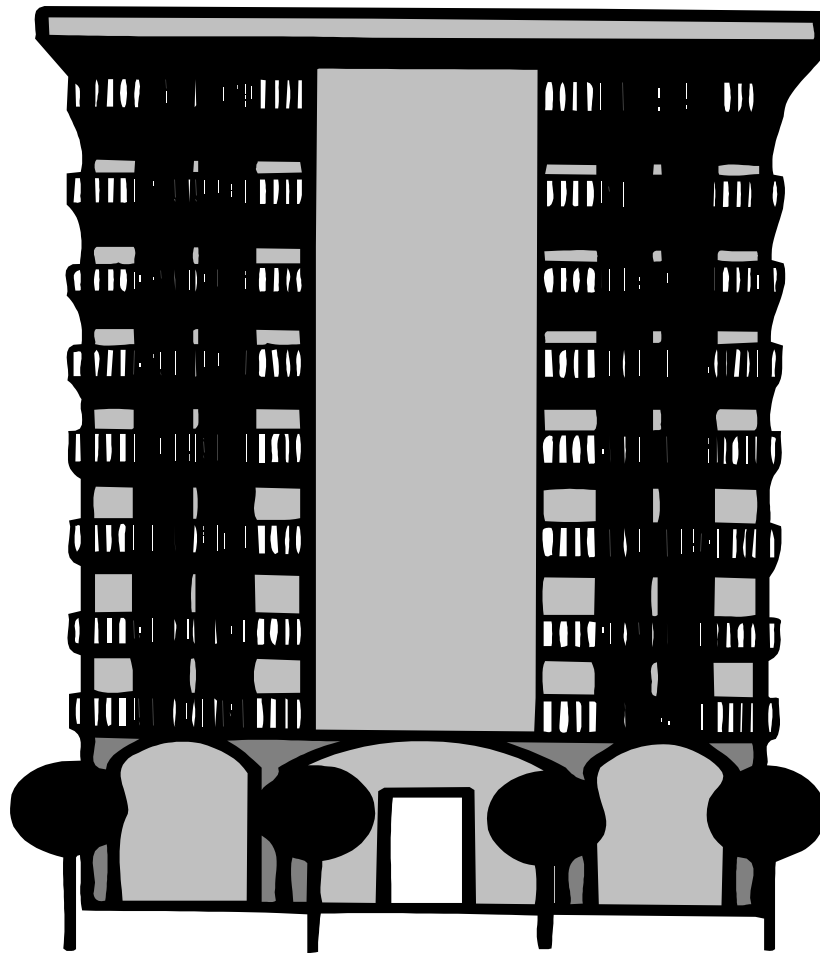


# RESIDENT COUNCIL GUIDE

**Revised April 2015**

**Central  
Cleveland  
Dunedin  
Edgerton  
Exchange  
Front  
Hamline  
Iowa**



**Montreal  
Mt. Airy  
Neill  
Ravoux  
Seal  
Valley  
Wabasha  
Wilson**

Property of:

Presidents Council  
555 N. Wabasha Street, #400  
St. Paul, MN 55102

Working Together:

Resident Councils  
Presidents Council  
St. Paul PHA

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## Your Guide

The primary goal of the Resident Councils is to:

*improve the quality of life and resident satisfaction ....  
to enable residents to create a positive living environment.*

The primary purpose of your Resident Council Guide is to help residents accomplish that goal.

Your Resident Council Guide is designed to be user friendly. Don't be daunted by the size. The detailed Table of Contents will quickly help you find answers to your questions.

The less time spent looking for answers and forms the more time you each have to be creative residents.

Every Council will have a Guide, and every Council will be given a Guide to be kept in the Human Services Coordinator's (HSC'S) office and available to residents to check out.

Finally, a Guide of this nature is never complete. Yearly at the Annual Officers Training we will update, remove, and add... whatever needs to be done to keep it a useful, *used* Guide.

The current Resident Council Guide is available online at the President Councils website, [www.stphapresidentscouncil.org](http://www.stphapresidentscouncil.org), or on the PHA intranet K: drive for PHA employees.

**The Resident Council Guide is the property of the Presidents Council. It's expensive to print the Guide and provide notebooks to individuals each year. Therefore, please make sure the Resident Council Guide gets passed from the outgoing Council to the incoming Council.**

— *The Resident Council Guide Team, Resident Council Coordinator, April 2015*

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# Table of Contents

Your Guide.....	i
Housing and Urban Development (HUD) .....	1
Public Housing Agency (PHA).....	7
PHA Policies for Presidents Council and Resident Councils .....	7
Policy: Political Campaigning in Hi-Rises .....	8
Policy: Community Room Air Conditioning .....	9
PHA Board of Commissioners Representative .....	10
PHA Resident Advisory Board (RAB) .....	11
A.C.O.P. Program .....	12
Officer In Residence (OIR).....	13
PHA Recycling Program.....	14
Presidents Council .....	15
Presidents Council Statements of Purpose.....	17
Presidents Council Amended Articles of Incorporation .....	18
Presidents Council Constitution and Bylaws .....	22
Presidents Council Memorandum of Understanding.....	26
Presidents Council Contact Information .....	29
Policy: Cold Weather Rule .....	29
Policy: Casino Trips.....	29
Presidents Council check policy .....	30
Presidents Council Website .....	31
Notice of Presidents Council Election .....	32
Duties of the Presidents Council Officers.....	33
Presidents Council Officer Qualifications .....	35
Application: Presidents Council Officer .....	37
Presidents Council Officer Installation .....	38
Peer Advisor Team .....	40
What Peer Advisors Do: .....	40
Application: Peer Advisor Team .....	41
Peer Advisor Time Record.....	42
PHA Mileage Reimbursement Chart .....	43
Residents Participation Committee (RPC).....	46
Application: Resident Participation Committee .....	47
Community Builder .....	50
What is Community? .....	51
PHA Hi-Rise Commitment To Diversity.....	52
Commitment To Diversity Statement .....	53
What Is A Resident Council?.....	55
Hi-Rise Memorandum of Understanding (MOU).....	56

Use of Community Room .....	58
Hi-Rise Space Use Agreement.....	57
Resident Council Gas Grill Procedure .....	61
Resident Council Suspension.....	64
What Happens If We Don't Have A Resident Council?.....	65
Resident Council Financial Accountability .....	66
The Executive Committee.....	69
An Accountable Executive Committee Ensures That:.....	70
Officer Code of Ethics .....	71
Incoming and Outgoing Officers .....	73
Resident Council Keys.....	73
The Executive Committee (Board) Meeting.....	75
Resident Council Action Schedule .....	76
Required Posting: Exercise Equipment Liability Notice .....	78
Selecting A Vendor.....	79
Bingo.....	89
Records Retention Requirements.....	88
The Executive Committee and Financial Management.....	92
Five-Member Board.....	91
President, Presider, and Vice President .....	99
Duties of the President and Presider .....	94
President (Presider) Do's and Don'ts .....	98
Meeting Parliamentary Procedure.....	99
The Role of the Presiding Officer.....	97
Running Effective Meetings .....	97
Chairing a Meeting .....	102
Resident Council Meeting Ground Rules .....	102
Usual Order of Business .....	103
The Motion.....	106
Vice President .....	107
Secretary.....	110
Sample Resident Council Agenda .....	111
Executive Committee Meeting Notice.....	112
Resident Council Meeting Notice.....	113
Chinese – 居民理事會會議的通知.....	114
Hmong – Pei xeem lub Koom Haum sib tham tsaj tawm.....	115
Russian – Резидентское Уведомление Заседания совета.....	116
Somali - Warbixinta Shirka Resident Council.....	117
Spanish – Consejo Residente que Encuentra Aviso .....	118
Easy Form for Taking Minutes .....	119
Extra Page For Motions – Old Business .....	122
Extra Page For Motions – New Business .....	123
Treasurer (General Information).....	125
Duties of the Treasurer.....	126
Expectations of the Treasurer and Q.B. Peer.....	127

