



HOUSING ADVISORY COMMITTEE

BY-LAWS

The Affordable Housing Ordinance (contained in Mill Valley Municipal Code Section 20.80) establishes the Housing Advisory Committee. Below are the bylaws, adopted by City Council on March 5, 2018 (Resolution CC18-12), and may be amended by Council from time to time.

Mission & Purpose.

The Mission of the Housing Advisory Committee is to assist staff and serve as an advisory body to City Council (and Planning Commission) on matters related to the Housing Element of the General Plan and the Affordable Housing Ordinance. This mission coincides with the two overarching General Plan goals of protecting and enhancing the natural beauty and small-town character of Mill Valley (Goal #1) while also encouraging the continued diversity of housing, income levels and lifestyles within the community (Goal #2).

Role & Responsibilities.

The Housing Advisory Committee shall:

- Actively engage in constructive dialogue in discussing and providing feedback on strategies to successfully implement housing programs contained in Chapter 2 of the City's Housing Element, which are aimed at addressing the above-referenced General Plan goals;
- Assist staff in drafting administrative guidelines for the Affordable Housing Trust Fund for Council review, including the structure and preferences and eligibility criteria to utilize Affordable Housing Trust Funds. After Council adoption of the guidelines, the Committee shall advise Council in regards the expenditures of the funds based on the stipulated guidelines.
- Providing recommendations regarding the identification of affordable housing opportunities to benefit the community (including potential rehabilitation, acquisition and or construction of new units).
- Assist staff in monitoring programs and providing recommendations relative to updating the Housing Element, as needed, based on the established Housing Element review cycle.

Committee Composition and Appointment.

The Housing Advisory Committee shall be comprised of five (5) individuals, including the following: two Planning Commission liaisons; two City Council liaisons and one member at-large. The at-large member shall possess demonstrated experience and practice in urban planning, housing development, affordable housing policy development and/or implementation of related areas of professional work.

Members of the Committee shall be appointed by the City Council, and shall reside or work within the City of Mill Valley. The at-large committee member shall serve a term of two (2) years, with Planning Commission and City Council liaisons terms established based on terms of Commission and Council office.

At the first meeting of each calendar year, the Advisory Committee shall designate a Committee Chair and Vice Chair.

Schedule and Location of Meetings.

Advisory Committee meetings shall be held on a quarterly basis, or as needed. Meetings will be held at Mill Valley City Hall (26 Corte Madera Avenue, Mill Valley, CA), or other public building located in Mill Valley as identified on the agenda. Meetings will be publically noticed meetings (72-hours in advance), with agendas e-mailed out to those individuals on the Planning Commission e-mail notification list. Cancellation of meetings shall be posted in the same manner as regularly noticed meetings.

Quorum and Vote Requirements.

Any action of the Committee shall require the affirmative vote from a majority of Committee, which constitutes a quorum.

Ralph M. Brown Act Regulations and Meeting Conduct.

The Brown Act (Government Code Section 54950 et seq.) requires legislative bodies to follow certain rules in conducting their meetings, and shall be reviewed with Committee members upon initial commencement of the Committee and with the appointment of any new members. A complete copy of the Brown Act can be accessed on the California Attorney General's website (www.caag.state.ca.us) or can be obtained at the City Clerk's office at Mill Valley City Hall.

Roberts Rules of Order or Rosenberg's Rules of Order (Exhibit A) shall serve as a highly effective example of the parliamentary proceedings the Chair may wish to emulate during Committee Meetings.

Committee members are asked to be on time for meetings. Should a committee member not be able to attend a meeting, it is their responsibility to contact the staff liaison in a timely manner.

Committee Member Responsibilities.

1. Understand the mission, role and activities of the Advisory Committee;
2. Ask questions of staff before the meeting so that staff can be prepared to respond to questions at the meeting.
3. Represent the majority views of the Committee. Individual opinions to the public and media should be indicated as such;
4. Demonstrate respect, consideration and courtesy to others at all times;
5. Be respectful of other people time – stay focus and act efficiently during meetings;
6. Help build consensus around common goals and objectives;
7. Maintain supportive relationships with the member entities and various support staff; and
8. Prepare in advance of meetings and be familiar with the issues in order to discuss, evaluate and act on all matters on the agenda.

Chair Responsibilities.

The Chair must be familiar with Robert's Rules of Order (<https://robertsrules.org/>), and is responsible for facilitating discussion among the Committee members, and coordinating with staff on upcoming meeting, topics of interest and supporting materials.

Staff Assistance.

The staff liaison for the Housing Advisory Committee shall be the Director of Planning & Building Department or his/her designee. Staff shall work in conjunction with the Advisory Committee. Any request for staff action, research or service shall be made through the City Manager who shall determine whether the request is appropriate pursuant to these by-laws, priorities of the City and available resources.

The responsibilities of the staff liaison may consist of the following duties:

1. Schedule meetings and arrange meeting space;
2. Formulate and prepare agenda in conjunction with the Chair and provide any needed background and context on the subject;
3. Prepare and distribute agenda packets, to be distributed no later than 3 days prior to the meeting;
4. Present staff report(s) and assist the Committee in deliberations and proceedings;
5. Prepare, distribute, and maintain a summary of actions taken at the meeting;
6. Attend Committee meetings;
7. Distribute and maintain public communications that are received after the publication of the agenda materials;
8. Be custodian of Committee records;
9. Encourage Committee members to ask questions of staff before the meeting so that staff can be prepared to respond to questions at the meeting;
10. Keep Committee members focused on priorities during meetings; and
11. Facilitate communications between the Committee and City Attorney, as needed.