



## **BOARD OF COMMISSIONERS POLICY ON GOVERNANCE**

### **1. Governance Generally**

1. Housing Authority of the City of Renton or Renton Housing Authority is a municipal corporation, exercising public and essential governmental functions, and having all the powers necessary or convenient to carry out and effectuate the purposes and provisions of Section RCW 35.82.040 of the State of Washington.
2. The Board of Commissioners ("Board") is the governing body of the Renton Housing Authority. The powers of the Renton Housing Authority are vested in the Board thereof in office from time to time.
3. The Authority/Board may exercise all of the powers conferred upon it by law either generally or with respect to any specific activity or activities, through or by any agent which it may designate for such purposes.
4. The Board will adhere to the duly adopted by-laws of the Renton Housing Authority and applicable federal and state statutes.
5. The Board will govern by adopting policies that: (A) relate to the achievement of the Renton Housing Authority's mission; (B) provide guidance to the Board on how the Board should conduct its business; (C) provide guidance to the CEO so that he/she can achieve the Renton Housing Authority's mission; and (D) establish methods of monitoring the Renton Housing Authority's performance to assure the Board's policies are being carried out and to determine the need for further policy development.

### **2. Board of Commissioners Operations**

1. The business of the Board takes place in its Board meetings, and by extension, through its committees. The Board governs through written policies that are readily available.
2. The Board will make decisions by majority vote unless otherwise required by law, by-law or other rule adopted by the Board requiring a vote of a majority of the Board members present and voting.
3. All commissioners attending a meeting may be heard on a matter before it is voted upon. All votes shall be recorded and all votes, other than those on routine matters, will be by roll-call vote.
4. The Board, upon reaching a decision through a majority vote, speaks with one

voice, i.e. the position of the majority is the position of the Board.

5. Individual commissioners may not speak with authority to the CEO or other employees unless the Board has provided explicit authority to so speak. An individual commissioner may provide suggestions, comments and advice to management; however, each commissioner acknowledges that without the Board's explicit directions, such suggestions, comments and advice are only that and carry no weight by virtue of the individual's status as a commissioner.
6. The Chairperson of the Board acts as the leader of the Board. As such, the Chairperson is responsible, in coordination with the CEO, for organizing an Agenda for Board Meetings that permit full consideration of all issues that must be dealt with by the Board. The Chairperson may designate the CEO to organize the Agenda for the Board of Commissioners each regular meeting along with the Annual Meeting.
7. The Chairperson is responsible for conducting the meetings of the Board in a manner that permits each commissioner to express views on appropriate matters yet curtails deleterious or irrelevant speech.
8. The Chairperson is the primary link between the Board and CEO. This role is collegial, not hierarchical.
9. All commissioners are expected to abide by the Board's code of conduct, including ethics and conflict of interest policies.
10. Commissioners are expected to participate fully in the deliberations of the Board. Silence on a particular issue will be construed as consent unless a vote is taken. Commissioners are encouraged to voice their well-reasoned opinions including disagreements with positions voiced by other commissioners, management, or others. At all times, commissioners will act in a constructive and respectful manner. Once a position has been reached by the Board, such become the position or policy of the Board and all commissioners are obligated to abide by such decision.
11. The Board will establish a means of monitoring the CEO's performance in carrying out the policies adopted by the Board and the duties delegated by the Board.
12. The Chairperson will meet with the CEO, in person or by other acceptable communication method, at least once each month to discuss significant activities of the Renton Housing Authority and set the Agenda for the next Board meeting.
13. The Board may conduct a self-evaluation of Board performance annually if they feel it necessary.

3. Public Meetings of the Board of Commissioners
  1. The publicly held meetings of the Board will generally follow Robert's Rules of Order, as applicable, and the order of business will be conducted generally as shown below, but the Board may change the order of business as it deems appropriate:
    - Roll Call
    - Reading and Approval of the Minutes of Previous Meeting
    - Audience Comments
    - Financials
    - Report of the Secretary
    - Report of Committees
    - Old Business
    - New Business
    - Committee Reports
    - Closed Session (when necessary or appropriate)
    - Open Session (when necessary or appropriate)
    - Adjournment
  2. The following rules will apply to all comments from the public at the publicly held Board meetings:
    - Anyone wishing to provide comment at a public meeting may do so only after being recognized by the Chairperson
    - The individual making the comments must provide their name prior to making other comments.
    - Remarks will be limited to three (3) minutes, unless extended by the Chairperson
    - Remarks must be directly related to the issues or business before the Board
    - Requests to appear on the Board's agenda must be received by the CEO at least seven (7) business days prior to the regular monthly Board meeting. Such requests must be in writing (includes emails), specify the substance of the agenda item and provide the name and contact information of the requester and, if different, the name and contact information of the person that will appear and present the proposed agenda item.
    - The Chairperson or his/her representative will refer items brought before the Board to the CEO for appropriate action.
4. Board Delegation of Authority to the CEO
  1. The CEO is the Board's only delegate. As such, the Board is dependent upon the CEO to carry out the day-to day operations of the Renton Housing Authority.
  2. The Board delegates to the CEO all necessary authority to carry out such activities, within the confines of duly adopted policies, approved work plans and budget constraints, and the general constraint that all undertakings of the CEO will be legal, ethical and prudent.
  3. Generally, the CEO is empowered to assign and utilize resources; to employ, promote, discipline and deploy staff; to translate Board policies into action; to speak on behalf of the Renton Housing Authority as agent for the Board; and to

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- organize and delegate for results and he/she deems appropriate.
4. It is expected that the CEO will exercise common sense and prudence in carrying out his/her responsibilities. The Board intends that its policies are designed to provide adequate guidance for foreseeable events and contingencies. It is acknowledged that there will be issues that confront the CEO that the Board may not have foreseen. In such cases the CEO will report to the Chairperson actions he/she intends to undertake that would materially obligate the Renton Housing Authority financially or otherwise inalterably position the Renton Housing Authority in a way not contemplated by the Board. The Chairperson shall either consent to the activity or require Board consideration prior to the undertaking of the activity
  5. To assure the integrity of the delegation of responsibility to the CEO, the Board and the CEO must work in partnership toward the shared goals of the Renton Housing Authority with each acting with confidence in their own roll, respecting and facilitating the other's responsibility, and communicating openly as they proceed. Neither the Board nor the CEO will knowingly withhold relevant information from the other.
  6. The CEO is expected to bring issues faced by the Renton Housing Authority that require policy guidance or action by the Board to the Board's attention in a timely manner. The Board is expected to act on requests for policy guidance from the CEO; or on such other actions required to be performed by the Board in a timely manner.