

**Patricia White**  
**Tenant Task Force**  
**Bylaws**

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

## **BY LAWS FOR THE PATRICIA WHITE APARTMENTS TENANTS TASK FORCE**

### **ARTICLE I: Patricia White Apartments Tenants Task Force, 20 Washington Street, Brighton, MA**

Section 1 Name: The name of the Task Force is the Patricia White Apartments Tenant Task Force.

Section 2 Principal Location: The principal location of the Task Force shall be within the Boston Housing Authority's Patricia White Tenants Task Force housing development. The 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 Task Force is to empower public housing residents at the Boston Housing Authority's Patricia White Apartments 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: Patricia White Apartments Tenants Task Force, Officers'**

Section 1 Tenants

Definition of Tenants: The Tenants of the Task Force shall consist of the residents of the Patricia 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 Patricia White Apartments Tenant Task Force of the Patricia 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 Task Force. The Tenants shall have the right to participate in the Task Force and its committees. Voting rights will be vested in all residents of Patricia 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 Patricia White Apartments Tenant Task Force of the Patricia 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 at least one Resident meeting a month. At this monthly meeting Patricia White Apartments Tenant Task Force will receive monthly reports, financial reports and other information as specified by at least five (5) Officers' of the Patricia 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 Patricia White Apartments Tenant Task Force may be called by the President of the Task Force (or, in the President's absence, the Vice-President), or by three (3)

weeks to submit names for consideration for appointment to the Task Force. The Officers' 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 Task Force to fill the vacancy.

- 2.7 Resignation: An 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 Patricia White Apartments Tenant Task Force and notification to the BHA.
- 2.8 Removal for Good Cause: Any Officer' of the Patricia White Apartments Tenant Task Force may be removed from office for good cause at any time by the Residents 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) board meetings without excuse; (2) Violating the confidentiality of residents; (3) Accepting a paid position with the BHA or a contracted management company at the Patricia White Apartments development, or a paid position with the BHA in a policy-making or supervisory position, provided however, a Task Force Officers' participation in a BHA advisory capacity, such as on the Monitoring Committee or the BHA Resident Advisory Board, shall not require the 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 Officers' duty of loyalty to the Task Force or its members; (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 Officers' derived an improper personal benefit. Any action on removal must be preceded by written notice to all members of the Patricia White Apartments 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 Patricia White Apartments Tenant Task Force: The Patricia White Apartments Tenant Task Force shall meet at least 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's absence, the Vice-President), or by written request of two (2) Officers' to the Secretary. Generally, Patricia White Apartments Tenant Task Force meetings shall be open to the Tenants, but the Tenants shall not have voting rights at such Officers' meetings. The Patricia White Apartments 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 Patricia White Apartments Tenant 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 Patricia White Apartments Tenant Task Force shall develop and carry out the policies and programs of the Task Force. They shall establish the committees for the Task

financial affairs, and shall sign off on checks authorized by the appointed positions for signatures; The Treasurer shall provide regular financial reports to the Patricia White Apartments Tenant Task Force and to post reports for the Residents to see. All checks issued by the Patricia White Apartments Tenant Task Force shall have, in addition to that of the Treasurer, the signatures of at least the President (or, in the President's absence, the Vice-President) or Secretary.

(G) Alternate: The Alternate is to attend all Patricia White Apartments Tenant Task Force/Residents 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 Patricia White Apartments Tenant Task Force. An Officer' may resign by giving written notice to all other Patricia White Apartments Tenant Task Force of the Patricia White Apartments Tenant Task Force. The Patricia White Apartments Tenant 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 Board shall fill any vacancies in Officer positions from the Patricia White Apartments Tenant Task Force of the Patricia White Apartments Tenant Task Force. The resignation or removal of an Officer shall not be deemed to also be a resignation or removal from the Patricia White Apartments Tenant Task Force unless this is stated in the resignation, or the Board's decision. Any Officer who resigns or is removed from Officer shall have the responsibility to turn over any of the Board's records and accounts to the Patricia White Apartments Tenant 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 Patricia White Apartments Tenant Task Force to fill the vacancy.

**ARTICLE III: Election of the Patricia White Apartments Tenant Task Force by the Tenants; Recall**

Elections Every Two Years; Eligibility to Serve on the Patricia White Apartments Tenant Task Force: Elections shall be held every two (2) years for the Patricia White Apartments Tenant Task Force. All residents in good standing shall be eligible to serve as members of the Patricia White Apartments Tenants 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 Patricia White Apartments development.

Election Committee: The Patricia White Apartments Tenant Task Force shall establish an Election Committee to assist the Task Force in conducting its election of the Patricia White Apartments Tenant Task Force. No person who will be a candidate for the Patricia White Apartments Tenant 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's compliance with all relevant election requirements, including those provided by the BHA's policy, "Participation of

the Task Force of all racial and ethnic groups and all geographic areas within the Patricia White Apartments Tenant Task Force development.

- 1.7 Notice of Nominations; Encouraging Resident Participation: The Election Committee and the Patricia White Apartments Tenant Task Force shall give written notice to all member households by way of leaflets regarding the certified nominees for the Patricia White Apartments 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 Patricia White Apartments Tenant 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 Patricia White Apartments Tenant Task Force.
- 1.8 Conduct of Election: The Patricia White Apartments Tenant 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 Patricia White Apartments Tenant Task Force and the Election Committee shall provide notice to the Residents of the election results by posting the same at both the Task Force's office at 20 Washington Street and at the BHA management office. The Patricia White Apartments Tenant 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 Patricia White Apartments Tenant Task Force and a letter from the new members of the Patricia White Apartments Tenant 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 members of the Patricia White Apartments Tenant 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 members 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,

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 Patricia White Apartments Tenant 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 Patricia White Apartments Tenant Task Force must be equitably distributed, and no member of the Patricia White Apartments Tenant Task Force, or 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 Residents of Patricia White Apartment Tenant Task Force; 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

- 1.1      Procedure for Amendment of By-Laws: The By-Laws may be amended by a majority vote of the Residents of Patricia White Apartment Tenants Task Force at a regular or special Residents meeting. Any amendments may be proposed by a majority vote of the Patricia White Apartments Tenant Task Force. The Patricia White Apartments Tenant Task Force shall ensure that written notice is provided to all resident households at the Patricia White 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.
  
- 1.2      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.