




Chester Housing Authority

Resident Council Orientation



What is a Resident Council

When neighbors in public housing come together and form an organization to improve residents' quality of life and satisfaction and to create a positive living environment they are forming a resident council.




Why organize a resident council

- Build relationships and community between residents
 - Ensure residents understand their rights and responsibilities
 - Improve housing conditions and security
 - Improve communication between management and residents
 - Bring services and programs to the property (i.e. recreation, food, social services, etc.)
 - Impact and improve modernization or development plans.
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Resident Council Structure and Governance

- To be a member of the resident council you must:
 - Live at a represented property
 - Be on the lease
 - Meet any bylaws requirements (must not be discriminatory)
 - To vote in a resident council election you must:
 - Be at least 18 years old or the head of household, who may be under 18
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Duly Elected Resident Council

Representation

Members

Memorandum of Understanding

Elect a Board of Directors

Governing Documents

Representation

- Resident councils can be made up of people living in one public housing property or a combination of properties. A resident council must represent all eligible public housing residents and their families and not discriminate. A jurisdiction-wide resident council represents all public housing residents served by a housing agency.

Members

- Must live at the property and be on the lease.
- Must be 18 or older

Memorandum of Understanding

- It is a best practice for all housing agencies to have a Memorandum of Understanding (MOU) with the resident council that describes their partnership agreement. This MOU must be updated every 3 years. PHAs with more than 250 units are required to have an MOU with the resident council(s).

Governing Documents

- The organization must have written rules and procedures such as bylaws and organizational procedures that set out how the organization will run.

How to become a member

All residents at least 18 years or older who are in good standing, express interest and completes an application is allowed to be a member of the Chester Housing Authority Resident Council.

Applications will be available in the property management office.



Election of a Board of Directors

A resident council must have at least five elected board members who are chosen democratically by the members at least once every three years

Officers include:

- President
- Vice President
- Secretary
- Treasurer
- Sergeant-at-arms

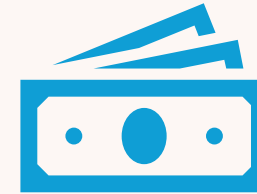
Resident Council Responsibilities



Representing all of the public housing residents in the community democratically and without discrimination



