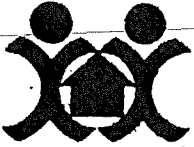


**Eva White**  
**Tenant Task Force**  
**Bylaws**

**Date submitted:** \_\_\_\_\_



**Boston Housing Authority**  
52 Chauncy Street  
Boston, Massachusetts 02111-02375

617-988-4000  
TDD 1-800-545-1833 Ext. 420

March 1, 2018

Ping Ce Chen  
President  
Eva White Tenant Task Force  
440 Tremont Street #28  
Boston, MA 02116

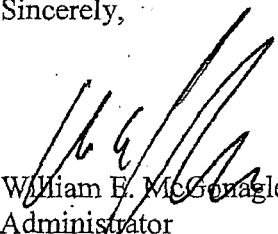
Dear Mr. Chen:

Pursuant to Boston Housing Authority's Tenant Participation Policy, I am writing to confirm recognition of the Eva White Tenant Task Force as the local tenant organization for the Eva White Apartments.

The right to organize as a local tenant organization is guaranteed by the Regulations of the U.S. Department of Housing and Urban Development and the Commonwealth's Department of Housing and Community Development at 24 CFR 964 and 760 CMR 6.00, respectively. You and the members of the Eva White Tenant Task Force have taken on a tremendous responsibility. The representation of residents is both a privilege and an honor. I am sure that you will represent well the residents in all of your official actions.

I wish you much success over the next two years.

Sincerely,



William E. McGonagle  
Administrator

Cc: Vivian W. Lee, Director of CCECR  
Mac McCreight, Attorney, Greater Boston Legal Services  
Karen Chen, Executive Director, Chinese Progressive Association

**BY LAWS FOR THE EVA WHITE APARTMENTS TENANT TASK FORCE**

**ARTICLE I: Eva White Apartments Tenant Task Force at 440 Tremont Street, Boston  
MA 02116**

Section 1 Name: Eva White Apartments Tenant Task Force.

Section 2 Principal Location: The principal location of the Eva White Tenant Task Force shall be within the Boston Housing Authority's Eva White Apartments public housing development. The Eva White Apartments Tenant Task Force may change the principal location, which will be effective upon a certificate of the change being filed with the Elderly/Disabled Housing Program.

Section 3 Purpose: The purpose of the Eva White Tenant Task Force is to empower public housing residents at the Boston Housing Authority's Eva White Apartments Tenant Task Force public housing development to fully participate in decisions affecting them involving the Boston Housing Authority (BHA) or other agencies, to educate residents regarding their rights and responsibilities, and to enhance economic opportunities and self-sufficiency for all residents.

Section 4 Fiscal Year:

**ARTICLE II: Eva White Apartments Tenant Task Force, Officers'**

Section 1 Tenants

Definition of Tenants: The Tenants of the Eva White Apartments Tenant Task Force shall consist of the residents of the Eva White Apartments public housing development of the BHA who have voting rights.

Voting Rights of Tenants: The Tenants shall have rights to elect or recall the members of the Eva White Apartments Tenant Task Force (as described in Article III below), to adopt and revise By-Laws, and to take such other steps as may be necessary to achieve the purpose of the Tenant Task Force. The Tenants shall have the right to participate in the Tenant Task Force and its committees. Voting rights will be vested in all residents of Eva White Apartments development who are 18 years of age or older, or who are emancipated minors who are leaseholders in such development, as listed on BHA leases or Tenant Status Review (TSR) reports. Residents who have vacated the development will no longer have voting rights, except in instances where the developments are undergoing redevelopment and residents of the Eva White Apartments Tenant Task Force must temporarily relocate off site, but have rights to permanently relocate back to the development. Voting rights can only be exercised by persons present at a Tenants meeting; there shall be no voting by proxy. Each member shall only have one vote.

Meetings: There shall be one Residents meeting a month. At this monthly meeting, members will receive monthly financial reports, and other information as specified by the Eva White Apartments Tenant Task Force. The purpose of these meetings will be to inform residents on matters of general interest, including the solicitation of input regarding BHA maintenance, modernization efforts, and revisions in BHA policies. Additional meetings of the Tenants may be called by the President of the Tenant Task Force (or, in the President absence, the Vice-President), or by three (3) Officers' of the Eva White Tenant Task Force, or on a written request of ten percent (10%) or more of the Tenants. Written notice concerning such meetings and the proposed agenda items for such meetings shall be provided to all resident households at least five (5) days in advance of the Tenants meetings. Items for the agenda of the Tenants meeting may be added by advance written request of 3 or more Tenants. An annual report shall be prepared and presented by the Tenant Task Force. There must be a quorum of at least ten (10) tenants before any action can be taken at a Tenants meeting.