Treasurer Procedures .....	130
Computer Financial Records.....	130
Custom Summary Report.....	133
Basic Spending Guidelines .....	132
Policy: Misuse of Resident Council Funds.....	135
Resident Council Audit Form.....	136
Policy: Cash Accounts .....	139
Cash for Fundraising.....	140
Counting Fundraising Cash Income.....	141
Fundraising Event Cash Report .....	142
Guidelines for Spending PHA/RPC Funds.....	143
Guidelines for Spending Flower/Beautification Funds (\$100).....	145
Guidelines for Spending Picnic Funds.....	146
Guidelines for Spending Hi-Rise Funds .....	147
Quick Guide for Disbursements.....	150
Stipends.....	153
Officer Stipend Approval.....	154
Transportation Reimbursement.....	155
Treasurer’s Monthly Task List.....	156
Deposit Document.....	162
Disbursement Document.....	163
Balance Sheet by Class Report .....	164
Request for RPC Reimbursement .....	164
The Fifth Officer.....	165
Computer Administrator .....	166
Computer Sign-In Sheet.....	167
Problem Reporting Log.....	<b>Error! Bookmark not defined.</b> 170
Committees .....	171
Financial Basics .....	173
Presidents Council Accountability of PHA Funding .....	174
Policy: Fiscally Responsible Resident Councils.....	175
Generally Accepted Accounting Principles (GAAP) .....	176
Accounting Basis .....	176
Tax Identification Number (TIN) .....	177
On-Line Banking and Bank Debit Cards .....	177
Cash and Cash Equivalents.....	177
Types of Grant Funding .....	179
Resident Council Budget .....	180
Budget Process.....	180
Required Posting with Proposed Budget .....	181
Hi-Rise Budget Form.....	182
Resident Council Picnic Budget Form.....	184
Financial Audit.....	185
PHA Audit Review Requirements for Auditors .....	186
Auditor’s Guide to Suspected Fraud and Irregularity.....	187

HUD Notice of Elections.....	189
Resident Council Elections.....	190
Policy: Replacing Officers Midterm.....	189
Policy: Resident Council Election Procedures .....	191
Qualifications To Run For Resident Council Office .....	195
Resident Council Officer Qualifications.....	196
Election Checklist.....	198
Certification of Resident Council Election.....	199
Installation of Resident Council Officers .....	201
Installation of the Five-Member Board.....	202
Policy: Recall Election.....	203
Recall Petition.....	204

## **Housing and Urban Development (HUD)**

In 1937, the Federal Department of Housing and Urban Development (HUD) recognized the importance of resident involvement in creating a positive living environment and in actively participating in the overall mission of public housing.

Section 20 of the United States Housing Act of 1937, as amended, was enacted to encourage increased resident management of public housing projects “to promote formation and development of resident management entities”. The Department implemented section 20 of the 1937 Act by regulations (24 CFR 964) for Public Housing that governed tenant participation and resident management in public housing.

Regulations governing “Tenant Participation and Tenant Opportunities in Public Housing” are found in the Code of Federal Regulations (CFR), Title 24, Chapter IX, and specifically Part 964 which covers tenant participation. This regulation is commonly referred to as: 24 CFR 964. Subpart A covers General Provisions, Subpart B covers Tenant Participation; Subpart C covers Tenant Opportunities Program (TOP); Subpart D covers Family Investment Centers (FIC) Program; and Subpart E covers Resident Board Members. Pertinent selections have been included here.

### **Subpart A – GENERAL PROVISIONS**

#### **§ 964.1 – Purpose.**

The purpose of this part is to recognize the importance of resident involvement in creating a positive living environment and in actively participating in the overall mission of public housing.

### **§ 964.11 – HUD policy on tenant [resident] participation.**

HUD promotes resident participation and the active involvement of residents in all aspects of PHA’s overall mission and operation. Residents have a right to organize and elect a resident council to represent their interests. As long as proper procedures are followed, the Public Housing Agency (PHA) shall recognize the duly elected resident council to participate fully through a working relationship with PHA. HUD encourages PHAs and residents to work together to determine the most appropriate ways to foster constructive relationships, particularly through duly-elected resident councils.

#### § 964.14 – HUD policy on partnerships.

HUD promotes partnerships between residents and PHAs which are an essential component to building, strengthening and improving public housing. Strong partnerships are critical for creating positive changes in lifestyles thus improving the quality of life for public housing residents, and the surrounding community.

#### § 964.16 – HUD role in activities under this part.

(a) *General.* The form and extent of resident participation are local decisions to be made jointly by resident councils and PHA. HUD will promote resident participation and tenant opportunities programs, and will provide additional guidance, as necessary and appropriate. In addition, HUD will endeavor to provide technical assistance in connection with these initiatives.

(b) *Monitoring.* HUD shall ensure that the requirements under this part are operating efficiently and effectively.

#### § 964.18 – PHA role in activities under part B and C.

(1) A PHA shall officially recognize a duly elected resident council as the sole representative of the residents it purports to represent, and support its tenant participation activities.

(2) When requested by residents, a PHA **[or another entity as directed by the PHA, in this case the Presidents Council]** shall provide appropriate guidance to residents to assist them in establishing and maintaining a resident council.

(3) A PHA may consult with residents, or resident councils, to determine the extent to which residents desire to participate in activities involving their community, including the management of specific functions of a public housing development that may be

mutually agreeable to the PHA and the resident council.

(4) A PHA shall provide the residents or any resident council with current information concerning the PHA's policies on tenant participation in management.

(5) If requested, a PHA should provide a duly recognized resident council office space and meeting facilities, free of charge, preferably within the development it represents. If there is no community or rental space available, a request to approve a vacant unit for this non-dwelling use will be considered on a case-by-case basis.

(6) If requested, PHA shall negotiate with the duly elected resident council on all uses of community space for meetings, recreation and social services and other resident participation activities pursuant to HUD guidelines. Such agreements shall be put into a written document to be signed by the PHA and the resident council. If a PHA fails to negotiate with a resident council in good faith or, after negotiations, refuses to permit such usage of community space, the resident council may file an informal appeal with HUD, setting out the circumstances and providing copies of relevant materials evidencing the resident council's efforts to negotiate a written agreement. HUD shall require the PHA to respond with a report stating the PHA's reasons for rejecting the request or for refusing to negotiate. HUD shall require the parties (with or without direct HUD participation) to undertake or to resume negotiations on an agreement. If no resolution is achieved within 90 days from the date HUD required the parties to undertake or resume such negotiations, HUD shall serve notice on both parties that administrative remedies have been exhausted (except that, pursuant to mutual agreement of the parties, the time for negotiations may be extended by no more than an additional 30 days).

(7) In no event shall HUD or PHA recognize a competing resident council once a duly elected resident council has been established. Any funding of resident activities and resident input into decisions concerning public housing operations shall be made only through the officially recognized resident council.

(8) The PHA shall ensure open communication and frequent meetings between PHA management and resident councils and shall encourage the formation of joint PHA management-resident committees to work on issues and planning.

(9) The resident council shall hold frequent meetings with the residents to ensure that residents have input, and are aware and actively involved in PHA management-resident council decisions and activities.

(10) The PHA and resident council shall put in writing in the form of a Memorandum of Understanding the elements of their partnership agreement and it shall be updated at least once every three (3) years. **[The St. Paul PHA and the Presidents Council require it yearly.]**

(11) The PHA, in collaboration with the resident councils, shall assume the lead role for assuring maximum opportunities for skills training for public housing residents. To the extent possible, the training resources should be local to ensure maximum benefit and on-going access.

## **Subpart B – TENANT PARTICIPATION**

### **§ 964.100 – Role of resident council.**

The role of a resident council is to improve the quality of life and resident satisfaction and participate in self-help initiatives to enable residents to create a positive living environment for families living in public housing. Resident councils may actively participate through a working partnership with PHA to advise and assist in all aspects of

public housing operations.

