

**Town of Pinetops**  
**Housing Selection Committee Bylaws**  
**(Adopted December 5, 2023)**

**1. Name and Purpose**

- a. The Housing Selection Committee of the Town of Pinetops, North Carolina ("Town") in Edgecombe County was created and exists to develop and implement a process in the housing selection for Community Development Block Grant (CDBG) housing programs. The Committee shall be known as the "Housing Selection Committee" and shall be referred to herein as the "Committee".

**2. Duties and Responsibilities**

- a. Determine and implement a Housing Selection Process to select the beneficiaries to be submitted with the CDBG application.

**3. Membership**

- a. The Committee shall consist of five (5) members; two (2) of whom shall be the sitting members of the Board of Commissioners, and three (3) citizens appointed by the Town.
- b. The Committee members shall serve terms coinciding with individual terms of office for Commissioners and terms of 3 years for citizens.
- c. Any vacancies shall be filled by appointment by the Board of Commissioners.

**4. Officers**

**Section 1. Officers.** The officers of the Committee shall consist of a Chairperson, a Vice-Chairperson, and a Secretary.

**Section 2. Nominations and Elections.** The Committee shall hold an election of officers at the first regular meeting of the year and hold office until December 31 of the year so elected, or until their successors are elected.

**Section 3. Chairperson.**

- a. The Chairperson shall preside at all meetings of the Committee and is a member of the Committee with full voice participating in all matters.
- b. The Chairperson may represent the Committee at any and all Town Board meetings, community meetings or public hearings to present the advice of the Committee.

**Section 4. Vice-Chairperson.** The Vice-Chairperson shall have all the powers and authority and perform all of the functions and duties of the Chairperson in the absence of the Chairperson or his/her inability to perform the duties of the Chairperson. In the case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform the duties of Chairperson until a new Chairperson is selected.

**Section 5. Secretary.** The Secretary shall record and keep the minutes of all meetings of the Committee. The Secretary may delegate its duties to a Town staff member, with approval of the Town Administrator.

## 5. Meetings

**Section 1. Regular Meetings.** There will be no regular meetings for the Committee.

**Section 2. Special Meetings.** Special meetings of the Committee may be held at any time. A call for such meetings shall be issued by the Chairperson or the request of two (2) members of the Committee for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Committee at least two (2) days prior to the date of such special meeting. At such special meetings, no business shall be considered other than as determined in the call.

**Section 3. Electronic Meeting and Voting.** The Committee may hold electronic, or virtual, meetings by phone, video conference, web-based software or any combination or other similar method of communication. Electronic meetings shall provide methods for the public to participate. The public may submit written comments, electronically or hard copy, to the Committee either prior or post meeting.

All other rules, policies, and procedures herein shall stand before, during, and after an electronic meeting.

**Section 4. Quorum.** Three (3) members shall constitute a quorum for the purpose of conducting business, but a smaller number may adjourn from time to time until a quorum is obtained. If there are vacancies, a quorum shall consist of greater than 50% total attending headcount.

**Section 5. Rules of Procedure.** All rules of order not herein provided for shall be determined in accordance with, Robert's Rules of Order, Revised Edition.

## 6. Amendments

These Bylaws may be amended at any regular meeting or special meeting of the Committee by a vote of a majority of the entire Committee, followed by consideration and request for approval by the Board of Commissioners.