Section 2 Eva White Tenant Task Force Officers'

- 2.1 Number of Officers': The Eva White Tenant Task Force shall consist of five (5) Officers'
- 2.2 Requirement of Officers' for the Tenant Task Force at Eva White Apartments: All Officers' shall be active tenants of the Eva White Tenant Task Force. If a Task Force Officer' no longer has voting rights as a tenant of the Task Force due to vacating the development (see Section 1.2 above), he or she shall resign or be removed from the Eva White Tenant Task Force.
- 2.3 Election and Term of Officers': Each Officer' of the Task Force shall be elected by the Tenants at the Election meeting of the Task Force, as described in Article III below, and shall hold office for a two (2) year term, unless the Officer' resigns, is removed for good cause by the Task Force, or is recalled by the Tenants. The out-going Task Force shall serve for a short period after the election of its successors (but in no case more than one month after the election) in order to wrap up and transition business to the new Eva White Tenant Task Force.
- 2.4 Attendance of Meetings and Participation in Committees: Officers' of the Task Force are required to attend meetings of the Task Force and tenant/management to actively participate on at least one committee.
- 2.5 Quorum: Quorum for meetings of the Eva White Tenant Task Force is three (3) Officers'. However, if the Task Force is voting on whether to remove an Officer' for good cause, to fill a vacancy on the Eva White Tenant Task Force, or to recommend amendments to the By-Laws, the quorum for such a meeting shall be five (5) Officers'. (All tenants should be notified to attend these special meetings).

- 2.6 Filling Vacancies of Task Force Officers': If a vacancy occurs in the Eva White Tenant Task Force prior to the next scheduled election, such vacancy shall be filled by the Task Force. The Task Force shall give written notice of such vacancy to the Tenants and give the Tenants a reasonable period of time (but not to exceed two (2) weeks) to submit names for consideration for appointment to the Task Force. The Officer' so appointed shall hold office only until the next election. Reasonably prompt written notice shall be given to the Tenants and to the BHA of any vacancy caused by resignation or removal of an Officer' and the name and address of the person appointed by the Eva White Tenant Task Force to fill the vacancy.
- 2.7 Resignation: Any Officer' may resign from the position by delivering a letter of resignation to the President (or, if the person resigning is the President, the Vice-President). Such resignation shall be effective upon receipt and acceptance of the letter by the Eva White Tenant Task Force and notification to the BHA.
- 2.8 Removal for Good Cause: Any Officer' of the Task Force may be removed from office for good cause at any time by the Tenants at any meeting by a majority vote of the tenants present at such meeting. The following shall constitute good cause: (1) Absence from three (3) Task Force meetings without excuse; (2) Violating the confidentiality of residents; (3) Accepting a paid position with the BHA or a contracted management company at the Eva White development, or a paid position with the BHA in a policy-making or supervisory position, provided however, a Task Force Officer's participation in a BHA advisory capacity, such as on the Monitoring Committee or the BHA Resident Advisory Board, shall not require the Task Force Officer' to resign or be removed from office; (4) Misusing the organization's office or name; (5) Failure to resign after losing tenant-ship in the Task Force, as described in Sections 1.2 and 2.2 above; or (6) Any breach of the Task Force Officers' duty of loyalty to the Task Force or its tenants; (7) For acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law, or (8) For any transaction from which the Task Force Officer' derived an improper personal benefit. Any action on removal must be preceded by written notice to all tenants of the Eva White Tenant Task Force, at least one week in advance of the meeting, stating that the issue of removal shall be considered at that meeting, and stating the grounds for removal.
- 2.9 Meetings of the Task Force: The Task Force shall meet once a month at a regular time and place which shall be posted and made generally known to the Tenants. Special meetings may be called by the President (or in the President absence, the Vice-President), or by written request of two (2) Tenant Task Force Officers' to the Secretary. Generally, Task Force meetings shall be open to the Tenants, but the Tenants shall not have voting rights at such Task Force meetings. The Eva White Tenant Task Force can, however, call an executive session and close the meeting (or a portion of such meeting) to all but the members of the Task Force

by a vote of three (3) Task Force Officers'. Written agendas for the Task Force meeting shall be prepared and provided in advance to all Task Force Officers' and shall be posted at the meeting place where the Task Force shall meet, and shall be made available to the Tenants upon request. Each member of the Task Force shall have one vote, and a member must be present at the meeting in order to determine quorum and to vote; there shall be no voting by proxy or phone.

2.10 Duties: The Task Force shall develop and carry out the policies and programs of the Eva White Task Force. They shall establish the committees for the Eva White Tenant Task Force and coordinate their work. They shall report regularly to the members of the Task Force. They shall represent the interests of the Tenants before the BHA and other groups and agencies. The Eva White Tenant Task Force shall administer any funds received by the Eva White Tenant Task Force responsibly and for the benefit of the Tenants, consistent with the Eva White Apartments purpose.

2.11 Powers: The Task Force shall have the following powers:  
(A) Election and removal of Officers';  
(B) Filling of vacancies on the Eva White Tenant Task Force;  
(C) Removal of Task Force Officers' for good cause;  
(D) Authorization of expenditures;  
(E) Employment of persons as necessary to achieve the Task Force purpose;  
(F) Receiving funds for the use of the Task Force and the Tenants;  
(G) Establishment of a bank account;  
(H) Establishment and revision of committee structure;  
(I) Acting on behalf of the Tenants in matters involving the BHA and regulatory agencies.

### Section 3 Officers'

3.1 Election of Officers' and Responsibilities: The following Officers' shall be elected by the Task Force from among themselves at their first meeting following their election by the Tenants:

(A) President: The President shall chair all meetings of the Eva White Tenant Task Force, preside over Tenants meetings, represent the Tenants and the Task Force, sign all correspondence on behalf of the Task Force (except as the Task Force may otherwise designate), and exercise general supervision and control of the affairs of the Task Force. The President shall have the normal power to vote in the Task Force and to make or second a motion.

(B) Vice-President: The Vice-President shall perform the duties of the President when the President is absent or unable to perform his/her duties.