### **§ 964.105 – Role of the jurisdiction-wide resident council [the Presidents Council].**

(a) *Jurisdiction-wide resident council.* Resident councils may come together to form an organization which can represent the interest of residents residing in units under a PHA's jurisdiction. This can be accomplished by the presidents of duly elected resident councils forming an organization, by resident councils electing a representative to the organization, or through jurisdiction-wide elections. If duly elected resident councils form such an organization, the PHA shall recognize it as the voice of authority-wide residents for input into housing authority policy making.

(b) *Function.* The jurisdiction-wide council may advise the Board of Commissioners and executive director in all areas of PHA operations, including but not limited to occupancy, general management, maintenance, security, resident training, resident employment, social services and modernization priorities.

(c) *Cooperation with other groups.* There shall be regularly scheduled meetings between the PHA and the local duly elected resident council, and the jurisdiction-wide resident council to discuss problems, plan activities and review progress.

### **§ 964.115 – Resident council requirements.**

A resident council shall consist of persons residing in public housing and must meet each of the following requirements in order to receive official recognition for the PHA/HUD, and be eligible to receive funds for resident council activities, and stipends for officers for their related costs for volunteer work in public housing:

(a) It may represent residents residing:

- (1) In scattered site buildings houses **or**
- (3) In one or more contiguous buildings
- (4) In a development **or**
- (5) In a combination of these buildings or developments

(b) It must adopt written procedures such as by-laws, or a constitution which provides for the election of residents to the governing board by the voting membership of the residents residing in public housing, described in paragraph (b) of this section, on a regular basis but at least once every three (3) years. The written procedures must provide for the recall of the resident board by the voting membership. These provisions shall allow for a petition or other expression of the voting membership's desire for a recall election, and set the number of percentage of voting membership ("threshold") who must be in agreement in order to hold a recall election. This threshold shall not be less than 10 percent of the voting membership.

(c) It must have a democratically elected governing board that is elected by the voting membership. At a minimum, the governing board should consist of five (5) elected board members.

The voting membership must consist of heads of households (any age) and other residents at least 18 years of age or older and whose name appears on a lease for the unit in the public housing that the resident council represents.

**§ 964.120 – Resident management corporation requirements. [This applies to the Resident Council and the President Council.]** A resident management corporation must consist of residents residing in public housing.

President council may establish additional criteria that are non-discriminatory and do not

(a) It shall be a non-profit organization that is validly incorporated under the laws of the State in which it is located;

(b) It may be established by more than one resident council, so long as each council:

- (1) Approves the establishment of the corporation; and
- (2) Has representation on the Board of Directors of the Corporation;

(c) It shall have an elected Board of Directors, and elections must be held at least once every three years;

(d) Its by-laws shall require the Board of Directors to include resident representatives of each resident council involved in establishing the corporation; include qualifications to run for office, frequency of elections, procedures for recall, and term limits if desired.

(e) Its voting members shall be heads of households (any age) and other residents at least 18 years of age and whose name appears on the lease of a unit in the public housing represented by the resident management corporation;

(f) Where a resident council already exists for the development or a portion of the development, the resident management corporation shall be approved by the resident council board and a majority of the residents. If there is no resident council, a majority of the residents of the public housing development it will represent must approve the establishment of such a corporation for the purposes of managing the project; and

(g) It may serve as both the resident management corporation and the resident council, so long as the corporation meets the requirements of this part for a resident council.

**§ 964.125 – Eligibility for resident council membership.**

(a) Any member of a public housing household whose name is on the lease of a unit in the public housing development and meets the requirements of the by-laws is eligible to be a member of a resident council. The

infringe on the rights of other residents in the development. Such criteria must be stated in the by-laws or constitution as appropriate.

(b) The right to vote for resident council board shall be limited to designated heads of households (any age) and other members of the household who are 18 years or older whose name appears on the lease of a unit in the public housing development represented by the resident council.

(c) Any qualified voting member of a resident council who meets the requirements described in the by-laws and is in compliance with the lease may seek office and serve on the resident council governing board.

### **§ 964.130 – Election procedures and standards.**

At a minimum, a resident council may use local election boards/commissions. The resident council shall use an independent third-party to oversee elections and recall procedures.

(a) Resident councils shall adhere to the following minimum standards regarding election procedures:

- (1) All procedures must assure fair and frequent elections of resident council members – at least once every three years for each member.
- (2) Staggered terms for resident council governing board members and term limits shall be discretionary with the resident council.
- (3) Each resident council shall adopt and issue election and recall procedures in their by-laws.
- (4) The election procedures shall include qualifications to run for office, frequency of elections, procedures for recall, and term limits if desired.

President participation activities....  
This will guarantee the resources

(5) All voting members of the resident community must be given sufficient notice (at least 30 days) for nomination and election. The notice should include a description of election procedures, eligibility requirements, and dates of nominations and elections.

(b) If a resident council fails to satisfy HUD minimum standards for fair and frequent elections, or fails to follow its own election procedures as adopted, HUD shall require PHA to withdraw recognition of the resident council and to withhold resident services funds as well as funds provided in conjunction with services rendered for resident participation in public housing [i.e., **withhold payment of PHA and RPC grants**].

(c) PHA [**or the President Council as its designee**] shall monitor the resident council election process and shall establish a procedure to appeal any adverse decision relating to failure to satisfy HUD minimum standards. Such appeal shall be submitted to a jointly selected third-party arbitrator at the local level. If costs are incurred by using a third-party arbitrator, then such costs should be paid from the PHA's resident services funds pursuant to §964.150.

### **§ 964.145 – Conflict of interest.**

Resident council officers cannot serve as contractors or employees if they are in policy making or supervisory positions at the PHA.

### **§964.150 – Funding tenant participation.**

(a) *Funding duly elected resident councils and jurisdiction-wide resident councils.*

- (1) PHA shall provide funds it receives for this purpose to the duly elected resident council at each development and/or those jurisdiction-wide councils eligible to receive the resident portion of the tenant services account to use for

necessary to create a bona fide partnership among the duly elected resident councils, the PHA and HUD. Where both local and jurisdiction-wide councils exist, the distribution will be agreed upon by the PHA and the respective councils.

- (2) If funds are available through appropriations, PHA must provide tenant services funding to the duly elected resident councils regardless of PHA's financial status. The resident council funds shall not be impacted or restricted by PHA's financial status and all said funds must be used for the purpose set forth in subparts B and C of this part.
  - (3) PHA and the duly elected resident council at each development and/or those jurisdiction-wide councils shall collaborate on how the funds will be distributed for tenant participation activities. If disputes regarding funding decisions arise between the parties, the matter shall be referred to the Field Office for intervention. HUD Field Office shall require the parties to undertake further negotiations to resolve the dispute. If no resolution is achieved within 90 days from the date of the Field Office intervention, the Field Office shall refer the matter to HUD Headquarters for final resolution.
- (b) *Stipends.*

- (1) HUD encourages PHAs to provide stipends to resident council officers who serve as volunteers in their public housing developments. The amount of the stipend, up to \$200 per month/per officer, shall be decided locally by the resident council and the PHA. Subject to

appropriations, the stipends will be funded from the resident council's portion of the operating subsidy funding for resident council expenses (\$15.00 per unit per year).

- (2) Pursuant to § 913.86, stipends are not to be construed as salaries and should not be included as income for calculation of rents, and are not subject to conflict of interest requirements.
- (3) Funding provided by PHA to a duly elected resident council may be made only under a written agreement between PHA and a resident council, which includes a resident council budget and assurance that all resident council expenditures will not contravene provisions of law and will promote serviceability, efficiency, economy and stability in the operation of the local development. The agreement must require the local resident council to account to PHA for the use of the funds and permit PHA to inspect and audit the resident council's financial records related to the agreement.