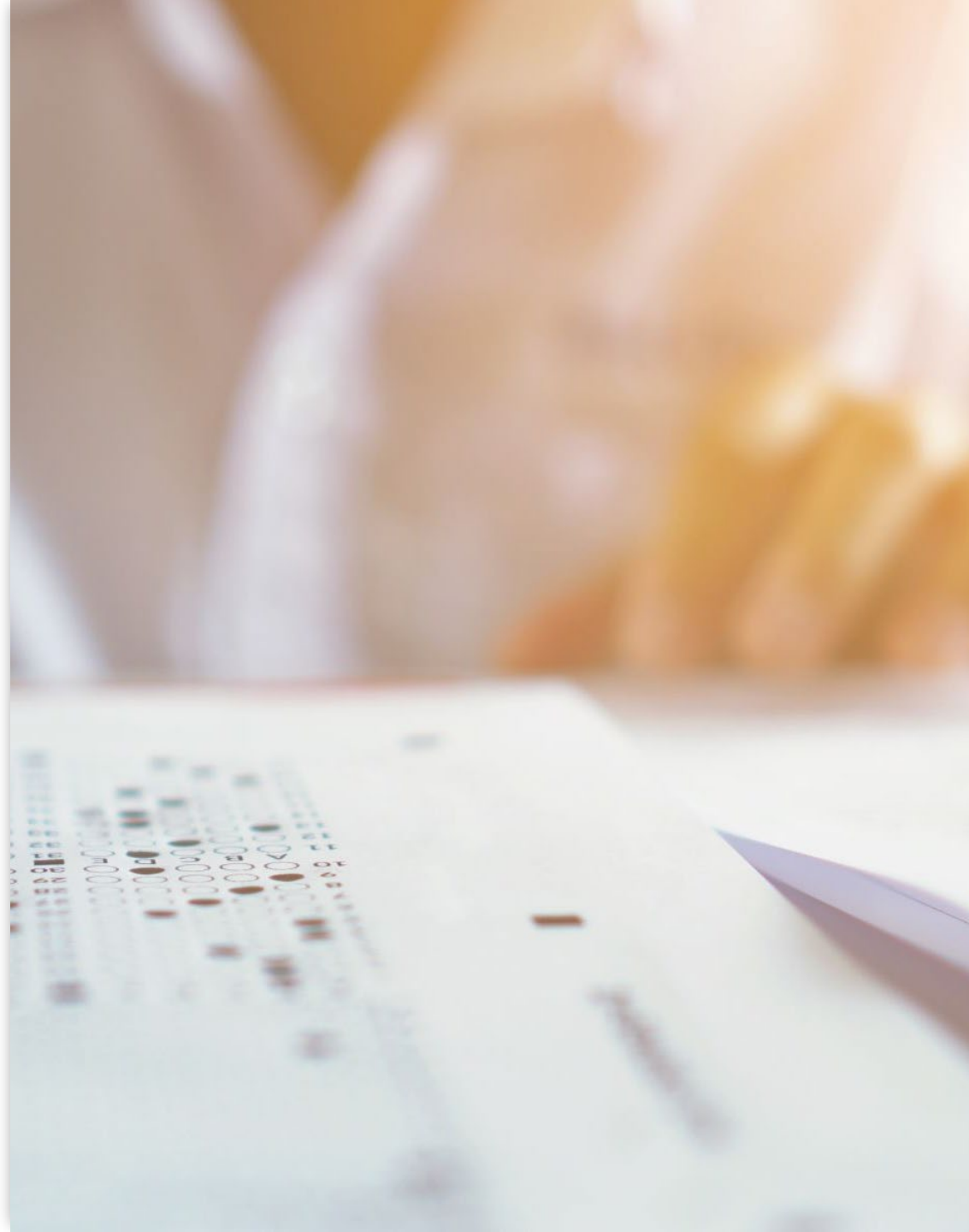
Maintaining a functioning resident council that complies with all HUD regulations, the resident council bylaws and any other governing documents



