

# **Codman Square Tenant Task Force Bylaws**

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

**BY LAWS FOR THE CODMAN ELDERLY/DISABLED APARTMENTS TENANT  
TASK FORCE**

**ARTICLE I: Codman Elderly/Disabled Apartments, 784 Washington Street, Dorchester,  
MA 02124**

- Section 1     Name: Codman Elderly/Disabled Apartments Tenant Task Force
- Section 2     Principal Location: The principal location of the Codman Elderly/Disabled Apartments shall be within the Boston Housing Authority's Codman Elderly/Disabled Apartments public housing development. The Task Force may change the principal location, which will be effective upon a certificate of the change being filed the Elderly/Disabled Housing Program.
- Section 3     Purpose: The purpose of the Codman Elderly/Disabled Apartments Tenant Task Force is to empower public housing residents at the Boston Housing Authority's Codman Elderly/Disabled 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: Codman Elderly/Disabled Apartments Tenant Task Force, Officers**

Section 1     Tenants

Definition of Tenants: The Tenants of the Task Force shall consist of the residents of the Codman Elderly/Disabled 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 Codman Elderly/Disabled 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 Codman Elderly/Disabled Apartments. The Tenants shall have the right to participate in the Codman Elderly/Disabled Apartments Tenant Task Force and its committees. Voting rights will be vested in all residents of Codman Elderly/Disabled 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 tenants of the Codman Elderly/Disabled Apartments must temporarily relocate off site, but have rights to permanently

- 2.4 Attendance of Meetings and Participation in Committees: Tenants of the Codman Apts. Tenant Task Force are required to attend meetings of the Tenant Task Force and tenants and the Codman Elderly/Disabled Apartments Tenant Task Force management and to actively participate on at least one committee.
- 2.5 Quorum: Quorum for meetings of the Codman Elderly/Disabled Apartments Tenant Task Force is three (3) tenants. However, if the Task Force is voting on whether to remove an Officer' for good cause, or to fill a vacancy on the Codman Elderly/Disabled Apartments Tenant Task Force, or to recommend amendments to the By-Laws, the quorum for such a meeting shall be five (5) tenants.
- 2.6 Filling of Vacancies: If a vacancy occurs in the Codman Elderly/Disabled Apartments Tenant Task Force prior to the next scheduled election, such vacancy shall be filled by the Codman Elderly/Disabled Apartments Tenant Task Force. The Codman Elderly/Disabled Apartments Tenant 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 Codman Elderly/Disabled Apartments Tenant Task Force to fill the vacancy.
- 2.7 Resignation: A Task Force 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 Codman Elderly/Disabled Apartments Tenant Task Force.
- 2.8 Removal for Good Cause: Any member of the Codman Elderly/Disabled Apartments Tenant Task Force may be removed from office for good cause at any time by the Codman Apartments Tenant Task Force 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 Codman Elderly/Disabled 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 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 Codman Elderly/Disabled Apartments., as described in Sections 1.2 and 2.2 above; or (6) Any breach of the Task Force Officer's duty of loyalty to the Codman Elderly/Disabled Apartments or its

- (D) Authorization of expenditures;
- (E) Employment of persons as necessary to achieve the Codman Elderly/Disabled Apartments Tenant Task Force purpose;
- (F) Receiving funds for the use of the Task Force and the Residents of Codman Elderly/Disabled Apartments Tenant Task Force;
- (G) Establishment of a bank account;
- (H) Establishment and revision of committee structure;
- (I) Acting on behalf of the Residents of Codman Elderly/Disabled Apartments Tenant Task Force 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 Codman Elderly/Disabled Apartments Tenant 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 Codman Elderly/disabled Apartments Tenant Task Force, preside over Resident meetings, represent the Residents and the Codman Elderly/Disabled Apartments Tenant Task Force, sign all correspondence on behalf of the Task Force (except as the Codman Elderly/Disabled Apartments Tenant 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 Codman Elderly/Disabled Apartments Tenant Task Force and the Tenants 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 Codman Elderly/Disabled Apartments Tenant 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 Codman Elderly/Disabled Apartments Tenants 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 Codman Elderly/Disabled Apartments Tenant Task Force financial affairs, and shall sign off on checks authorized by the appointed positions for signatures; The Treasurer shall provide regular financial reports to the Codman Elderly/Disabled Apartments Tenant Task Force and to post reports for the Residents to see. All checks issued by the Codman Elderly/Disabled Apartments Tenant Task Force shall have, in addition to that of the Treasurer, the signatures

“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 Codman Elderly/Disabled Apartments 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. 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 Codman Elderly/Disabled Apartments Tenant 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 Codman Elderly/Disabled Apartments Tenant Task Force office at 784 Washington Street and the BHA management office.

- 1.4 Number of Signatures Required for Nominations: Each candidate for the Codman Elderly/Disabled Apartments Tenant Task Force must obtain at least twenty (20) signatures from the residents 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 member 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

Apartments Tenant Task Force and a letter from the new members of the Codman Elderly/Disabled 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 Residents may move to recall one or more members of the Codman Elderly/Disabled Apartments Tenant Task Force during the Officers' term of office. In order for the Residents 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 Codman Elderly/Disabled Apartments Tenant Task Force shall promptly call a meeting of the Residents 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 Resident shall be free to choose several options for recall, including designation of a particular person to serve as an Officer' in lieu of the Officers' proposed for recall, or granting the Codman Elderly/Disabled Apartments Tenant Task Force the discretion to appoint another person as Officer' for the balance of the term. If the majority of the Residents present at the meeting votes to recall the Officers', the Officer' shall be recalled. Reasonably prompt written notice shall be given to the Residents and to the BHA of the outcome of any recall election. If the Residents 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 Codman Elderly/Disabled Apartments Tenants 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 Codman Elderly/Disabled Apartments Tenant Task Force shall establish standing committees to carry out the goals and objectives of the Task Force. It shall actively recruit the Residents of the Codman Elderly/Disabled Apartments Tenant Task Force to serve on committees to ensure democratic participation and to further the goals of the Task Force. The standing committees shall report to the Codman Elderly/Disabled Apartments Tenant Task Force and to the Residents on their ongoing work.

**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 Codman Elderly/Disabled Apartments 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 3-5-10