## **Public Housing Agency (PHA)**

The St. Paul Public Housing Agency (PHA) has been an independent governmental unit since 1977. Its historical roots are in the Housing and Redevelopment Authority of the City of Saint Paul (HRA), a unit of the City of Saint Paul established by the Minnesota State Legislature in 1947. The HRA's initial goal was to remove slums and construct low income housing in Saint Paul.

The PHA is governed by a Board of Commissioners. The seven commissioners are appointed by the Mayor and approved by the City Council. Its mission statement is to “help families and individuals with low incomes achieve greater stability and self-reliance by providing safe, affordable, quality housing and links to community services”. Their 4,273 HUD-subsidized public housing rental units are well maintained and fully occupied (consistently over 99%), providing safe, affordable housing to about 10,000 low income residents. They also coordinate services for public housing residents, including "welfare to work" programs, homeownership programs, community policing, assisted living services for frail elderly and disabled residents, and others.

Basically, the St. Paul Public Housing Agency (PHA) is an independent agency created by Minnesota state statute and not a city department. It has city-wide jurisdiction, however, but is funded with federal money. It is governed by the PHA Board of Commissioners, who are appointed by the Mayor of the City of St. Paul and approved by the City Council.

## **PHA Policies for Presidents Council and Resident Councils**

As much as the roles of the Resident Councils should be separate from PHA Management, there are certain policies, rules and regulations which require PHA to establish criteria to which Resident Councils and the Presidents Council are affected.

## **Policy: Political Campaigning in Hi-Rises**

**NOTE: This policy is currently being reviewed by PHA.**

The PHA will make reasonable efforts to grant access to PHA hi-rises to political candidates, in order to comply with Minnesota law and to enable hi-rise residents to participate in the democratic process.

When a candidate who has filed for election to public office, or a campaign worker on the candidate's behalf, asks to gain access to the PHA's hi-rise apartment buildings, the PHA will send the candidate a current list of hi-rise Resident Council presidents, a list of the hi-rise addresses and management office phone numbers, and a copy of this policy.

Candidates are asked to contact the hi-rise Resident Council president or another resident designated by the Resident Council to make arrangements for visiting the building.

If the candidate is unable to gain access to a PHA hi-rise building by contacting the Resident Council representatives, then the candidate may contact the PHA's housing management staff for that building.

On request, PHA staff will arrange a time when a staff member or a resident can admit the candidate to the building, subject to the following limitations:

- Candidates may arrange visits to fit their schedules, but visits which require PHA staff assistance should be scheduled during PHA management staff's regular hours in the building. Staff should not make a special trip to the building on a different day or stay after normal work hours. (Most PHA hi-rises do not have a full-time management office; one Housing Manager may cover two or three hi-rises.)
- Staff (or a resident) will meet the candidate at the door and let him or her in, alone or accompanied by campaign workers. **Campaign workers must be accompanied by the candidate to be admitted to the building.**
- PHA staff will not arrange meetings with residents for candidates, distribute their campaign literature, introduce them or speak to residents on their behalf.

Approved by PHA Board of Commissioners, August 22, 2001.

## **Policy: Community Room Air Conditioning**

The PHA will make reasonable efforts to leave the Community Rooms air conditioning on all night on very hot evenings and to leave the Community Room door in each hi-rise unlocked all night on these nights. This allows residents without air conditioners in their unit to come into the Community Room during the night, if they are too uncomfortable in their apartments.

The PHA Engineer has programmed the air conditioning system so that it will remain on all night, any time the temperature is 85° F. or higher at 4:00 PM. Each Council or its designated Officers can make the decision about whether or not to leave the Community Room open. We will abide by your decision, but we strongly urge you to work out some way to make this work, rather than deciding not to leave the room unlocked. We are very concerned that no one suffers health problems because of the heat and not having an apartment air conditioner.

We realize that leaving the door unlocked can also pose some problems and we encourage you to lock up any items that might be a problem. Extreme heat and loss of sleep can be very hard on the elderly or those with serious health problems. If you encounter any problems with the unlocked room or have concerns, please discuss them with your Housing Manager.

Please post a notice for residents notifying them that this option will be available to them. Work with your Housing Manager to resolve any problems that might occur with the room being open.

## PHA Board of Commissioners Representative

When the State of Minnesota created the Public Housing Agency (PHA) of the City of Saint Paul, it determined that PHA shall consist of seven (7) commissioners who are residents of the city of Saint Paul. Two of the commissioners include public housing tenants, one representing elderly housing tenants and one representing family housing tenants. Commissioners are appointed by the mayor with the advice and consent of the city council. The mayor shall consider a list of elderly housing tenants [from the Presidents Council] and shall consider a list of names submitted by the city-wide resident council [family] in appointing a commissioner to represent family housing tenants. The commissioner representing elderly housing tenants shall be appointed for a two-year term. The commissioner representing family housing tenants shall be appointed for a three-year term. [Summary from Laws of Minnesota for 1977, pages 368-369, Chapter 228–H.F.No.542.] The Board sets policy for the PHA, which owns and manages almost 4,300 units of low-income housing with funding from HUD. The PHA also administers over 3,700 rent subsidies used in privately owned units (Section 8).

**Premise:** The hi-rise resident on the Board of Commissioners should represent the residents and residents should have a voice in the choice of its Commissioner Representative.

**Procedure:**

1. Before the two-year term ends on August 30<sup>th</sup> of every odd-numbered year, qualifications and duties will be published by the Presidents Council and applications for the position sought.
2. The Executive Committee will review the application(s); possibly interview those seeking the position, and make recommendations (one or several) to the Mayor of the City of Saint Paul.
3. The actual selection rests in the office of the Mayor.

Interested individuals may obtain an application from The Mayor's Office, Room 390, City Hall, 15 West Kellogg Boulevard, Saint Paul, MN 55102. Phone: 651-266-8533 and Fax: 651-266-8513.

## **PHA Resident Advisory Board (RAB)**

The Resident Advisory Board (RAB) of the St. Paul Public Housing Agency (PHA) convenes each year to share information and assist PHA staff in the Agency Plan process. The RAB has a participatory relationship with the PHA in that its main role is to make recommendations in developing the annual Agency Plan from concept through submission to HUD. At the current time, the PHA pays a small stipend to RAB members who attend meetings to cover routine mileage, cab fare or bus fare.

The following resident leaders were designated by the PHA Board of Commissioners on July 28, 1999, as the PHA's Resident Advisory Board (RAB):

- All members of the Hi-Rise Presidents Council
- All members of the Family Residents' City-Wide Residents Council (16 members, including the four officers from each of the four family housing developments).
- The two PHA Commissioners who are residents of public housing, one representing the elderly, the other representing the family residents.
- Section 8 and Scattered Site representatives who volunteered for the RAB in response to mailings and flyers in the Rental Office.

Participation on the Resident Advisory Board (RAB) is voluntary. Public housing resident leaders who are not currently members of the Presidents Council Executive Committee or City-Wide Residents Council Executive Committee have participated actively in the RAB meetings.

For additional information, call the PHA Executive Assistant, at 651-292-6086.

## A.C.O.P. Program

A.C.O.P. stands for A Community Outreach Program. It is a partnership involving the City of Saint Paul, Saint Paul Police Department, PHA, and public housing residents. The goals of the program are to improve the social conditions which foster drug use and abuse at the public housing sites, improve the level of trust and general relations between the citizens living in public housing and the St. Paul Police Department, improve the delivery of police services to the community, and empower residents to be active in community safety issues.

**Residents at Dunedin, Mt. Airy, and Valley Hi-Rises should call A.C.O.P. first before calling a police officer. However, if there is an emergency, call 911 first.**

A.C.O.P. (A Community Outreach Program)  
1544 Timberlake Road  
- McDonough Community Center -  
Saint Paul, MN 55107  
Phone: (651) 558-2305  
Fax: (651) 488-3725

The Safety & Security Officer of PHA, Security Programs Coordinator, manages ACOP & OIR.