(C) Secretary: The Secretary shall record and maintain minutes of all Task Force and Tenants meetings and shall insure that proper notice of Task Force meetings and Tenants meetings is given. The Secretary shall also function as the Clerk of the Task Force under the terms of these By-Laws. In the absence of the Secretary, a temporary secretary may be elected to record the minutes of the meeting concerned.

(D) Treasurer: The Treasurer shall have general charge of all financial affairs of the Task Force. The Treasurer shall ensure accurate recordkeeping with respect to the Task Force financial affairs, and shall sign off on checks authorized by the Task Force. The Treasurer shall provide regular financial reports to the Task Force and post reports for the Residents to see. All checks issued by the Eva White Tenant Task Force shall have, in addition to that of the Treasurer, the signatures of at least the President (or, in the President absence, the Vice-President) or Secretary.

(E) Alternate: The Alternate is to attend all Task Force/Resident meetings to stand in for any of the elected Officers'. The Alternate shall educate themselves on the roles and responsibilities of the other elected Officers' of the Task Force.

3.2 Term of Office; Resignation, Removal from Office, and Filling of Vacancies: The Officers' term of office shall be the same as the Task Force. An Officer' may resign by giving written notice to all other members of the Task Force. The Task Force may also remove any Officer' for good cause by a majority vote. "Good cause" shall be defined in the same manner as in Article II, Section 2.8 of these By-Laws. The Tenants shall fill any vacancies for Officers' position from the tenants of the Eva White Tenant Task Force. The resignation or removal of an Officer' shall not be deemed to also be a resignation or removal from the Task Force unless this is stated in the resignation, or the Tenants decision. Any Officer' who resigns or is removed from Office shall have the responsibility to turn over any of the Task Force records and accounts to the Task Force. Reasonably prompt written notice shall be given to the Tenants and to the BHA of any vacancy caused by resignation or removal of an Officer' and the name and address of the person appointed by the Task Force to fill the vacancy.

**ARTICLE III: Election of the Task Force by the Tenants; Recall**

Elections Every Two Years; Eligibility to Serve on the Task Force: Elections shall be held every two (2) years for the Eva White Tenant Task Force. All tenants in good standing shall be eligible to serve as members of the Eva White Tenant Task Force, so long as they are not employed by the BHA in a policy-making or supervisory position and are not employed by the BHA or a contracted management company at the Eva White Tenant Task Force development.

Election Committee: The Task Force shall establish an Election Committee to assist the

Task Force in conducting its election of the Task Force. No person who will be a candidate for the Task Force may be a member of this committee. The committee shall consist of residents, and can include third-party volunteers who do not reside at the development. The Election Committee shall implement and oversee all election activities as well as ensure the Task Force compliance with all relevant election requirements, including those provided by the BHA's policy, "Participation of Recognized Local Tenant Organizations in the Administration of Boston Housing Authority Local Developments."

Notice of Election Procedures: The Election Committee, working in conjunction with the Eva White Tenant Task Force, shall ensure that all voting member households will be given written notice at least seventy-two (72) days in advance of the election of the election procedures. The notice will be delivered to each occupied unit of the development and shall include a description of the election procedures, eligibility requirements, deadline for submission of nominations and for the election, and a copy of nomination papers. To ensure the notice solicits the broadest possible attention of residents and encourages their participation in the electoral process, such notices shall be translated from English into at least the three most appropriate languages for the development population. The BHA shall, upon request of the President to the manager of the development, provide copies of these translated materials and assist in their distribution to each household. Such a request must be made to the manager forty-five (45) days prior to the initial election notice, to give the BHA sufficient time to prepare such materials. The Election Committee and the Task Force shall ensure that these time frames for translation of materials are met where necessary to ensure broad participation. The notice of election procedures shall provide clear instructions where nomination papers may be obtained, who is an eligible candidate, and how the nomination form is to be completed, where and when it is to be filed, and the number of residents whose signature is required in support of the nomination. Nomination papers, in addition to being attached to the initial notice, must also be available to residents at both the Eva White Apartments office at 440 Tremont Street and the BHA management office.

- 1.4 Number of signatures Required for Nomination: Each candidate for the Task Force must obtain at least twenty (20) signatures from the tenants in order to be eligible as a nominee for the Task Force. Residents may sign more than one candidate's nominating papers. Multiple signatures by the same resident on a candidate's nomination paper shall be stricken. (OPTIONAL)
- 1.5 Period for Nominations; Submission of Signatures to the BHA for Verification; Certified Papers Remaining on File: Nominations must remain open for a minimum of at least three (3) weeks from the date of the initial election notice. BHA shall verify that the signatures that appear on the nomination papers represent names of legal household tenants eligible to vote in the election; BHA shall not certify if the signatures are authentic. To ensure candidates an



opportunity to avoid having their nomination papers rejected for an insufficient number of certifiable names, a preliminary inspection of nomination papers by BHA management shall be conducted fifteen (15) days prior to the end of the nomination period. Those candidates who fail to submit nomination papers on or before this preliminary date do so at risk of being rejected from the election. The certified nomination papers shall be maintained on file with the Election Committee and the Eva White Tenant Task Force until the following election. (Optional) (TBA)

