MISSION STATEMENT

The aim of the Greenville Housing Authority is to ensure safe, decent, and affordable housing: create opportunities for resident self-sufficiency and economic independence; and assure fiscal integrity in all programs administered.

To achieve this mission, we will:

- Recognize the resident as our ultimate customer
- Improve our management and service delivery efforts through oversight, assistance, and selective intervention by highly skilled, diagnostic, and results-oriented personnel
- Create a problem-solving partnership with residents, the community, and government leadership
- Maintain our housing units and common areas in the best possible condition

PREFACE

In addition to these By-Laws, the Housing Authority of the City of Greenville, its Board of Commissioners and staff are governed in its operation by the following additional authorities:

1. The Housing Authorities Law, as set forth in the North Carolina Statutes.

2. U.S. Department of Housing and Urban Development Rules & Regulations

GENERAL PROVISIONS

A. The name of the Authority shall be “Housing Authority of the City of Greenville”.

B. These By-Laws are adopted for the purpose of providing for the conduct of the business of the Authority.

C. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

D. The offices of the Authority shall be in such locations in the City of Greenville, County of Pitt, State of North Carolina as the Commissioners of the Authority may from time to time designate by resolution.

GOALS AND OBJECTIVES

We state our belief in the following:

- An educated citizenry is essential to a free society.
- Every person must be provided opportunities for success.
- The dignity and worth of every individual must be acknowledged and nurtured.

A climate of trust must exist at all levels.

CODE OF ETHICS FOR GREENVILLE HOUSING AUTHORITY BOARD MEMBERS

The individual members of the Greenville Housing Authority Board of Commissioners adopt the following Code of Ethics:

I. <u>Community Responsibility</u>

A. I will serve my community, state, and nation because I believe public housing opportunities are a means to promote the welfare of our people and to preserve our way of life.

B. I will observe federal and state laws, rules, and regulations pertaining to HUD.

D. I will seek to provide equal housing opportunity for all low-income residents regardless of ability, race, religion, sex, national origin, handicap, or location of residence.

E. I will recognize that as an affordable housing entity, my first and greatest concern must be the welfare of the residents in public housing.

II. <u>Individual Responsibility</u>

A. I will recognize that as a Commissioner, my responsibility is to set policy and ensure these policies are carried out in an effective manner.

B. I will work with other Board members to establish effective Board policies and to delegate the day-to-day operations of the Authority to the Executive Director.

C. I will recognize that authority is vested with the whole Board assembled in meeting and that I have no legal status, individually, to act for or on behalf of the Board at any time.

D. I will speak courteously and treat others respectfully when acting in my Board capacity, avoiding remarks that are slanderous, derogatory, or otherwise inappropriate.

E. I will not place myself in a position of conflict of interest, and I shall not use my Board position for personal or partisan gain.

III. Decision-Making Responsibility

A. I will attend all regularly scheduled Board meetings insofar as possible and be informed concerning Authority issues by reading Board materials, keeping abreast of current changes and seeking answers from appropriate avenues.

B. I will encourage the free expression of opinion by all Board members, and I will seek appropriate communications between the Board and Executive Director, the staff, residents, and the community regarding issues to be considered by the Board.

IV. Responsibility to Executive Director and Staff

A. I will refer matters of concern to the Chair and Executive Director.

B. I will communicate to the Executive Director expressions of public reaction to Board policies and GHA programs.

C. I will support the employment of those persons best qualified to serve as staff, and I will insist on regular and impartial evaluation of all staff.

D. I will present concerns about an individual employee to the Executive Director, and in private. I will present concerns about another Commissioner to the Chair, and in private.

V. Responsibility of Confidentiality

A. I will respect the confidentiality of resident records and personnel files as required by law and GHA policy.

B. I will respect the confidentiality of information that is privileged under applicable law and GHA policy.

C. I will observe the spirit of the North Carolina Open Meetings Law and the By-Laws of the Board in regard to executive, closed, and special sessions.