## Officer in Residence (OIR)

HUD and the PHA's Board of Commissioners approved the plan for the Officer in Residence Program that allows one Saint Paul Police Department officer to live in each of the PHA's hi-rise apartment buildings, and at one of the PHA's family housing developments. Each of the PHA's sixteen hi-rises has an Officer in Residence, aside from short-term vacancies due to normal turnover. The PHA may consider adding more Officers in Residence to further increase security for residents and staff.

Each Officer in Residence makes a one-year commitment to the program initially, schedules office hours for resident contact, attends resident council meetings and get-togethers when possible, and provides information and assistance to staff and residents related to illegal activity in and around the development. The officer also parks a police squad car in an assigned space in front of the building during off-duty hours. In exchange for making these commitments, the Officers in Residence do not pay rent to the PHA. Each officer signs a special lease with the PHA. However, under the Public Housing Reform Act of 1998 (QHWRA), the PHA receives an operating subsidy for all dwelling units rented to law enforcement officers.

The PHA staff and Commissioners believe that this arrangement is needed to improve security for residents and staff, complementing the successful A.C.O.P. community policing program.

**If there is an emergency, call 911 first. If a police officer is needed and it is not an emergency, call the St. Paul Police Department at 651-291-1111.** However, A.C.O.P. will also respond if called.

Saint Paul Police Department  
367 Grove Street  
Saint Paul, MN 55101  
Phone: (651) 291-1111

## **PHA Recycling Program**

PHA has created a recycling program for hi-rise Resident Councils. By participating in this program, the Resident Councils have an opportunity to create some income while helping to clean up our earth. Recycling income checks are issued quarterly from PHA.

In addition, PHA (through your Building Manager) hires a resident Recycling Coordinator for the following general duties:

- Preparing the materials and bins for weekly pick-up.
- Keeping the area around the bins clean.
- Making sure the bins have only the allowed materials in them.
- Reporting any damage to the bins.
- Assisting handicapped/disabled residents with their recycling.
- Distributing literature and other information regarding recycling to residents as needed.
- Encouraging residents to recycle.

This Recycling Coordinator is paid by check on the first Wednesday of the month for services performed the previous month. The check should be received in the mail by Friday or Saturday of that week.

For further information about the recycling program, contact your building Recycling Coordinator or your Building Manager.

**NOTE: The Recycling Coordinator is paid by PHA**

# Presidents Council

## **What Is The Presidents Council?**

The Presidents Council consists of the president/presider or other officer from each hi-rise. The election of officers to the Presidents Council is very important. The officers are the leaders for the Presidents Council and are also on the Resident Participation Committee (RPC). They are also members of the Resident Advisory Board (RAB).

## **Purpose of the Presidents Council**

- To facilitate better communication between residents, PHA staff and Board of Commissioners of the PHA, through the mutual sharing of needs and concerns.
- To foster and facilitate communication among the various organizations in the hi-rises, PHA and other community organizations.
- To organize these persons into a powerful force, which will be able to obtain services and resources unavailable to the individuals or hi-rise, and thereby improve the quality of life of the people of Saint Paul.
- To learn from and support each other as officers by bringing concerns from your hi-rise for discussion and possible answers.
- To share sources of entertainment, information and services.
- To meet people from other hi-rises and share good times and commiserate over the not-so-good times.
- To receive ideas for increased Resident Council participation, information on fair elections and assistance with policy decisions.
- To promote and/or provide training for officers and hi-rise residents to create effective Resident Councils.
- To receive additional financial support.

## **Who Attends These Meetings?**

Each hi-rise is expected to send one person to represent the residents at the Presidents Council each month. It may be the president or Board member, or another officer. Only one person per hi-rise sits at the table and has a voice and vote.

Questions are not accepted by guests attending the meeting.

If an officer is unable to attend, the Resident Council may select another resident to represent the hi-rise at the Presidents Council meeting. This designated individual may sit at the Presidents Council table, participate in the meeting, and has a vote.

Other officers or residents, not representing the hi-rise, may attend these meetings, sitting at the side or back with no vote. This is an excellent chance to see how other meetings operate and keep informed on what's happening.

**When and Where?** The regularly scheduled meetings are held on the fourth Monday of the month at 10:00 a.m. in the Board Room at the PHA Office, 555 N. Wabasha St., Suite 400, Saint Paul, MN.

# Presidents Council Statements of Purpose

## Definition Statement

The Presidents Council of PHA Highrises of Saint Paul is a jurisdiction-wide representative council of individual highrise resident councils dedicated to improving the quality of life and resident satisfaction through participation in self-help initiatives to enable residents to create a positive living environment through a working relationship with Saint Paul Public Housing Agency within the guidelines of Housing and Urban Development (HUD).

## Mission Statement

Through leadership, guidance, and empowerment, it is our mission to maintain and strengthen individual resident councils as well as to promote communication, cooperation, tolerance, community, teamwork, and understanding among residents, Resident Councils, Saint Paul Public Housing Agency and its Board of Commissioners, HUD, and others.

## Vision Statement

Our vision is a caring, inclusive, and participative community of residents empowered to have a voice in the quality of their lives.

## Value Statement

Our work will be guided and informed by our beliefs and commitments to:

Inclusiveness – we respect people, value Community Building, and are committed to equality.

Participation – we value and recognize the importance and contribution of volunteers within the communities.

Quality – we strive for excellence through continuous improvement.

Openness – we are committed to a culture of teamwork and collaboration.

Training – we believe training and education result in empowerment.

—Approved by the Presidents Council: 10/26/2009

# **Presidents Council Amended Articles of Incorporation**

## **AMENDED ARTICLES OF INCORPORATION OF THE PRESIDENTS COUNCIL OF ST. PAUL PHA HI-RISES**

The undersigned incorporators, natural persons eighteen years of age or older, in order to form a nonprofit corporate entity under Minnesota Statutes, Chapter 317A; adopt the following articles of incorporation.

### **ARTICLE I NAME/REGISTERED OFFICE**

The name of this Minnesota publicly supported corporation shall be the Presidents Council of St. Paul PHA Hi-Rises, located at 555 North Wabasha Street, Suite 400, St. Paul, MN 55102. It may be referred to as the Presidents Council. Formerly known as the Presidents Council of PHA Highrises of Saint Paul.

### **ARTICLE II PURPOSE**

This corporation is organized exclusively for charitable and educational purposes as specified in Section 501(c) (3) of the Internal Revenue Code.

Notwithstanding other language (or provisions) in this instrument, the organization will not further any specified purpose to more than an insubstantial degree other than those described in Section 501(c) (3). The Presidents Council is a jurisdiction-wide representative council of individual hi-rise resident councils dedicated to improving the quality of life and resident satisfaction through participation in self-help initiatives to enable residents to create a positive living environment through a working relationship with Saint Paul Public Housing Agency within the guidelines of Housing and Urban Development, from whom it gets its funding. This corporation is comprised of residents of Public Housing that are poor, distressed, or underprivileged and is formed for the purpose of allowing those residents a voice in creating a positive living environment and in actively participating in the overall mission of Public Housing, as required by Housing and Urban Development (HUD) in CFR Title 24, Chapter IX, Part 964. In addition, this organization's purpose is to eliminate prejudice and discrimination, combat community deterioration, and lessen community tensions. While the majority of funds are received from federal funding, all funds, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes.

## **ARTICLE III MISSION STATEMENT**

Through leadership, education and training, guidance, and empowerment, it is our mission to maintain and strengthen individual resident councils as well as to promote communication, cooperation, tolerance, community, teamwork, and understanding among residents, Resident Councils, Saint Paul Public Housing Agency and its Board of Commissioners, HUD, and others.

## **ARTICLE IV EXEMPTION REQUIREMENTS**

At all times the following shall operate as conditions restricting the operations and activities of the corporation:

1. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in the purpose clause above.
2. No substantial part of the activities of the corporation shall constitute the carrying on of propaganda or otherwise attempting to influence legislation, or any initiative or referendum before the public, and the corporation shall not participate in, or intervene in (including by publication or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.
3. Notwithstanding any other provisions of this document, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future tax code, or by an organization, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future tax code.