Properly administer resident council funds

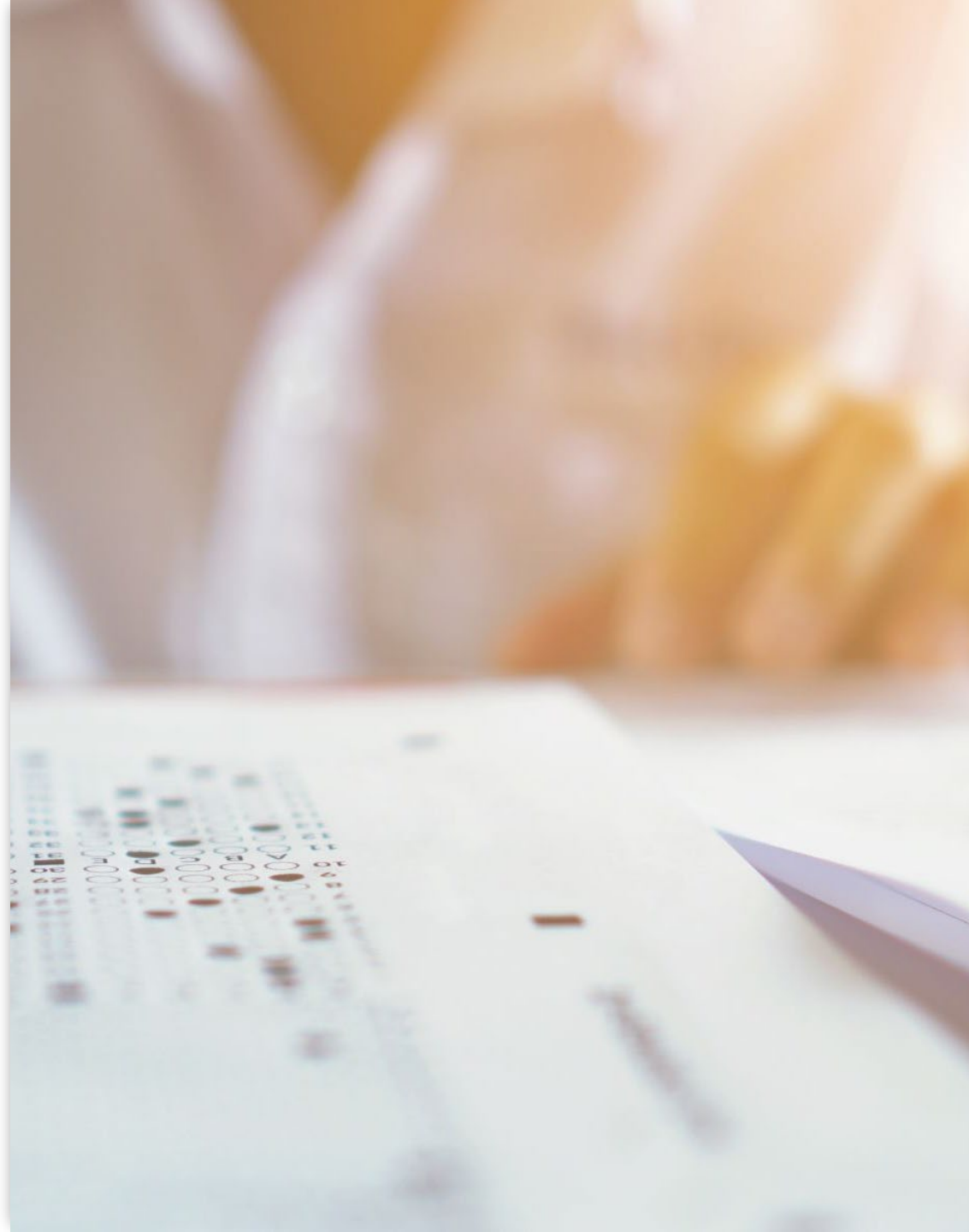
Election Checklist

- Initial notice of the election was distributed to all residents and posted as required at least 30 days before the date of the election.
- Initial notice must include:
 - eligibility requirements to vote
 - eligibility requirements to be nominated as a Board member
 - the nomination and elections processes (including key dates)
 - date, time, and location of election
- Final notice was distributed to all residents and posted as required at least 7 days before the date of the election



Election Checklist (cont)

- Final notice must be distributed to all residents and as required at least 7 days before the date of the election
- Confirmation that only eligible residents voted
- The ballots must be counted accurately in the presence of a witness
- Certification by the election official that the election was conducted open, fair and honestly.