- 1.6 Encouraging Diversity in Candidate Pool: The Task Force and the Election Committee shall attempt to achieve reasonable representation on the Eva White Tenant Task Force of all racial and ethnic groups and all geographic areas within the Eva White Apartments development.
- 1.7 Notice of Nominations; Encouraging Resident Participation: The Election Committee and the Task Force shall give written notice to all tenant households by way of leaflets regarding the certified nominees for the Eva White Tenant Task Force. The notices shall display a sample ballot with each candidate's name and address listed. Such notices shall be posted in every hallway, management, and Task Force office at a minimum of thirty (30) days prior to the election. The Election Committee and the Task Force shall conduct a broad range of activities to encourage resident participation in the election through candidates' nights, providing poster and leaflet materials to candidates for campaign purposes, and/or issuing election reminder notices to residents, consistent with resources available to the Eva White Tenant Task Force.
- 1.8 Conduct of Election: The Task Force and the Election Committee shall obtain an impartial third party to monitor the balloting and tabulation processes. At the time of the election, polling stations will be located in an area of adequate size to provide voters a sufficient level of privacy to mark ballots. A secured ballot box shall be provided at each station, and the Election Committee shall verify each voter's eligibility (based on lease and TSR information provided by BHA). The persons staffing the polling stations and acting as third party observers shall be impartial. No candidate for election may be allowed in the polling station other than to cast his/her own ballot. No campaign activities shall be conducted by any candidate or his/her supporters within twenty (20) feet of the polling station.
- 1.9 Notice of Election Results: Within three (3) days of the election, the Eva White Tenant Task Force and the Election Committee shall provide notice to the Tenants of the election results by posting the same at both the Task Force office at 440 Tremont Street and at the BHA management office. The Task Force and the Election Committee shall provide notice to the BHA of the election results within ten (10) working days of the election. The correspondence to BHA shall include a list of all Task Force members elected, their addresses, and a description of election procedures. It shall also include a request for recognition of the new Eva

White Tenant Task Force and a letter from the new tenants of the Task Force, agreeing to abide by arbitration, consistent with the requirements of BHA's policy "Participation of Recognized Local Tenant Organizations in the Administration of Boston Housing Authority Local Developments."

- 1.10 Petition for Recall: The Tenants may move to recall one or more tenants of the Task Force during the Officers' term of office. In order for the Tenants to recall an Officer', there must be a written petition containing the signatures of at least twenty percent (20%) of the adult household tenants of the development. Such recall petition shall have a clearly stated reason for the recall typed at the top of each page of signatures. The reason for recall is not limited to the reasons for removal for good cause stated in Article II, Section 2.8.
- 1.11 Recall Election; Limitation on Further Petitions for Recall of Same Officers': Upon receipt of a recall petition in the proper form and with the proper number of signatures, the Task Force shall promptly call a meeting of the Tenants for the purpose of having a recall election. The notice of the meeting shall state the date, time and place of the meeting, the purpose of the meeting, and the grounds stated for recall in the petition. The recall election need not take the form of the general election provided for above. The Tenants shall be free to choose several options for recall, including designation of a particular person to serve as an Officer' in lieu of the Task Force Officers' proposed for recall, or granting the Task Force the discretion to appoint another person as Officer' for the balance of the term. If the majority of the Tenants present at the meeting votes to recall the Officers', the Officer' shall be recalled. Reasonably prompt written notice shall be given to the Tenants and to the BHA of the outcome of any recall election. If the Tenants decide not to recall an Officer', no petition to recall that same Officer' shall be considered until a 12-month period has lapsed from the submission of the last petition. This shall not, however, be a limitation on the power of the Task Force to remove a Task Force Officer' for "good cause" in accordance with Article II, Section 2.8.

#### **ARTICLE IV: Committees**

- 1.1 Standing Committees: The Eva White Tenant Task Force shall establish standing committees to carry out the goals and objectives of the Task Force. It shall actively recruit the Tenants to serve on committees to ensure democratic participation and to further the goals of the Task Force. The standing committees shall report to the Task Force and to the Tenants on their ongoing work.

#### **ARTICLE V: External Representation**

- 1.4 The Task Force shall appoint representatives of the Task Force who will serve on other boards and organizations.

- 1.5 Any such representative may be removed for good cause at any time by the Task Force at any meeting upon the vote of the majority present.

**ARTICLE VI: Personal Liability of Officers and Members of the Eva White Tenant Task Force; Conflict of Interest**

**Section 1 Personal Liability**

The Task Force shall not have the power to bind the tenants of the Task Force personally or call upon such tenants to discharge any debts. The members of the Task Force and the Officers' shall not be held personally liable for any debt, liability or obligation of the Task Force. This provision, however, shall not eliminate or limit the liability of an Officer' or a member of the Task Force for any breach of the Officer' or Officers' duty of loyalty to the Task Force or its members, for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law, or for any transaction from which the Officer' or Officers' derived an improper personal benefit.

**Section 2 Conflict of Interest**

- 2.1 The Conflict of Interest provisions of any state or federal statutes or regulations that apply to public housing or non-profit Task Forces shall be in force with respect to the Task Force, including any decisions to hire personnel or to expend funds. No member of the Task Force or members of the immediate families of members of the Task Force shall be employed by the Task Force.
- 2.2 Gifts, goods, services, and funds provided to the Eva White Tenant Task Force development must be equitably distributed, and no member of the Task Force, members of Committees, or members of the immediate families of such persons shall benefit from such gifts, goods, services, or funds in a manner disproportionate with the benefits received by the Tenants; provided, however, nothing in this provision shall bar members of the Task Force or committee members from being reimbursed for legitimate expenses that they have incurred while acting on behalf of the Task Force.

