

# Housing and Health Services Coordination Council Bylaws

## ARTICLE I – NAME, DESCRIPTION, DUTIES & AUTHORITY

**Section 1: NAME** – The name of the organization shall be The Housing and Health Services Coordination Council (HHSCC) or the Council.

**Section 2: DESCRIPTION** – The HHSCC consist of 16 members: 8 appointed by the Governor of Texas, 7 appointed by designated state agencies and organizations, and the director of the Texas Department of Housing and Community Affairs, who serves as its Chair.

**Section 3: DUTIES** – The duties of the HHSCC are to: (1) develop and implement policies to coordinate and increase state efforts to offer service-enriched housing; (2) identify barriers preventing or slowing service-enriched housing efforts; (3) develop a system to cross-educate selected staff in state housing and health services agencies to increase the number of staff with expertise in both areas and to coordinate relevant staff activities of those agencies; (4) identify opportunities for state housing and health services agencies to provide technical assistance and training to local housing and health services; (5) develop suggested performance measures to track progress; (6) develop a biennial plan to implement the goals of the council; and (7) deliver a report of the council's findings and recommendations to the governor and the Legislative Budget Board.

**Section 4: AUTHORITY** – The council was created by SB 1878 of the 81<sup>st</sup> Texas Legislature.

## ARTICLE II – MEMBERSHIP

**Section 1: COMPOSITION** -- The council is composed of 16 members consisting of:

- (1) The director of the Texas Department of Housing and Community Affairs;
- (2) One representative from each of the following agencies, appointed by the head of that agency:

- (A) the Texas Department of Rural Affairs;
- (B) the Texas State Affordable Housing Corporation;
- (C) the Health and Human Services Commission;
- (D) the Department of Assistive and Rehabilitative Services;
- (E) the Department of Aging and Disability Services; and
- (F) the Department of State Health Services;
- (G) one representative from the Department of Agriculture

Agency appointees must have authority to make decisions for and commit resources of the agency that the member represents; administrative responsibility for agency programs for older adults or persons with disabilities; knowledge or experience regarding the implementation of projects that coordinate integrated housing and health services; or knowledge or experience regarding services used by older adults or persons with disabilities.

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(3) Governor appointments:

- (A) A member of the Health and Human Services Commission Promoting Independence Advisory Committee;
- (B) One representative from each of the following interest groups, appointed by the governor:
  - (1) financial institutions;
  - (2) multifamily housing developers;
  - (3) health services entities;
  - (4) nonprofit organizations that advocate for affordable housing and consumer-directed long-term services and support;
  - (5) consumers of service-enriched housing;
  - (6) advocates for minority issues; and
  - (7) rural communities.

## Section 2: TERMS --

- (a) A member of the council who represents a state agency serves at the pleasure of the head of that agency.
- (b) Members of the council who are appointed by the governor serve staggered six-year terms, with the terms of two or three members expiring on September 1 of each odd-numbered year.

## ARTICLE III – OFFICERS

**Section 1: OFFICES AND TERMS** – (1) Chair -- The director of the Texas Department of Housing and Community Affairs serves as the presiding officer of the council and will serve indefinitely. (2) Vice Chair – will be recommended by the Chair and elected by the Council and will serve a two year term.

**Section 2: DUTIES** – (1) Chair – Preside at general Council and Coordinating Committee meetings, approve committee members, recommend the Vice Chair, serve as the official representative of the council, retain all official records of the council, direct assignments of staff providing advisory support to council, and direct the protocol of meetings, structure, and functions of the council.  
(2) Vice Chair – Preside over meetings in the absence of the Chair and serve on the Coordinating Committee.

**Section 3: ELECTIONS** – An election for Vice Chair will be held on the first general council meeting every even year.

## ARTICLE IV – MEETINGS

**Section 1: GENERAL COUNCIL MEETINGS** – General council meetings will be held at least quarterly. Additional meetings may be called by the Chair or requested by any member and approved by the council.

**Section 2: VOTING** – Each member in attendance at a council meeting is eligible to vote, one vote per member. Absentee or proxy votes are not allowed.

**Section 3: QUORUM** – A simple majority of the membership, defined by the Code Construction Act as a majority of the number of members fixed by statute, shall constitute a quorum.

**Section 4: AUTHORITY** – All general council meetings and committee meetings will follow the Open Meetings Act of Texas.

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## ARTICLE V – COMMITTEES

**Section 1: STANDING** – The council will have three standing committees: (1) Coordinating Committee to establish the direction of general council meetings and set meeting agendas; (2) Policies and Barriers Committee to address policies and identify barriers to service-enriched housing; and (3) Cross-Agency, Education and Training Committee to address cross-agency cooperation, education, and training.

**Section 2: MEMBERSHIP** – The Coordinating Committee will consist of the officers of the council and the chairs of all other committees. The members of all other committees will be approved by the Chair. The Chair will be an *ex officio* member of all committees.

**Section 3: AD HOC** – All temporary, ad hoc committees will be approved by the chair with a specific charge.

**Section 3: RESTRUCTURING** – Standing committees may be restructured, eliminated, or repurposed, and additional standing committees created by agreement of the council.

## ARTICLE VI -- PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order Newly Revised" shall govern the council in all cases where they are not inconsistent with the Open Meetings Act and any specific rules of order the council may adopt.

## ARTICLE VII – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any council member. Amendments presented at a general council meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members is required to adopt an amendment to the bylaws.

These bylaws were adopted on February 8<sup>th</sup>, 2010.