BOARD MEMBERSHIP

A. Number of Members. The Board shall consist of not less than five (5) nor more than eleven (11) Commissioners.

B. Appointment. One Commissioner shall be appointed by the Mayor (the "Mayor") of the City of Greenville, North Carolina (the "City"), and all other Commissioners shall be appointed by the City Council (the "Council") of the City.

C. Eligibility. No Commissioner may be a city official nor shall anyone be eligible to serve as a Commissioner who is not a resident of the City or otherwise ineligible under the Law.

D. Resident Member. At least one member of the Board of Commissioners shall be a person who is directly assisted by the GHA, provided there shall be no requirement to appoint such a person at any time the GHA (i) operates less than 300 public housing units, (ii) provides reasonable notice to the resident advisory board of the GHA of the opportunity for at least one person who is directly served by the GHA to serve as a Commissioner and (iii) within a reasonable time after receipt of the notice by the resident advisory board, has not been notified of the intention of any such person to serve. The Council shall appoint the person directly assisted by the GHA unless the GHA's rules require that the person be elected by other persons who are also directly assisted by the GHA. If the Commissioner directly assisted by the GHA ceases to receive such assistance, the Commissioner's office shall be abolished and another person who is directly assisted by the GHA shall be appointed by the Council.

E. Terms. The term of office of Commissioners shall be five (5) years and a Commissioner shall hold office until his or her successor has been appointed and qualified.

F. Vacancies. Vacancies shall be filled for the unexpired term. Where the appointment is made by the Mayor, the Mayor shall file with the City Clerk of the City a certificate of the appointment or reappointment of any Commissioner and such certificate shall be conclusive evidence of the due and proper appointment of such Commissioner. Where the appointment is made by the Council, the

Council shall adopt a resolution or motion of appointment or reappointment of any Commissioner, and the resolution or record of the official act shall be conclusive evidence of the due and proper appointment of the Commissioner.

G. Compensation. A commissioner shall receive no compensation for his or her service but he or she shall be entitled to the necessary expenses, including traveling expenses, incurred in the discharge of his or her duties.

BOARD ORGANIZATION

A. The Board shall organize and elect its officers from its own members annually in May.

B. The officers of the Board shall be Chair, Vice-Chair and shall be elected in that order.

C. The Executive Director shall be Secretary/Treasurer. At the annual organizational meeting, the sitting Vice-Chair shall preside until the new Chair is elected.

D. The Chair and Vice-Chair will be elected at the annual meeting in May of each year. Vacancies in the office of Chair and Vice-Chair that occur during the year shall be filled by the Board at its discretion.

DUTIES AND OFFICERS

A. The Chair shall preside at all Board meetings.

B. The Chair shall appoint all Committees and designate their Chair unless otherwise directed by the Board.

C. The Chair shall have the authority to execute any contract, deed, lease, agreement, letter or any other official document for and on behalf of the Board.

D. The Chair shall have the right, as other members of the Board, to offer resolutions, to discuss questions, and to vote thereon.

E. The Chair shall be the official spokesperson for the Board and will make every effort to communicate the Board’s decisions to the community through the media and any other appropriate means available.

F. The Chair shall be an ex-officio member of all Committees and a voting member of any Committee when necessary to obtain a quorum at a Committee meeting.

G. In the absence of the Chair, it shall be the duty of the Vice-Chair to preside at meetings of the Board.

H. The Secretary, in performance of duties, will reply to correspondence as deemed appropriate by the Board Chair and shall prepare agendas for all Board meetings after first discussing non-routine agenda items with the Chair.

I. In consultation with the Board Attorney, the Executive Director shall advise the Board of its legal requirements and duties.

J. The Secretary shall attest all contracts, deeds, leases, or agreements executed by the Chair or Vice-Chair on behalf of the Board.

K. The Secretary shall discharge any and all other duties or responsibilities required by law.

BOARD COMMITTEES

Committees shall be appointed by the Chair as needed, and shall function until such time as their purpose has been accomplished.