**ARTICLE VII: Amendment of By-Laws**

- 1.2 Procedure for Amendment of By-Laws: The By-Laws may be amended by a majority vote of the Tenants at a regular or special Tenants meeting. Any amendments may be proposed by a majority vote of the Task Force. The Task Force shall ensure that written notice is provided to all resident households at the Eva White Tenant Task Force development at least five (5) days in advance of such meeting. Such notice shall state the date, time and place of such meeting, that it is proposed that the By-Laws be amended, and a summary of the proposed

changes in the By-Laws. Tenants shall be free to propose other changes to the By-Laws at such meeting, but such proposals must be made in writing and shall be read and explained to all persons present at such meeting in advance of being voted upon.

- 1.3\_ Limitation on Certain By-Law Amendments: No By-Law amendment shall be proposed or adopted which would have the effect of disqualifying the Task Force from recognition as a Local Tenant Organization (LTO) under the BHA's policy, "Participation of Recognized Local Tenant Organizations in the Administration of Boston Housing Authority Local Developments", as the same may from time to time be lawfully amended, or applicable lawful HUD or DHCD requirements governing participation of LTOs in the affairs of public housing authorities. No By-Law amendment shall be proposed or adopted which will be contrary to the provisions of G.L. c. 180 as the same apply to non-profit Task Forces.

Revised 12-1-10

# 伊華公寓 (EVA WHITE APARTMENTS)

## 居民專責小組的章程

### 第一條：伊華公寓居民專責小組

440 Tremont Street, Boston, MA 02116

**第 1 節** 名稱：居民專責小組的名稱是「伊華公寓居民專責小組」。

**第 2 節** 主要場所：居民專責小組的主要場所在波士頓房屋管理局（簡稱波房局）的伊華公寓內。居民專責小組可更改主要場所，新場所將在地址變更證明書提交給長者或殘障人士房屋項目後生效。

**第 3 節** 宗旨：居民專責小組旨在授權波房局伊華公寓的公屋居民，讓居民完全參與到波房局或其他機構經手而影響居民的決策中、教育居民瞭解其權利與責任、並為所有居民提升自給自足和經濟機會。

**第 4 節** 財政年度

### 第二條：伊華公寓居民專責小組的租戶和委員

**第 1 節** 租戶

**1.1** 租戶的定義：居民專責小組的租戶包括波房局伊華公寓擁有投票權的居民。

**1.2** 租戶的投票權：租戶有權選舉或罷免居民專責小組成員（如下文第三條所述）、通過或修改章程、並為達成居民專責小組的宗旨而採取其他的必要措施。租戶有權參與居民專責小組及其委員會。投票權賦予伊華公寓所有年滿 18 歲的居民，及以承租人身份列於波房局租約或租戶身份審查（TSR）報告上的脫離父母獨立生活的未成年居民。已搬離屋村的居民不再擁有投票權；因屋村重建而必須臨時搬走，但有權永久搬回屋村的情況除外。居民只有在親自出席租戶會議時才能行使投票權，不得使用委託代理投票。每名成員只有一票。

**1.3** 會議：居民會議每月至少舉行一次。在月會上，成員們將會收到每月的財務報表和由伊華公寓居民專責小組指定的其他資訊。舉行這些會議的目的是告知居民普遍關心的事項，包括就波房局維修、現

代化措施及波房局政策修訂等方面向居民徵求意見。額外的會議可根據以下情況召開：居民專責小組的主席（如果主席缺席，則由副主席）要求召開會議；伊華公寓居民專責小組的三（3）名成員要求召開會議；伊華公寓百分之十（10%）或以上的居民以書面形式要求召開會議。召開此類會議的通知書及擬議的會議議程應在伊華公寓居民會議至少五（5）天前提交給所有住戶。如需增補會議議程，居民專責小組要有三名或三名以上成員事先提交書面請求。伊華公寓居民專責小組應編寫並呈報年度報告。出席租戶會議的法定人數必須達到十（10）人或十（10）人以上，才可採取任何行動。

## **第 2 節 伊華公寓居民專責小組的委員**

- 2.1 委員人數**：伊華公寓的居民專責小組由五（5）名委員組成。
- 2.2 伊華公寓居民專責小組委員的要求**：居民專責小組的委員必須是居民專責小組的常住居民。如果居民專責小組的委員由於搬離屋村而不再擁有投票權（參見上文第 1.2 節），那麼該委員必須從伊華公寓居民專責小組辭職或辭退。
- 2.3 委員的選舉和任期**：如下文第三條所述，伊華公寓居民專責小組的每位委員必須由伊華公寓居民專責小組的居民選舉產生；除非居民專責小組委員自行辭職、或因正當理由被伊華公寓居民專責小組辭退，或被租戶罷免，委員每屆任期應為兩年。將要卸任的居民專責小組應在繼任者獲選後繼續任職一小段時間（但絕不得超過一個月），以完成交接工作並將業務移交給新當選的伊華公寓居民專責小組委員。
- 2.4 出席會議及參加委員會**：居民專責小組的委員必須出席居民專責小組的居民會議和管理會議，並積極參加至少一個委員會。
- 2.5 法定人數**：伊華公寓居民專責小組會議的法定人數是三（3）名委員。但如果居民專責小組為因正當理由辭退某委員、填補伊華公寓居民專責小組的空缺職位、或提議修訂章程而進行投票，此類會議的法定人數必須是五（5）名成員（還必須通知所有租戶出席此類會議）。

