

**BERKSHIRE REGIONAL PLANNING COMMISSION**

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SAMUEL P. HAUPT, Chair  
SARAH HUDSON, Vice-Chair  
JOHN HICKEY, Clerk  
CHARLES P. OGDEN, Treasurer

NATHANIEL W. KARNs, A.I.C.P.  
Executive Director

Community Housing Trust Steering Committee  
December 13, 2005  
Meeting #6

**Present:** Roger Bolton, Williamstown Rural Lands Foundation; Lisa Wright, Berkshire Housing Development Corporation; Tim Geller, Tri-Corner, CDC; Brad Gordon, Berkshire Regional Housing Authority; Kathy Orlando, Community Land Trust in the Southern Berkshires/Sheffield Land Trust; Fred Chapman and Michael Storch, Town of Monterey; Berkshire Regional Planning Commission: Nat Karns, Duane Nealon and Jennifer Kenny.

**Absent:** Cara Davis, Construct, Inc.; Sara Hathaway, Habitat for Humanity-Central Berkshire County; Billie Best, Town of Alford; Tom Unsworth, Lee Bank; Gail Charpentier, Town of Tyringham; Susan Witt, E.F. Schumacher Society; Tad Ames, Berkshire Natural Resources Council.

- I. Meeting was called to order 9:38 a.m.
- II. No new Steering Committee participants to introduce.

Mr. Nealon asked if there were any changes to minutes from the November meeting. Mr. Bolton indicated that on page one, paragraph one the statement should read "...Williamstown Rural Lands Foundation..." Also, on page two, paragraph five, statement should read "...due diligence and not depend on the Fund for Affordable Housing assurances." Also, page four, paragraph sixteen, statement should read "...board members to retire after a "long period" of service has expired." Tim Geller indicated that on page four, paragraph one the statement should read "...housing first, then other secondary uses, such as open space preservation." Fred Chapman indicated that on page four, paragraph nineteen the statement should read "...provide funds to localities whose residents were not interested in supporting the efforts..." Mr. Geller moved to approve the minutes with edits. Mr. Bolton seconded. Approval was unanimous.

Steering Committee members worked jointly on the following **DRAFT BY-LAWS:**

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**BY-LAWS OF BERKSHIRE COMMUNITY HOUSING TRUST  
A NOT-FOR-PROFIT CORPORATION**

**ARTICLE I ORGANIZATION**

The name of the organization shall be:

**BERKSHIRE COMMUNITY HOUSING TRUST, Inc. (BCHT)**

## **ARTICLE II PURPOSES**

This Corporation has been formed for the following purposes:

The Corporation is organized exclusively for non-business, charitable and civic purposes, which include:

- Establish and maintain a regional housing fund that will support the following activities in the Berkshire region:
  - Provide funding to increase affordable housing opportunities, including construction of new housing, acquisition of existing housing, and acquisition of land for housing.
  - Develop the capacity of organizations in the Berkshire region to provide affordable housing.
  - Collaborate with local governments and other organizations to develop affordable housing that is consistent with open space and neighborhood preservation.
  - Conduct outreach, education, research, and provide technical assistance related to addressing the need for affordable housing.
- To primarily serve extremely low-income, very low-income, and low and moderate-income households and individuals.

## **ARTICLE III MEMBERS**

Members of BCHT shall consist all any person, household, organization, business or agency interested in supporting the stated mission and activities of this organization who have paid an annual membership fee and who are members in good standing.

## **ARTICLE IV MEETINGS**

The annual meeting of BCHT shall be held on the 12th day of December each and every year except if such day is a legal holiday, then and in that event, the Board of Directors shall fix the day but it shall not be more than two weeks from the date stated in this section.

1. Semi-annual and Special meetings of the Board of Directors will be scheduled as needed.
2. Notice of the annual meeting and of any other board meetings shall be made to all BCHT member by telephone, e-mail, or mail service at least ten (10) business days prior to such meeting; unless such notice is waived by the person entitled thereto. Record of how meeting notice was made for each board member shall be recorded into the actual meeting minutes.
3. At all meetings of the board of directors, a majority of the directors then in office shall be necessary and sufficient to constitute a quorum for the transaction of business and any other action of the board. All actions or motions shall be formally recorded in the meeting minutes and adopted by means of a roll call vote, with each member's vote recorded.
4. Meetings shall be conducted in accordance with Robert's Rules of Order.

## ARTICLE V BOARD OF DIRECTORS

The business of BCHT shall be managed by a Board of Directors consisting of no less than nine (9) persons and no more than fifteen (15) persons, including the officers of BCHT. At least a majority of the directors elected shall be residents of the Massachusetts Commonwealth and citizens of the United States.