A. The Board Chair shall appoint a Chair of each Committee.

B. All Board members shall be informed of Committee meetings.

POWERS AND DUTIES OF THE BOARD

A. All powers and duties conferred and imposed by law respecting PHAs, which are not expressly conferred and imposed on some other official, are conferred and imposed on the local Board of Commissioners.

   The Board shall concern itself primarily with questions of policy. The application of policies is an administrative function to be performed by the Executive Director and the staff.

B. The Board of Commissioners shall employ an Executive Director with the terms and conditions of employment being a written contract with approval by the Board signed by the Chair and Executive Director.

C. The Board shall annually evaluate and assess in writing the performance of the Executive Director during the month prior to the anniversary date of employment. The Board, at its discretion, may delay the evaluation of the Executive Director. However, any delayed decision shall be retroactive to anniversary date of employment.

D. The Executive Director shall employ and prescribe the duties of all employees or classes of employees, and to fix their compensations within such limits as the Board may prescribe.

E. The Board may purchase, acquire, sell, convey, lease or dispose of Housing Authority property, both real and personal, in the manner provided by law.

F. The Board shall have the power and authority to accept, receive, and administer any funds or financial assistance given, granted, or provided by federal law or private funds.

G. The Board may, but is not required to, secure liability insurance under State law so as to waive its immunity for liability for certain negligent acts of Authority employees.

H. The Board shall have any and all other powers and duties granted by law.

BOARD GOVERNANCE

A. Regular Board Meetings – The Board shall normally meet on the last Monday of each month to consider its business. Exceptions to this schedule will be at the discretion of the Board. Other meetings may be called on an as-needed basis. Before actions by the Board are requested or recommended, the Board shall be provided with adequate data and back-up information to assist members in reaching decisions consistent with established goals. Board members shall be expected to read the information provided to them and to contact the Executive Director to request additional information that they deem is necessary to assist them. The regular monthly meetings shall be conducted as follows:

1. Call to Order
2. Approval and/or adjustments to the agenda
3. Adoption of the minutes
4. Presentations of awards and/or recognition of outstanding achievement, if any
5. Public expression
6. Consent items – Items that are typically approved by consent of the full Board include:
    a. Financial Report
    b. Crime & Activity Report
    c. Neighborhood Services Report
    d. Occupancy Report
    e. Section 8 Report
7. Old Business – Items of business that were presented and discussed at a previous meeting or meetings of the Board and are to be acted upon
8. New Business – Items of business that are being presented or recommended to the Board for the first time
9. Chairman's Report, Executive Director's Report, Resident Commissioner's Report, and Committee Chair's Report – Brief summaries of items to inform

the Board and public of significant events that have occurred and/or scheduled to occur.

10. Commissioner Comments - Brief informal comments and statements made by the Chair, Executive Director, Resident Commissioner and Board members. The comments and statements shall be for informational purposes only and not for action by the Board.

    This portion of the agenda may not be used for the discussion or consideration of an item of substantive business that is not on the agenda. It may be used by the Executive Director or Board Chair to notify Board members of significant items of business that will be on the agendas of future Board meetings, to inform the Board and public of significant events that have occurred and/or that are scheduled to occur within the administrative unit, and for other such purposes. It may also be used by Board members to request that an item of business be placed on the agenda of a future Board or Committee meeting.

11. Closed Session – If any

12. Adjournment

B. Special Board Meetings – These are meetings, other than emergency meetings or adjourned or recessed meetings that occur at a time or place other than the time and place of regular meetings.

C. Emergency Board Meetings – These are meetings that concern generally unexpected circumstances and require immediate consideration by the Board.

D. Notice of Meetings

1. Regular Meetings – The Board of Commissioners shall routinely meet on the last Monday of each month in the Multi-Purpose Room located at 1103 Broad Street, Greenville, North Carolina. Exceptions to this schedule may be made at the discretion of the Board. Notice of each regular meeting of the Board shall be provided, with materials and agenda items delivered to each Board member on the Wednesday prior to each meeting.