- 2.6 居民專責小組委員空缺職位的填補：**如果伊華公寓居民專責小組在下屆選舉前出現職位空缺，伊華公寓居民專責小組應填補此類空缺。居民專責小組應發出書面通知，告知居民空缺的職位，並給居民一段合理期限（不超過兩（2）周）向居民專責小組提名填補人選。補選的委員將任職到下屆選舉前。居民專責小組必須通過及時適宜的書面通知，告知租戶和波房局任何因辭職或辭退而導致的職位空缺，及伊華公寓居民專責小組為填補職位空缺而任命的人士的姓名和地址。
- 2.7 辭職：**委員可向主席遞交辭職信來辭職（如果主席要辭職，辭職信應交給副主席）。在伊華公寓居民專責小組的主席收到並接受辭職信後，辭職即時生效。
- 2.8 因正當理由辭退委員：**居民可隨時因正當理由，在租戶會議上通過租戶投票（票數過半即可）的方式辭退伊華公寓居民專責小組的委員。以下行為均可構成正當理由：**(1)** 無故缺席會議三次；**(2)** 違反居民保密；**(3)** 從波房局或受雇管理伊華公寓的公司接受有薪職位；或接受波房局有關政策制定和監管的有薪職位（然而，如居民專責小組的委員參與波房局諮詢委員會，例如監督委員會或波房局居民顧問委員會，則不必從居民專責小組辭職，也不得被辭退）；**(4)** 濫用組織名號或辦公室；**(5)** 如上文第 1.2 節和第 2.2 節所述，在喪失租戶身份後，未能向居民專責小組辭職；或**(6)** 違背了作為委員應對居民專責小組及其成員盡忠的責任；**(7)** 涉及到不誠信、有意為之的不當行為或故意違反法律的行為或疏忽；或**(8)** 從事謀取私人利益的任何交易。任何辭退委員的行動，必須至少在會議召開前一周，以書面形式通知伊華公寓居民專責小組的所有成員，書面通知必須說明會議將討論辭退委員一事，並陳述辭退理由。
- 2.9 伊華公寓居民專責小組的會議：**伊華公寓的居民專責小組將定期在固定地點召開會議，每月至少一次；居民專責小組須張貼告示，確保租戶知道會議的時間和地點。主席（如果主席缺席，副主席）可召開特殊會議，兩名委員書面致函秘書也可要求召開特殊會議。伊華公寓的居民專責小組會議通常開放給所有租戶參加，但租戶在此類會議上沒有投票權。若居民專責小組三（3）名委員投贊同票，伊華公寓居民專責小組可結束公開會議（或此類公開會議的一部

分)而舉行閉門行政會議。伊華公寓居民專責小組應提前準備好書面的會議議程，並提供給所有委員；會議議程應張貼在開會地點，並可供租戶索取。伊華公寓居民專責小組的每位成員應有一票，成員必須出席會議才能投票，以便確定法定人數；不得通過代理或電話投票。

**2.10 職責：**居民專責小組應開展並執行居民專責小組的政策和項目。他們應該為伊華公寓居民專責小組成立委員會並協調其相關工作。他們應定期向伊華公寓的居民彙報。他們應在波房局和其他團體和機構前代表居民的利益。居民專責小組為伊華公寓居民的利益著想，依照其宗旨盡責管理所收到的撥款。

**2.11 權力：**屋村居民專責小組應具有如下權力：

- (A) 選舉和辭退委員；
- (B) 填補伊華公寓居民專責小組的職位空缺；
- (C) 因正當理由辭退居民專責小組委員；
- (D) 批准開支；
- (E) 為落實居民專責小組的宗旨而根據需要聘用人員；
- (F) 接收用於居民專責小組和伊華公寓租戶的撥款；
- (G) 建立銀行賬戶；
- (H) 成立並修訂委員會的架構；
- (I) 在涉及波房局和監管機構的事務上，代表伊華公寓的居民。

### 第 3 節 居民專責小組委員

**3.1 委員的選舉和責任：**下列委員將由伊華公寓居民專責小組在租戶選舉後的首次內部會議中互選產生：

- (A) **主席：**主席應主持所有的居民專責小組會議與居民會議，代表居民和居民專責小組，代表居民專責小組簽署所有信件(除非伊華公寓居民專責小組指定其他人士)，並對居民專責小組的事務進行全面監督與管理。在居民專責小組和租戶投票，以及提議和附議的過程中，主席應有普通權力。



- (B) **副主席**：如果主席不在或無法履行職責，副主席應履行主席的職責。
- (C) **秘書**：秘書應記錄和保存所有居民專責小組會議與租戶會議的會議紀要，並確保居民獲得居民專責小組會議和租戶會議的通知。秘書也應依據本章程的條款，擔任居民專責小組的書記。當秘書缺席不在時，可選出臨時秘書，記錄會議紀要。
- (D) **會計**：會計應掌管居民專責小組的所有財政事務，並確保帳務記錄準確。會計應簽署居民專責小組批准的所有支票、定期向伊華公寓居民專責小組、租戶和波房局提供財務報表。此外，所有由居民專責小組簽發的支票，須有會計和主席或秘書的共同簽名（如果主席不在，由副主席簽名）。
- (E) **候補委員**：候補委員應出席所有的居民專責小組會議或居民會議，以填補其他委員的空缺。候補委員應自行掌握居民專責小組其他獲選委員的職位和責任。