1. Directors shall be elected by the affirmative vote of a majority of the directors present at a duly held meeting of the board, except that no director shall vote for his/her own election, and shall serve for a term of three (3) years each, but shall be so elected that approximately one-third (1/3) are elected each year.

2. The Board of Directors will be comprised of representatives from:

- Affordable housing development organization;
- Land conservation organization;
- Local government;
- Real estate industry;
- Bank/finance industry;
- Agricultural/forestry industry;
- Business representative other than those above;
- Affordable housing resident, and;
- Regional housing organization;

At least two (2) members of the BCHT Board of Directors shall be nominated and elected by the BCHT members at the annual membership meeting.

At least one-third (1/3) of the members of the BCHT Board of Directors shall consist of residents of low income neighborhoods, other low-income residents of the community, or elected representatives of low-income neighborhood organizations.

Not more than one-third (1/3) of the BCHT Board of Directors shall be representatives of the public sector.

3. Should a director die, resign, or be removed, the board may elect a director to serve for the duration of the unexpired term. If a BCHT Member elected director dies, resigns, is removed, the BCHT Members may hold a special election to fill the vacancy.

4. A director may be removed from office, with or without cause, by an affirmative vote of a majority of the directors present at a duly called meeting, provided that appropriate notice of such meeting is given, stating that the removal of such director is to be on the agenda.

The Board of Directors shall have the control and management of the affairs and business of this organization. Such Board of Directors shall only act in the name of the organization when it shall be regularly convened by its chairman after due notice to all the directors of such meeting.

Each director shall have one vote and such voting may not be done by proxy. The Board of Directors may make such rules and regulations covering its meetings as it may in its discretion determine necessary.

Vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining members of the Board of Directors for the balance of the year. A director may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any director. The Board of Directors shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interests of the organization.

## ARTICLE VI OFFICERS

The initial officers of the organization shall be as follows:

President: \_\_\_\_\_.  
Vice President: \_\_\_\_\_.  
Secretary: \_\_\_\_\_.  
Treasurer: \_\_\_\_\_.

The officers of the corporation shall be the president, a vice president, a secretary, a treasurer, and such other officers as the board of directors may determine, and the officers shall be elected by affirmative vote of a majority of the board present at a duly held meeting. They shall serve terms of officer for one (1) year.

1. Any officer may be removed, with or without cause, by an affirmative vote of a majority of the directors present at a duly held meeting of the board of directors for which notice stating such purpose has been given in advance of the meeting.
2. A vacancy in an office because of death, resignation, or removal may be filled by the board of directors.
3. The president shall preside at all meetings of the board of directors and of the membership and shall oversee the long-term goals and strategies of the corporation. He or she shall serve as the liaison between the board and the staff and shall perform such other duties as may be determined by the board of directors.

The vice president shall perform such duties as may be determined by the board of directors. The vice president shall be vested with all powers of and perform all duties of the president in the president's absence or inability, as established by the board of directors, but only so long as such state or condition prevails.

The secretary shall, with staff assistance, attend all meetings of the board of directors and any committees as directed thereof, and keep the minutes of such meetings, give notices, prepare any necessary certified copies of corporate records, and perform such other duties as may be determined from time to time by the board of directors.

The treasurer shall manage and account for the corporation's financial resources and assets. The treasurer shall perform other such duties as may be determined by the board of directors.

## ARTICLE VII COMPENSATION

The Board of Directors shall serve without compensation. The Board of Directors shall hire and fix the compensation of any and all employees, which they in their discretion may determine to be necessary for the conduct of the business of the organization.

## ARTICLE VIII COMMITTEES

The Board of Directors shall appoint all committees of this organization by. The term of office for such committees shall be for a period of one year or less if sooner terminated by the action of the Board of Directors.

The permanent committees shall be:

- Education & Outreach;
- Executive
- Finance & Budget
- Fund Raising

- Nominating
- Project Review

### **ARTICLE IX DUES**

The amount and date for payment of dues of this organization shall be initially set by the Board of Directors. Any subsequent change to the dues shall be effective upon an affirmative vote of not less than two-thirds (2/3) vote of the then current board of directors of the organization. At this time, no BCHT dues are required, except as they pertain the BCHT Members Article III.

### **ARTICLE X AMENDMENTS**

Any amendments to these By-Laws shall be accomplished by an affirmative vote of not less than two-thirds of the then current board of directors of the organization.

Adopted: DATE, 2006

Filed By: \_\_\_\_\_  
(\_\_\_\_\_, Interim Board Secretary)

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Tim Geller suggested that a funding application be submitted to the Berkshire Foundation to support the continuation of organizational development.

The next meeting was scheduled for Tuesday, January 24<sup>th</sup>, 9:30a.m.-11:30a.m.at Berkshire Regional Planning Commission.

IV. The meeting adjourned 11:55 a.m.