## **ARTICLE V DURATION AND DISSOLUTION**

The duration of the corporate existence shall be perpetual until dissolution.

Upon the dissolution of the organization, after payment of all debts, obligations, liabilities, costs and expenses of the organization, assets of the corporation shall be distributed for one or more exempt purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. In no case shall a disposition be made which would not qualify as a charitable contribution under Section 170(c) (1) or (2) of the Internal Revenue Code, as now enacted or hereafter amended.

## **ARTICLE VI PERSONAL LIABILITY**

No member, officer, or director of this corporation shall be liable for the debts or obligations of this corporation, nor shall any of the property of the members, officers, or directors be subject to the payment of debts or obligations of this corporation.

## **ARTICLE VII MEMBERSHIP**

The membership of this organization shall consist of the President, Board Member, or other single representative of the Resident Council of each of the St. Paul Public Housing Hi-Rises.

Each Hi-Rise Resident Council is expected to be represented at the Presidents Council meetings. In the event the delegate of a Hi-Rise Resident Council is unable to attend, another officer may attend. If no other officer is able, another representative may be selected. Other officers and residents may attend as guests with no vote.

## ARTICLE VIII INCORPORATORS

The incorporators of this corporation are:

Jonathan Murray	Board Member	280 Ravoux St., # 309, St. Paul, MN 55103
Cathy Hicks	Board Member	261 E. University Ave., #611, St. Paul, MN 55130
Brandon Dorweiler	Board Member	727 Front St., #1008, St. Paul, MN 55103

The undersigned incorporators certify that they execute these articles for the purposes herein stated and that these Articles of Incorporation have been amended by the membership at a regular meeting on October 25, 2010.

Jonathan Murray

_____ <i>/s/</i>	_____ <i>Date</i>
<i>Signature</i>	

Cathy Hicks

_____ <i>/s/</i>	_____ <i>Date</i>
<i>Signature</i>	

Brandon Dorweiler

_____ <i>/s/</i>	_____ <i>Date</i>
<i>Signature</i>	

These Articles of Incorporation were amended and approved by the membership at a regular Presidents Council Meeting on October 28, 2010.

# **Presidents Council Constitution and Bylaws**

## **CONSTITUTION and BYLAWS** **The PRESIDENTS COUNCIL of PHA HI-RISES of SAINT PAUL**

### **Article I: Name**

The name of the organization shall be the PRESIDENTS COUNCIL of PHA Hi-rises of Saint Paul.

### **Article II: Purpose**

The purpose of the PRESIDENTS COUNCIL shall be:

1. To facilitate better communication between residents, PHA staff and Board of Commissioners of the Public Housing Agency through mutual sharing of needs and concerns.
2. To foster and facilitate communication among the various organizations in the Hi-rises, Public Housing facilities and other community organizations.
3. To organize the persons of the above mentioned organizations into a powerful force, which will be able to obtain services and resources unavailable to the individuals or Hi-rises, and thereby improve the quality of life of the people of Saint Paul.
4. To learn from and support each other as officers.
5. To promote and/or provide training for officers and Hi-rise residents to create effective Resident Councils.
6. To distribute PHA Grants to Resident Councils upon completion of requirements.

### **Article III: Membership**

The membership of this organization shall consist of the President or a Board Member of the Resident Council in each Hi-rise. Other officers and residents may attend as guests with no vote.

Each Hi-rise is expected to be represented at Presidents Council meetings. In the event the delegate of a Hi-rise Resident Council is unable to attend, another officer may attend. If no other officer is able, another representative may be selected.

RESPONSIBILITIES of PRESIDENTS COUNCIL members shall be:

1. Assure Hi-rise Resident Council compliance with HUD (Housing and Urban Development) and PHA directives.
2. Relay information from the Board of Commissioners, PHA staff and PRESIDENTS COUNCIL decisions back to the Hi-rise Resident Council on a monthly basis.
3. Bring Hi-rise Resident Council concerns for discussion.

4. Share sources for entertainment, information and services.
5. Approve the annual budget.
6. Assure that resident rights are protected.

#### **Article IV: Officers**

In the event there are no members of the organization who wish to run for office, or there are no qualified individuals within the membership wishing to run, an Officer outside of the membership may be appointed or hired by the Presidents Council, specifically for positions of Secretary and/or Treasurer. This appointed individual, who must be a PHA resident, would have a voice, but would not have a vote. Additional resident officers would be added to the Executive Committee so that there would be a total of five (5) votes for the Executive Committee.

The officers of this organization are a Five-Member Board. As a five-member Board, the officers will meet to agree together on how the officer responsibilities will be accomplished.

The duties of these officers shall be:

The Executive Board shall meet monthly with PHA staff to designate a Presider for the next meeting, to establish the Presidents Council meeting agenda, and to request volunteers as needed.

SECRETARY: The Secretary shall record all minutes of regular and special meetings and handle all correspondence for the organization. The Secretary will maintain an official set of minutes to be passed along to the succeeding secretaries. The Secretary shall be responsible for the attendance sign-in sheet, making sure each member and guest has signed. The attendance sheet will be attached to the official minutes. The Secretary shall maintain a current roster of the officers of the Hi-rises.

TREASURER: The Treasurer shall be responsible to receive all funds, keep accurate records of all receipts and disbursements, pay bills when due and make monthly reports at all regular meetings, including the balance on hand at the end of each month. All checks must be signed by two of the three officers whose names appear on the signature card at the bank. The books of the Treasurer shall be audited by the PHA Accounting Department between June 30 and September 30 each year.

EXECUTIVE BOARD: These officers and the ex-officio members shall constitute the Executive Board. The Executive Board is on the Resident Participation Committee (RPC).

#### **Article V: Meetings**

Meetings shall be held at the PHA Central Office (555 North Wabasha Street, Suite 400, Saint Paul) or at the various Hi-rises.

Executive Board meetings shall be held monthly, usually ten (10) calendar days prior to the PRESIDENTS COUNCIL meeting.

Meetings shall be held once a month on the fourth Monday of the month, except as a holiday dictates a change or if the Presidents Council *Cold Weather Rule* is in effect. A quorum shall consist of two-thirds (2/3) of the Council. Due notice of the meetings shall be sent to the Council members.

Minutes of the PRESIDENTS COUNCIL meetings shall be posted at each Hi-rise to allow residents to review them each month.

### **Article VI: Election of Officers**

The officers of the Council shall be elected by the Council members. Any Resident Council officer may be nominated but no more than one from each Hi-rise.

At the May meeting the duties of the offices will be listed and an application form distributed for any member interested in any office.

Additional nominations shall be made at the regular September meeting and the vote taken at that meeting. Vote shall be by secret ballot. After the election, officers will turn over to the succeeding officer (or PHA staff) all records, keys, etc. pertaining to the office.

The term of office is from one regular election until the next, even if not re-elected as an officer in the Hi-rise.

If an officer resigns, a member of the Council may volunteer to fill the position for the remainder of the term. The appointment shall be confirmed by majority vote.

### **Article VII: Censure**

If a Hi-rise has no representative present for two (2) consecutive meetings, notice will be sent by the Council Secretary to the Resident Council officer and to the PHA manager for that Hi-rise.

Any member with concern about the official performance of an officer or other Council member may request a special meeting of the Executive Board with at least one PHA staff person present.

Censure is a warning that the members of the Council may use to express displeasure or indignation at the acts or words of a member or officer. The motion to censure is a main motion, debatable, amendable and requires a majority vote.

## **Article VIII: Amendments**

The Constitution and Bylaws shall be read by the Executive Board each year for information and possible revision.

The Constitution and Bylaws may be amended by a two thirds (2/3) vote of all members present. Notice of such amendment must be given at least thirty (30) days in advance of such vote. Vote shall be by ballot.