**3.2 委員的任期、辭職、辭退、及填補職位空缺**：委員的任期應和伊華公寓居民專責小組一致。委員可通過書面致函伊華公寓居民專責小組的所有其他成員來辭職。居民專責小組也可因正當理由，通過大多數委員投票表決的方式辭退委員。「正當理由」應與本章程第二條 2.8 節的定義方式一致。居民專責小組應挑選伊華公寓居民專責小組的成員來填補委員的職位空缺。委員辭職或辭退不得被視為從伊華公寓辭職或辭退，除非辭職信或租戶決定中對此有明確說明。任何辭職或被辭退的委員有責任交出伊華公寓居民專責小組的記錄和賬戶。居民專責小組必須通過及時適宜的書面通知，告知租戶和波房局任何因辭職或辭退而導致的職位空缺，及伊華公寓居民專責小組為填補職位空缺而任命的人士的姓名和地址。

### **第三條：由租戶進行的伊華公寓居民專責小組的選舉和罷免**

- 1.1 每兩年選舉一次；任職伊華公寓居民專責小組的資格**：伊華公寓居民專責小組的選舉每兩年進行一次。只要居民沒有受雇於波房局有關政策制定或監管的職位、或被波房局或承包伊華公寓的物業管理

公司僱用在伊華公寓內工作，所有擁有良好紀錄的居民都有資格參選伊華公寓居民專責小組。

**1.2 選舉委員會：**伊華公寓居民專責小組將成立一個選舉委員會，協助居民專責小組執行伊華公寓居民專責小組的選舉。伊華公寓居民專責小組的候選人不得加入選舉委員會。選舉委員會由居民組成，並可包括非屋村居民的義工。選舉委員會將執行並監督所有選舉活動，並確保居民專責小組遵守所有相關的選舉規則，包括由波房局提供的「波士頓房屋管理局本地屋村管理之參與認可的本地租戶組織」（"Participation of Recognized Local Tenant Organizations in the Administration of Boston Housing Authority Local Developments"）的政策。

**1.3 選舉程序的通知：**選舉委員會應與伊華公寓居民專責小組合作，確保所有擁有投票權的住戶在選舉日至少七十二（72）天前收到有關選舉程序的書面通知。該通知將送到屋村內的每個住戶單位；通知書應包括選舉程序的描述、參選資格、選舉提名和選舉的截止日期，以及提名表格。為確保通知書能夠獲得居民最廣泛的關注並鼓勵居民參與選舉，通知書將會根據屋村人口組成，從英語翻譯成至少三種其他語言。波房局收到居民專責小組主席向屋村經理提出的要求後，將負責複印翻譯資料，並協助把資料派發給每戶家庭。居民專責小組主席必須在首份選舉通知書發出的四十五（45）天前向房屋經理提出此要求，以確保波房局有充裕的時間準備相關資料。選舉委員會和伊華公寓居民專責小組應確保需要翻譯的資料在合適的時間內完成，以保證居民的廣泛參與。選舉程序的通知書將明確說明哪裏可以索取提名表格，誰是合資格的候選人，及如何填妥提名表格，何時何地交回提名表格，及支持提名所需的居民簽名人數。提名表格必須附上首份選舉通知書；居民專責小組辦公室（440 Tremont Street, Boston）和波房局管理處必須備有這些提名表格和首份選舉通知書，以供居民索取。

**1.4 提名所需的簽名數目：**每名伊華公寓居民專責小組的候選人必須獲得至少二十（20）名居民的簽名，才有資格成為伊華公寓居民專責小組的候選人。一名租戶可以在多名候選人的提名表格上簽名。

若同一租戶在某候選人的提名表格上簽數次名字，那這些簽名會被刪除。

- 1.5 提名期；簽名提交給波房局核證；被確認的文件存檔：** 提名期自首份選舉通知書之日起，必須開放至少三（3）周。波房局將檢查提名表格上的簽名是否和合資格投票的家庭成員名字一致；但波房局不負責核實簽名真偽。為了避免候選人可能因提名表格上被確認的簽名數目不夠而被拒絕參選，波房局將在提名截止日期前十五（15）天，對提名表格上的名字進行初步檢查。沒有在初步檢查日前交回提名表格的候選人，將承擔失去參選資格的風險。被確認的提名表格將由選舉委員會和伊華公寓居民專責小組負責保存存檔，直至下一次選舉。
- 1.6 鼓勵候選人多元化：** 伊華公寓居民專責小組和選舉委員會將嘗試讓伊華公寓居民專責小組的代表性能夠合理反映伊華公寓內所有的種族、族裔和地域。
- 1.7 提名通知；鼓勵居民參與：** 伊華公寓居民專責小組和選舉委員會將把伊華公寓居民專責小組核證的候選人，通過傳單的形式通知給所有住戶。通知書將展示一張選票樣本，上面寫有每名候選人姓名和地址。此通知書將在選舉至少三十天前張貼在每個走廊、管理處和伊華公寓居民專責小組辦公室內。選舉委員會和居民專責小組應依照居民專責小組現有資源進行廣泛的活動（介紹候選人的晚會、提供有助候選人競選的海報和小冊子、或印發投票日期的通知書）來鼓勵居民參與選舉。
- 1.8 進行選舉：** 伊華公寓居民專責小組和選舉委員會必須讓公正的第三方監督投票和點票過程。選舉當日，投票站應有足夠的空間，使選民投票時有充足的隱私。每個投票站都必須設置安全、可上鎖的投票箱，選舉委員會將（根據波房局提供的租約和租戶身份審查資訊）核證每名選民的資格。投票站的工作人員和第三方監督者必須保持公正。參與選舉的候選人除了進行其個人投票外，不得進入投票站。任何候選人或其支持者不得在投票站範圍二十（20）尺內進行競選活動。

