RAB.

III. Officers

The officers of the RAB shall consist of a Chair and Vice-Chair, who shall be elected by the RAB annually. The Chair presides at meetings and consults with the HCV Program Manager to determine agenda items. The Vice-Chair shall, in the absence of the Chair, perform the duties of the Chair. The Chair or Vice-Chair shall ensure that accurate minutes are taken at all meetings.

If there is a vacancy in the office of Chair or Vice-Chair, new officers shall be nominated and elected at the next regular meeting of the RAB, by a majority vote of those members present. If there is a vacancy in the office of Chair, the Vice-Chair shall become Chair until the next regular meeting.

IV. Meetings

The RAB conducts business through its regularly scheduled meetings, which shall be held at least two (2) times per calendar year. The date, time, and location of the meetings shall be determined by the RAB. Notice of the date, time, and location shall be published prior to meetings, in accordance with Loudoun County requirements.

Special meetings of the RAB may be called by the Chairperson, HCV Program Manager, or upon the request of at least half of the RAB membership.

Business may be conducted at any meeting where at least one plus one-half of RAB members are present, including the presiding officer.

V. Amendments

The rules expressed in these Bylaws and Procedures may be amended or repealed, and new rules adopted by a majority of the RAB, in such manner and at such times as the RAB may determine. Amendments shall be sent to the Loudoun County Board of Supervisors for final approval.

Adopted: April 21, 2016