**All amendments approved by a vote of the Presidents Council.**

**Revisions: September, 1995; October, 1996; March, 1997; April, 2000; April 2006; February, 2009; January 2017.**

**Presidents Council Memorandum of Understanding**

Contract No. 95-107  
Memorandum of Understanding

ORIGINALLY REVIEWED BY PHA  
COMMISSIONERS February 15, 1995

**CONTRACT**

**PART I – AGREEMENT**

THIS AGREEMENT entered into as of this 15<sup>th</sup> day of February 1995 by and between  
the

PUBLIC HOUSING AGENCY OF THE  
CITY OF SAINT PAUL  
Hereinafter referred to as the “PHA”

and

PRESIDENTS COUNCIL, said party  
Being composed of the elected  
Representatives of the residents of  
PHA Hi-Rises, hereinafter referred to  
as “the Council”

WITNESSETH:

WHEREAS, hi-rise public housing residents are concerned about the physical, social and moral quality of life of their communities; and

WHEREAS, the PHA wishes to provide the elected representatives of the hi-rise public housing residents to be known as the Presidents Council with the opportunity to take this responsibility; and

WHEREAS, the PHA desires to increase the level of resident participation in decisions and changes affecting the lives of hi-rise public housing residents; and

WHEREAS, the PHA and the Council desire to formalize a relationship and clarify the responsibilities of both parties:

NOW, THEREFORE, the parties to this contract mutually agree as follows:

**I. SCOPE OF RESPONSIBILITIES.**

1. The PHA shall:

1. Permit the Council maximum feasible participation in decisions and changes affecting the lives of hi-rise public housing residents.
2. Make available to the Council information which the PHA has in its possession which will help the Council in performing its responsibilities under this contract.
3. Assist the Council in keeping records and accounting procedures.
4. Provide space for Council meetings.
5. Not interfere with the internal affairs of the Council.
6. Promptly act on all recommendations made to the PHA by the Council. Further, the PHA shall notify the Council of its decisions and reason or reasons which led the PHA to reach said decision. The PHA Board will be informed periodically on matters pertaining to the actions and recommendations of the Council. The PHA Board will make final determination on all matters requiring Board action.
7. Annually provide monies to the Council to facilitate its operations as allocated in PHA operating budget and approved by HUD.

b. The Council shall:

1. Be composed of representatives who are democratically elected by the residents of their respective hi-rises in regular elections in accordance with the individual Resident Council By-Laws.
2. Serve as the representative advisory body to the PHA Board for hi-rise public housing residents in matters pertaining to hi-rise public housing.
3. The Council shall provide a method for the individual Resident Councils of public housing to assure that the needs and desires of the residents of hi-rise public housing are incorporated into plans for their building.
4. Establish and maintain records and accounting procedures mutually agreeable to both the PHA and the Council.
5. Abide by the HUD approved Expenditures Policy.

6. The Council members shall report to their own Resident Councils on PHA decisions and pertinent information.

**II. LENGTH OF AGREEMENT**

This Agreement shall be in effect from the time of acceptance by both parties until it is revised. An annual reading shall be done to determine any need for revision.

**III. AUDIT OF EXPENDITURES**

The PHA Controller or duly authorized representative has the right to audit the Council expenditures under this Agreement, no less than annually.

**IV. METHOD OF PAYMENT**

The amount of compensation for the Council services shall be paid upon receipt of budget approval by the Council and following annual audit by the Council and PHA.

**V. TERMS AND CONDITIONS**

This Agreement is subject to HUD regulations and incorporates the provisions of the current Council by-laws.

IN WITNESS WHEREOF, the PHA and the Council have executed this Agreement as the date first above written and amended as of the date signed below.

**PUBLIC HOUSING AGENCY OF  
THE CITY OF SAINT PAUL**

By: \_\_\_\_\_  
It's PHA Representative

\_\_\_\_\_ Date

**PRESIDENTS COUNCIL**

By: \_\_\_\_\_  
It's Council Representative

\_\_\_\_\_ Date

## Presidents Council Contact Information

Resident Council Coordinator – Resident Initiatives Office  
555 N Wabasha Street, #247  
St Paul, MN 55102

651-292-6058      Email: [presidentscouncil@stphapresidentscouncil.org](mailto:presidentscouncil@stphapresidentscouncil.org)  
Presidents Council website: [www.stphapresidentscouncil.org](http://www.stphapresidentscouncil.org)

## Policy: Cold Weather Rule

The Presidents Council approved the following Cold Weather Rule on March 23, 2009.

If at 7:00am, as reported by WCCO (Channel 4), on the morning of the regularly scheduled Presidents Council meeting the actual temperature is: **-1 degree below zero and/or the wind chill is -20 degrees below zero**, the meeting will be canceled. It will not be rescheduled for that month.

## Policy: Casino Trips

On March 23, 2009, the Presidents Council approved the following policy regarding sponsorship of gambling trips:

No Resident Council may organize casino trips and no Resident Council funds may be used to pay for casino gambling trips. If casino trips are planned by individuals in the building, the related sign-up sheet or informational flyer they have posted should note that:

**This trip is not sponsored by the Resident Council.**

# Presidents Council Check Policy

- All invoices, check requests, sign-in sheets, etc. must have two signed approvals before the Treasurer will process a check for payment.
- The volunteer work must be completed, for the time period the stipend is requested for, before submitting the stipend-invoice to the Presidents Council.
- Invoice weekly cut-off day is Monday at 4:30 p.m. Residents may submit either paper invoices or electronic invoices.
- *Approved* stipend checks will then be written on the following Friday.
- Only the Treasurer, approved check signers, and office staff may be in the Presidents Council office when checks are being written.

This PRESIDENTS COUNCIL CHECK POLICY will begin with the new fiscal year on July 1, 2018.

*Approved by the Resident Participation Committee on 5-31-18*

*Approved by Presidents Council on 6-4-18*

## Presidents Council Website

The Presidents Councils maintains a website at [www.stphapresidentscouncil.org](http://www.stphapresidentscouncil.org) for the benefit of the Resident Councils. This website is designed as a benefit to you for easy access to information.

In addition, it is our hope to ultimately have a website where you can provide information back to the Presidents Council (such as reports, minutes, address corrections, etc.).

## **Notice of Presidents Council Election**

### **Voting and Nomination Qualifications:**

- Must be a resident and an officer/board member of a Resident Council of a St. Paul PHA Hi-rise, having met the Resident Council qualifications for election in your hi-rise.
- Must be chosen by your Resident Council or determined by your Resident Council bylaws to be the officer representative to the Presidents Council.

### **Term of Office:**

- Each position is a one-year term of office. The term of office begins immediately following the regularly scheduled September Presidents Council meeting at which the election was held, and ends immediately following the regularly scheduled September Presidents Council meeting the following year, even if your term of office as a Resident Council officer in your own building has expired.

### **Election and Nomination Procedures:**

All Resident Council officers must be given sufficient notice (at least 30 days) for nomination and election. Prior to the election at the May meeting as part of the election process, the Presidents Council will vote on the structure of the Executive Committee.

Nominations: Nominations are self-nominations by written application to the Presidents Council beginning June 1st and concluding with nominations from the floor on the regularly scheduled Presidents Council meeting on the fourth (4<sup>th</sup>) Monday of September. Note that only one (1) person for any hi-rise may be on the Executive Committee of the Presidents Council at any one time.

Structure of Executive Committee: At the last Presidents Council meeting of the fiscal year (usually May), the Presidents Council membership will vote on what the structure of the Executive Committee shall be to be voted on at the September meeting. The structure of the Executive Committee shall be either:

- a. A Five-Member Board, with each officer taking turns presiding at meetings and one (1) officer assuming the duties of a Secretary, and one (1) officer assuming the duties of a Treasurer (A Five-Member Board will agree together on how the officer responsibilities will be done.); or

- b. A conventional Board consisting of a President, Vice-President, Secretary, Treasurer, and Fifth Officer.