- 1.9 公佈選舉結果：**選舉後 3 天內，伊華公寓居民專責小組和選舉委員會必須在居民專責小組辦公室（440 Tremont Street）和波房局管理處張貼告示，向所有居民公佈選舉結果。選舉後 10 個工作日內，伊華公寓居民專責小組和選舉委員會必須告知波房局有關的選舉結果。致函波房局的信件必須列明居民專責小組當選成員的姓名、地址，並描述選舉過程，也包括伊華公寓新居民專責小組要求獲得認可的請求書，以及居民專責小組新成員的同意書，表示遵守與「波士頓房屋管理局本地屋村管理之參與認可的本地租戶組織」政策一致的仲裁方式辦事。
- 1.10 罷免委員的請願：**居民可在委員任期內提出罷免伊華公寓居民專責小組的一位或多位委員。居民必須提交包含屋村內至少百分之二十（20%）的成年家庭成員簽署的罷免請願書才能罷免某位委員。徵求簽名的罷免請願書中每頁上方應列出明確的罷免原因。罷免原因不限於本章程第二條 2.8 節所列的「正當理由」。
- 1.11 進行罷免的公投；關於進一步罷免同一位委員的限制：**當收到有足夠簽名和格式恰當的請願書後，居民專責小組應儘快召開居民大會以舉行罷免的公投。該會議的通知書應列明會議的日期、時間、地點、目的和罷免理由。罷免的公投不必遵循上文要求的大選形式。居民可自由選擇幾個罷免的方法，包括指定某人擔任被擬議罷免的委員的職位；或讓居民專責小組自行委任另一人士負責餘下的任期。若大多數參加會議的居民表決罷免委員，該委員將隨即被罷免。公投罷免委員的書面結果應在及時合理的時間內通知居民及波房局。若居民決定不罷免該委員，則此次請願後的十二個月內都不會考慮任何再次罷免該委員的請願。但本條文不限制居民專責小組因本章程第二條 2.8 節所列的「正當理由」而罷免委員的權力。

#### 第四條：委員會

- 1.1 常務委員會：**伊華公寓居民專責小組應設立常務委員會來負責落實屋村居民專責小組的目標和宗旨。居民專責小組應積極招募伊華公寓的居民參加常務委員會，以確保民主參與的精神、及幫助屋村居民專責小組進一步實現目標。常務委員會應向居民專責小組和居民報告其正在進行的工作。

## 第五條：對外代表

- 1.1 伊華公寓居民專責小組將委派居民專責小組的代表在其他委員會和機構擔當職位。
- 1.2 居民專責小組可依據正當理由隨時在任何會議上通過多數投票表決的方式辭退此類代表的職位。

## 第六條：伊華公寓居民專責小組成員和委員的個人責任；利益衝突

### 第 1 節：個人責任

居民專責小組無權約束成員身份的居民或要求居民承擔任何債務。伊華公寓居民專責小組內的成員和委員一概不須承擔居民專責小組的任何債務、責任或義務。但本條不解除亦不限制伊華公寓居民專責小組成員或委員因違背對居民專責小組或其成員的盡忠、不誠信、故意行爲不當、故意違反法律或任何索取不正當個人利益的交易而承擔相關的責任。

### 第 2 節：利益衝突

- 2.1 聯邦或州的法規或規章中，任何適用於公共房屋或非營利居民專責小組有關利益衝突的條文，都對居民專責小組適用，包括聘用員工或動用資金的任何決定。居民專責小組不得聘用任何伊華公寓居民專責小組成員或其直系親屬。
- 2.2 提供給伊華公寓的饋贈、財物、服務或資金必須公平分配；任何伊華公寓居民專責小組的成員、委員會成員、或成員的直系親屬，不得以與伊華公寓居民所獲利益不同的比例，從此類饋贈、財物、服務或資金中受益；但本條文不限制伊華公寓居民專責小組成員或委員會成員報銷居民專責小組運作時所支出的合理費用。

## 第七條：章程的修訂

- 1.1 **修訂章程的程序**：伊華公寓的居民可以在例行或特別舉行的居民會議上通過多數票表決的方式修訂本章程。伊華公寓居民專責小組可通過多數票表決的方式擬議任何修訂。伊華公寓居民專責小組必須

在此類會議至少五（5）天前，以書面形式通知伊華公寓的所有居民。書面通知必須包括此類會議的日期、時間及地點，說明會議打算修改章程，並概述擬議修訂的部分。居民在此類會議上可提出對章程作其他修改，但擬議的修訂必須在投票前，以書面形式提供並解釋給出席會議的所有居民。

- 1.2 某些章程修訂的限制：**根據「波士頓房屋管理局本地屋村管理之參與認可的本地租戶組織」的政策及其依法修訂的其他版本，或美國住房和城市發展部（HUD）和麻州住房和社區發展部（DHCD）有關本地租客組織參與公共房屋局事務的相關規定，任何使伊華公寓居民專責小組失去本地租客組織的認可資格的章程修訂，一概不得提出或通過。任何違反麻省法律第 180 章（M.G.L. c. 180）適用於非營利居民專責小組法規的章程修訂，一概不得提出或通過。