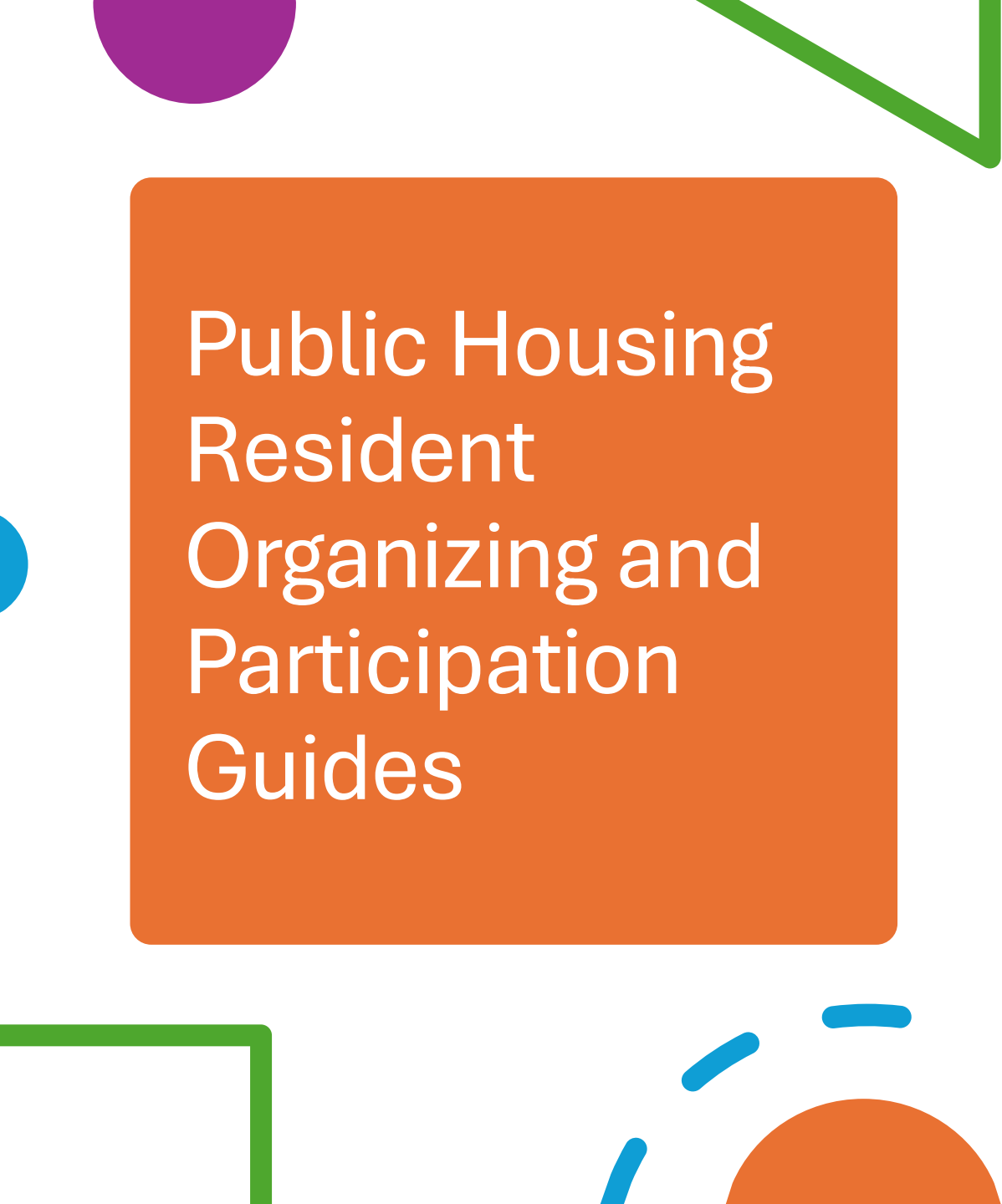
Nomination Process

- Nominations may be made by any member of the Resident Council. The candidate is welcome to nominate themselves. Members will be given at least 30 days to nominate potential Board members.
- Nomination forms may be given to the elections committee, or Board of Directors, up to 10 days prior to the election. All candidates nominated by the deadline and confirmed to be eligible will have their names printed on the ballot. Nominations that are received after that date or at the election meeting can be considered as write-in candidates.

Election Process – Candidate Nomination Form

- Any member of the Resident Council may nominate themselves or another member of the Resident Council for a position on the Board of Directors. Candidates must meet following eligibility requirements:
- be a resident at the represented property / properties
- be eighteen years or older
- be named on the lease
- be compliant with the lease (as certified by the property manager)
- be able to perform the duties of the office for which they are running
- be nominated using this form and accept the nomination (with the exception of write-in candidates)

Please fill in as much information as possible about the person you are nominating. The Board and the property manager will confirm the candidate's eligibility. Contact information is requested so that the committee can verify that the person accepts the nomination.