2. Special Meetings – Notice of all special meetings shall be given to the members of the Board at least 48 hours prior to the time slated for the meeting to convene, except in rare emergencies. The notice shall indicate the purpose of such special meetings.
3. Media Notification – Notice of regular meetings, special meetings and cancelled meetings of the Board shall be placed on the City Page of the Daily Reflector and on the City of Greenville's Public Access Channel

   Notice of said meetings are also posted in the Central Office of the Authority

   A Notice shall be given without charge to each newspaper, wire service and radio and television station that has filed a written request for notice with the Clerk to the Board

   If the meeting is to be closed to the public, the notice shall so state. It shall also state the general purpose of the closed meeting (i.e. personnel matters, attorney-client, etc)

   Notice of emergency meetings shall be given to any newspaper, wire service, radio and television station or other public agency that serves Pitt County which has filed a written request for notice with the Clerk to the Board.

   a. The notice may be given by telephone or in the same manner in which members of the Board are notified.

   b. The notice shall be given immediately after notice of the meeting has been given to the members of the Board or its Committee.

   c. The notice shall state the purpose of the meeting. Only that matter may be considered at the meeting.

E. Cancellation of Meetings – Based upon the amount of business to discuss, and in consultation with the full Board, the Board Chair may, in his or her discretion, elect to cancel a regularly scheduled meeting.

In such an event, a minimum of 48 hours notice will be provided to Board members as well as to the press.

F. Rules of Procedure – Meetings shall be conducted in accordance with the Board's Rules of Procedure as governed by Robert's Rules of Order.

G. Parliamentarian – The Board's Attorney shall be the official parliamentarian for the Board.

H. Voting – The Chair of the Board shall call for a vote by asking each member to respond to the question by voice or by raising a hand.

1. Each member of the Board shall have one vote on any recommendation, motion, proposal, or any other action item coming before the Board.
2. Each member, other than the Chair, must vote unless excused by the remaining members. A member who wishes to be excused from voting shall so inform the Chair, who shall take a vote of the remaining members present. No members shall be excused from voting except on matters involving their own financial interest, family interest, or official conduct. In all other cases, a failure to vote by a member who is physically present, or has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.
3. The Chair may vote on all issues but must vote to break a tie in the event he/she did not vote in the original count.

I. Quorum – The Board of Commissioners can only exercise its power in a regular or special meeting attended by at least a majority of its sitting members, who constitute a quorum. At Committee meetings, a majority of the members of a Board Committee shall constitute a quorum for the purpose of transacting business.

J. Closed Sessions – Closed sessions may be called upon a motion made and adopted at an open session for any permitted purpose described in NCGS 143-318 of the Open Meetings Law. The motion shall state the purpose of the closed session and must be approved by the vote of a majority of those members present and voting.

K. Public Hearings – The Board of Commissioners believes that from time to time additional public input is necessary and desired. This input is generally sought through a public hearing on the Authority's Annual Plan. When such hearings are scheduled, notice of date and time will be properly advertised per required regulations.

The Board will receive comments and information at public hearings but will not respond to speakers, answer questions, or take any formal action at the public hearing. The Board will take comments offered at the public hearing under advisement and will consider these comments for future action.

BOARD TRAINING AND CONDUCT

A. New Board Member Orientation – The magnitude of Board functions calls for knowledge in many areas. Under the guidance of experienced Board members and the Executive Director, orientation will be provided to new Board members. New members shall participate in orientation and training sessions that shall include such activities as:

1. Workshops for Commissioners
2. Discussions and visits with the Executive Director and other members of the Board
3. Providing printed and audio-visual materials on Board and administrative policies and procedures

Orientation shall be considered an ongoing process for all Board members, and may include such additional activities as attendance at Board conferences and conventions on a local, state and/or national level.

B. Board Members' Compensation and Reimbursement – Members of the Board of Commissioners shall receive reimbursement for money actually expended by them while on bona fide Housing Authority business in connection with attendance at special meetings or conferences.