Public Housing Resident Organizing and Participation Guides

- Organizing and Running Resident Councils
- Engaging Residents and Representing Resident Interest
- Holding Effective Resident Council Meetings
- Partnering and Advocacy with the Housing Authority
- Advisory Boards and the Housing Authority Plan Process
- Partnering with Local and Community Organizations
- Resident Training and Self Sufficiency Programs
- Resident Management Corporations
- Tenant Participation Funds



QUESTIONS???



Forming the Resident Advisory Board

Chester Housing Authority Agency Plan




Annual & 5 Year Plan

Resident Advisory Board (RAB)

What is required?

The Resident Advisory Board (RAB) provides the PHA and the residents with a forum for sharing information about the Agency's Annual Plan. Section 511 of the United States Housing Act and the regulations in 24 CFR part 903 require that PHAs establish one or more Resident Advisory Board(s) (RAB) as part of the PHA Plan process. RAB membership is comprised of individuals who reflect and represent the residents assisted by the PHA. The role of the RAB is to assist the PHA in developing the PHA Plan and in making any significant amendment or modification to the Plan.



What is the role of the RAB


The main role of the RAB is to make recommendations in the development of the PHA Plan. In order to facilitate collaboration, PHAs should encourage the RAB's participation from the inception of the planning process. PHAs are also required to request input from the RAB for any significant amendment or modification to the PHA Plan.



Who can participate on the RAB?

If a jurisdiction-wide resident council is in place that complies with tenant participation regulations at 24 CFR Part 964, the PHA must appoint this group or its representatives as the Resident Advisory Board. If the PHA does not have a jurisdiction-wide resident council, then it should appoint resident councils or their representatives to serve as one or more of the RABs. A PHA may require that the resident councils choose a limited number of representatives to serve as RAB members.

Where there are no resident councils that comply with the tenant participation regulations, then the PHA must appoint one or more RABs or board members as needed to adequately reflect and represent the residents assisted by the PHA. The PHA should give adequate notice of its intentions to the residents and encourage the residents to form resident councils that comply with the tenant participation regulations. PHAs have discretion in determining the method of appointment of RABs, as long as a PHA ensures that its RAB or RABs reflect and represent all the residents assisted by the PHA.







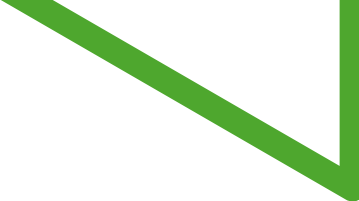

What about Section 8 recipients?

- Because Section 8 residents do not have resident councils, PHAs with a significant sized tenant-based assistance program must ensure that Section 8 residents are adequately represented or that reasonable efforts are made to secure their participation in the RAB. A significant sized tenant-based assistance program is one where at least 20 percent of the total PHA's households receive tenant-based assistance.
- Section 8-only PHAs are not exempt from the RAB requirement and must also appoint one or more RABs that adequately represent the population served. Given that there are no resident councils that comply with the tenant-participation regulations under the tenant-based assistance program, Section 8-only PHAs have discretion in the RAB appointment process. Participation in a RAB is limited to residents that are assisted under federally assisted public housing and the Section 8 tenant-based program.





*How many
RABs are
required?*

- PHAs that do not have a jurisdiction-wide RC have discretion to determine the number of RABs that they may appoint. PHAs are required to institute at least one RAB; the number of RABs beyond that number will depend on the size and the complexity of the PHA or its developments. In deciding the number of RABs to be established, a PHA should consider how adequate representation of its entire resident population can be provided.
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*What if the
PHA cannot
establish a
RAB?*

- If, after making all possible endeavors, a PHA is not successful in establishing a RAB, it may appoint all of the agency's assisted residents as members of the RAB. The PHA must notify all of its members that they have been appointed as members and inform them of their role and responsibilities regarding the development of the PHA Plan. The PHA must also provide residents with notification of meetings (at least 48 hours in advance) and provide copies of any materials for review.
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QUESTIONS???