C. Board Member Conflict of Interest – A Board member shall not have any direct pecuniary interest in any contract with the Housing Authority. In the event that a Board member is employed by a corporation or business which furnishes goods or services to the Housing Authority, the Board member shall declare his interest and refrain from debating or voting upon the issue of contracting with the company.

D. Recognition of Retiring Board Members – Upon retirement from the Board of Commissioners, a plaque or other suitable remembrance shall be presented to each Board member in recognition of his or her service to Greenville Housing Authority. Further, an appropriate resolution expressing the appreciation of the Board shall be placed in the Board minutes.

E. Board Self – Evaluation – The Board expects a high level of performance from those employed to run the Housing Authority. Annual performance evaluations are used to analyze, evaluate and communicate the assessment of individual employee performance. Likewise, the Board believes it is important to evaluate itself at a time designated by the Board and by the end of the Authority's fiscal year to determine how well it is functioning as a governing body.

POLICY DEVELOPMENT

The Board of Commissioners shall make every effort to ensure that its policies conform to all state and federal laws, including the provisions of the North Carolina Constitution and the United States Constitution and all US Department of Housing and Urban Development rules and regulations.

As new policies are adopted or old ones are revised, they shall be updated and published so as to be promptly available and assessable to all interested parties.

The Board concerns itself primarily with policies to govern the Housing Authority of the City of Greenville. Policies are guides for action by the administration. The application of policies is an administrative task to be performed by the Executive Director and staff.

GREENVILLE HOUSING AUTHORITY ATTORNEY(S)

The Board of Commissioners may employ one or more attorney(s) to give legal counsel on governance, finance, property, employees, liability, and any other matters of legal concern to the Housing Authority.

The Board may also retain outside counsel for certain external matters, including litigation.

Housing Authority attorney(s) will serve at the pleasure of the Board. The Board and an attorney may enter into a contract, with either party able to end the contract by mutual consent or with cause. The Board and each attorney shall annually evaluate each year's services.

The Board can hire additional attorneys for their specific legal expertise as warranted on a case-by-case basis.

Attorney(s) serving the Board shall present no conflict of interest in fact or by appearances. It is the role of the attorney to give legal assistance and opinion, but never to enter personal opinions nor attempt to persuade the Board toward any decision, except as directed by laws governing such a decision. It is also the role of the attorney to be pro-active to avert potential problems.

All requests for legal assistance from any attorney on retainer shall come through the Executive Director and/or the Board Chair or their specified designees. Should an individual Commissioner have a legal issue of concern, it is to be brought to the Chair's attention, who will then establish contact with the attorney and/or the Executive Director and then notify the individual Commissioner and/or all Board members.

RULES OF PROCEDURE FOR BOARD OF COMMISSIONER MEETINGS

A. Introduction

These Rules of Procedure are adopted by the Housing Authority of the City of Greenville Board of Commissioners for use at all meetings of the Board and its Committees. The rules are a modified version of *Robert's Rules of*

Order, which appear in this policy, *Robert's Rules of Order* shall continue to be used as the procedure for conducting Board meetings.

B. Rules of Procedure

1. AGENDAS

1.1 The Executive Director shall prepare the agendas for all Board and Committee meetings, with the consent of the Board Chair and Committee Chairs, respectively.

1.2 Any member of the public may request to have an item of business placed on the agenda. The request must be submitted in writing at least 10 business days in advance of the regular meeting at which the person wishes to speak. All such requests are subject to the approval of the Executive Director and Board Chair.

1.3 Any member of the Board may request to have an item of business placed on the prepared agenda. The request must be made to the Executive Director or Board Chair on the Tuesday prior to the meeting by 12noon. In addition, the Board, by a majority vote, may place an item on the agenda at the appropriate time once the meeting has been convened.

1.4 The Board's agenda materials shall include, for each item of business placed on it, as much background information on the subject as is available and feasible to reproduce.

1.5 A copy of the agenda materials should be delivered to the home or business of each member of the Board by the Wednesday prior to the meeting, unless there is a special or emergency meeting. Copies of the agenda materials should be made available for public inspection in the Authority's Central Office as soon as the materials have been distributed to Board members.

2. PRESENTATION OF AWARDS AND RECOGNITION OF ACHIEVEMENT

2.1 The first portion of each agenda shall be set aside for the presentation of awards and the recognition of outstanding achievement as necessary.

3. REGULAR BUSINESS ITEMS

3.1 On the motion of any member to defer consideration of a routine business item, action on the said item shall be deferred until the next regular meeting of the Board.

4. PUBLIC EXPRESSION

4.1 A portion of each regular Board meeting will be set aside for public expression.

4.2 Citizens or groups may address the Board relative to items listed on the prepared agenda or matters of interest or concern to them regarding GHA business or its communities at any regular meeting of the Board if they have signed up to speak on those items prior to the start of the meeting. At no time may speakers address any of the following:

(a) matters about impending real property transactions

(b) matters involving attorney/client privilege

(c) matters involving specific personnel or employees of the Greenville Housing Authority

4.3 Any individual or spokesperson for any group who wishes to address the Board shall fill out a Request to Speak form prior to the commencement of the meeting, and shall provide his/her name, address, the name of the organization he/she represents, if any, and the topic to be addressed. If the speaker wishes to give the Board members written materials related to his/her remarks, eight (8) copies shall be given to the Clerk to the Board for distribution.

4.4 Individual speakers will be given three (3) minutes to speak before the Board. Groups shall be asked to select one or more spokespersons to speak on their behalf. The Chair may limit the number of speakers on a specific topic, depending on the number of speakers and topics listed.

4.5 Board members will not engage in a dialog with a speaker except to ask questions for clarification.

4.6 Board members will not pursue Board discussion or action on the evening of such address, but rather will take any such public comments under advisement as to what action, if any, is to be taken on the matter.

4.7 Members of the public making addresses will be received by the Board with courtesy and proper attention. However, speakers will not receive a response or action from the Board on the evening of the meeting.

4.8 The following rules shall be followed by speakers appearing before the Board:

4.8.1 The speaker shall state his or her name and address.

4.8.2 All remarks shall be made to the Board as a body and not to an individual Board member.

4.8.3 No speaker shall make obscene, derogatory or slanderous remarks. Any Board member may stop such comments.

4.8.4 No person shall be allowed to disrupt the speaker except for Board members as provided in 4.83 and 4.8.7.

4.8.5 Remarks shall end when the speaker's allotted time has expired.

4.8.6 Board members or the Executive Director may ask the speaker questions for clarification. However, no person from the floor shall enter into discussion with the Board.

4.8.7 The Board Chair may immediately terminate any comments that are considered to be inappropriate.

5. <u>CONSENT ITEMS</u>

5.1 A portion of each agenda will be set aside for consent items.

5.2 Consent items shall be disposed of collectively by unanimous consent. Should any Board member object to inclusion of an item under Consent Items, or should any item require discussion, it shall be removed from Consent Items and placed under either old business or new business, depending upon the nature of the item.

6. CHAIRMAN'S, EXECUTIVE DIRECTOR'S, RESIDENT COMMISSIONER'S AND COMMITTEE CHAIR'S REPORTS

6.1 A portion of each agenda will be set aside for the presentation of informational reports by the members on some aspect of the, operations or administration of the Authority. All formal written reports shall be listed on the agenda and included with the agenda materials distributed to the Board prior to the meeting.

6.2 Reports presented during this portion of the agenda are for informational purposes only and not action.

6.3 The Chair of the Board or the Board, by a majority vote of its members, may refer a report to a Committee for further study.

7. PRESIDING OFFICER

7.1 The Chair of the Board or of a Committee shall preside at Board or Committee meetings, respectively. To address the Board or a Committee, a member must be recognized by the Chair.

7.2 The Chair shall have the following powers:

7.2.1 To rule motions in or out of order

7.2.2 To determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks and to entertain and rule on objections from other Board members on those grounds

7.2.3 To entertain and answer questions of parliamentary law and/or procedure with the advice of the Board attorney

7.2.4 To adjourn in an emergency

8. ACTION BY THE BOARD

8.1 The Board shall proceed by motion. Any member, excluding the Chair, may make a motion.

8.2 A second for each motion shall be required.

8.3 A member may make only one motion at a time.

8.4 After a substantive motion has been made and seconded, the Chair should state the motion and, except in regard to the Consent Items, open the floor to debate on it. The Chair shall preside over the debate according to the following general principles:

8.4.1 The maker of the motion is entitled to speak first

8.4.2 A member who has not spoken on the issue shall be recognized before someone who has already spoken

8.4.3 To the extent possible, the debate should alternate between proponents and opponents of the motion

8.5 A motion shall be adopted by a majority of the votes cast, a quorum being present, unless otherwise required by these rules, the Board's By-Laws, or the laws of North Carolina.

9. PROCEDURAL MOTIONS – In addition to substantive motions, the following procedural motions and others permitted by *Robert's Rules of Order* shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority vote for adoption. In order of priority (if applicable), the procedural motions are as follows:

9.1 To adjourn – The motion to adjourn may be made only when action on a substantive motion concludes; it may not interrupt deliberation of a pending matter.

9.2 To take a recess – This motion may be made at any time.

9.3 To follow the agenda – This motion must be made at the first reasonable opportunity or it is waived.

9.4 To suspend the rules – For adoption, this motion requires a two-thirds vote of the members present.

9.5 To divide a complex motion and consider it by paragraph or section.

9.6 To defer consideration – A substantive motion that has been deferred expires three months thereafter unless a motion to revive consideration is adopted.

9.7 To postpone to a certain time or day – This motion is appropriate when more information is needed or when the deliberations are likely to be lengthy.

9.8 To refer to a Committee – Two months after a substantive motion or matter has been referred to a Committee, the maker of the motion may compel consideration of the matter by the entire Board, regardless of whether the Committee has reported the matter back to the Board.

9.9 To call the previous question – This motion is not in order until every member has had an opportunity to speak.

9.10 To amend – An amendment to a motion must be pertinent to the subject matter of the motion, but it may achieve the opposite of the motion's intent. The motion may be amended. An amendment may be amended once. Further amendments may be made to the motion, but not to the amendment of the motion.

9.11 To revive consideration – This motion is in order at any time within three months after a vote to defer consideration. If the motion to revive consideration does not succeed within three months of the date on which consideration was deferred, the substantive motion expires.

9.12 To reconsider – This motion must be made by a member who voted with the prevailing side. It must be made at the same meeting as the vote was taken. It may not interrupt deliberation on a pending motion or matter but it is in order at any time before actual adjournment.

9.13 To rescind or repeal – This motion is in order only for those measures adopted by the Board that may be repealed or rescinded legally.

9.14 To ratify – This motion is used to approve, after the fact, a matter, which the Board would have authorized initially.

9.15 To prevent reconsideration for six months – This motion is in order immediately following the defeat of a substantive motion and at no other time. For adoption, the motion must receive two-thirds of the votes of the members present, provided there is a quorum.

10. RENEWAL MOTIONS – A motion that is defeated may be renewed at any subsequent meeting unless a motion to prevent reconsideration has been adopted.

11. WITHDRAWAL MOTIONS – A motion may be withdrawn by the introducer or maker at any time before a vote, with the consent of the member who seconded the motion.

12. AMENDING THE BY-LAWS AND RULES OF ORDER – The Housing Authority of the City of Greenville Board of Commissioner By-Laws and Rules of Order may be amended at any regular business meeting by a two-thirds vote of the entire Board membership or, if the amendment was submitted in writing at a previous regular business meeting, then it may be amended by two-thirds of those voting, so long as a quorum is present.

Board Resolution # 1178
Board Adopted May 23, 2011