Election: Election is by a majority of the sixteen (16) President Council representatives present at the regularly scheduled Presidents Council meeting on the fourth (4<sup>th</sup>) Monday of September. The Resident Council Coordinator will be the independent election judge. Vote will be by secret ballot. Each office will be voted upon individually in the case of a more conventional Board, or as a Five-Member Board there will be an election of five (5) people. In each case the resulting elected officers must have at least one officer each who meets the minimum skill requirements of the roles of President/Presider, Secretary, and Treasurer, or there may be appointments of individuals to serve in that capacity.

Appointments: If there are no Presidents Council officers/board members who meet the minimum skill requirements for the roles of President/Presider, Secretary, and Treasurer or who wish to serve in that capacity, the Presidents Council representatives may appoint an individual recommended by the Resident Council Coordinator and/or PHA. This individual may or may not be a resident of a St. Paul PHA Hi-Rise, but will meet the minimum skill requirements of the role needed and have demonstrated an interest in the issues and concerns facing hi-rise residents. This individual shall receive a stipend, if any, just as if elected but shall be an ex-officio member of the Presidents Council Executive Committee and will not have a vote, nor serve on the Resident Participation Committee (RPC).

**THE PRESIDENTS COUNCIL NOMINATION OF OFFICERS SHALL BEGIN \_\_\_\_\_, 20\_\_\_\_ AND CLOSE IMMEDIATELY PRIOR TO THE ELECTION.**

**THE PRESIDENTS COUNCIL ELECTION OF OFFICERS SHALL BE HELD ON \_\_\_\_\_, 20\_\_\_\_ AT THE REGULARLY SCHEDULED PRESIDENTS COUNCIL MEETING, PHA CENTRAL OFFICE, 555 NORTH WABASHA STREET, 4<sup>TH</sup> FLOOR BOARD ROOM, ST. PAUL, MN.**

**IF YOU HAVE QUESTIONS, CONTACT THE RESIDENT COUNCIL COORDINATOR AT 651-746-4330.**

*August 2008*

## **Duties of the Presidents Council Officers**

The Executive Committee of the Presidents Council consists of the elected officers of President, Vice-President, Secretary, Treasurer, and Fifth Officer or a Five-Member Board.

### **Duties of the Role of Presider/President**

The President shall preside at all regular and special Presidents Council meetings and Executive Board meetings; shall meet monthly with the Executive Board and PHA staff to establish agenda; shall request volunteers as needed.

### **Duties of the Role of Vice-President**

The Vice-President shall perform all duties of the President when the President is absent and shall perform other duties as requested by the President.

### **Duties of the Role of Secretary**

The secretary's primary job is to keep an accurate and permanent record of what happened and what was decided at meetings, to record and distribute the Agenda and Minutes for the Presidents Council meetings, send out reminders for Presidents Council meetings, update the rosters of the Hi-Rise Resident Council Officers, the Peer Advisor Team, and the Resident Participation Committee, and handle any correspondence for the Presidents Council. It is especially important to write down all motions regarding spending of Presidents Council funds.

### **Duties of the Role of Treasurer**

The Treasurer shall be responsible to receive all funds, keep accurate records of all receipts and disbursements on a computer, pay bills when due, make a monthly report at all regular meetings, including the balance on hand at the end of each month, create and present an annual budget for approval, prepare the tax return and 1099 forms, and create any special reports as requested. The financial records (books) of the Treasurer shall be audited by the PHA Accounting Department between June 30 and September 30 each year.

It is the expectation of the Presidents Council that the Treasurer maintains the Presidents Council's financial affairs, ensures its actual expenses are in proper ratio to the budget, and ensures that proper financial records and procedures established by the Presidents Council, PHA, HUD, and GAAP are maintained.

### **Duties of the Role of Fifth Officer**

The Fifth Officer shall be responsible for additional Board duties.

# Executive Committee

## *Duties of the Executive Committee*

Among other responsibilities, the Executive Committee members are part of the Resident Participation Committee, which usually meets ten (10) calendar days before the Presidents Council meeting, with both meetings (RPC followed by the Executive Committee) on the same day.

Additional responsibilities of the Executive Committee include, but are not limited to, the following:

- Cleaning up after the meeting
- Preparing coffee and supplies for the meeting and cleaning-up the area and returning the pots after the meeting
- Setting out copies of the agenda, Minutes, and Treasurer's Report, along with the sign-up sheet and other pertinent information
- Setting out the hi-rise name placards and returning them after the meeting
- Reserving meeting space for the next meeting
- Arranging for microphone, or other logistical requirements
- Having check signers needed for a total of three (3)
- Ensuring that the Board Room is left clean, tables wiped, chairs returned, etc.

## **Presidents Council Officer Qualifications**

As in the Resident Councils, each officer of the Presidents Council is expected to have certain qualifications and minimum skill requirements to perform the roles of office. If no officer meets the minimum skill requirement for the role of President/Presider, Secretary, and/or Treasurer, the Presidents Council may appoint an individual recommended by the Resident Council Coordinator and/or PHA and stipends, if any, are paid just as if elected to the role.

### **President or Presider and Vice-President**

#### Qualifications:

- Has a good knowledge of the role of the Presidents Council;
- Has a good knowledge of the relationships between the Presidents Council, the Resident Councils, PHA, and HUD;
- Speaks clearly and succinctly, and projects his/her voice;
- Shows interest in all viewpoints;
- Is familiar with Robert's Rules of Order;
- Shows an ability to respect confidences;
- Is impartial and objective;
- Is tactful and able to delegate;
- Able to effectively manage the meeting following time schedules.

### **Secretary**

#### Qualifications:

- Understands the importance of Minutes and the procedure of appropriate documentation;
- Has a good knowledge of the role of the Presidents Council;
- Has a good knowledge of the relationships between the Presidents Council, the Resident Councils, PHA, and HUD;
- Has computer skills necessary to create/maintain documents
- Has experience with email, internet, mailings, and maintaining lists (roster);
- Is objective in all proceedings and discussions;
- Demonstrates good communication and interpersonal skills;
- Shows impartiality, fairness and the ability to respect confidences;
- Shows the ability to work well with the other officers and residents;
- Is able to take accurate and detailed notes of meetings;
- Able to make sure all members and officers receive the necessary material for the meetings.

### **Treasurer**

#### Qualifications:

- Capable of handling figures and cash;
- Has experience and/or training of financial control and budgeting;
- Has the ability to ensure financial decisions are made and followed-up;
- Has a financial qualification and/or relevant experience;
- Has good communication and interpersonal skills;
- Is methodical and well-organized;
- Has experience with QuickBooks software;
- Has excellent organizational, recordkeeping, and timekeeping skills.

### **Fifth Officer**

#### Qualifications:

Must be willing and capable to serve as a representative of the Presidents Council.

**Application: Presidents Council Officer**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

I am requesting nomination for the following President Council Officer or Board Member role:

\_\_\_\_\_

My qualifications for this office include: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I am / am not (circle one) an officer at the \_\_\_\_\_ Hi-Rise.

Name of office: \_\_\_\_\_

**I have read and understand the election procedures, the Notice of Election, the duties of the officers, and the qualifications and minimum skills necessary for this office. If elected, I am willing and able to make a one-year commitment to perform this role.**

\_\_\_\_\_  
Signature of Individual Wishing to Run for Office

Mail to:  
Resident Council Coordinator  
Presidents Council  
555 N Wabasha St, Suite 247  
St Paul, MN 55102

## Presidents Council Officer Installation

*Officers, please stand and raise your right hand.*

Upon you falls the responsibility of leading the organization in all its endeavors.

Do you agree to work together as a team in accomplishing the goals and objectives of the Presidents Council? If so, please answer “We do”.

**Answer: WE DO.**

Do you promise to record the minutes of each Presidents Council meeting and to carry out the necessary correspondence for the Presidents Council?

**Answer: WE DO.**

Do you promise to provide accurate financial records for the Presidents Council?

**Answer: WE DO.**

Do you promise to perform your duties to the best of your ability and to keep the trust that the residents of St. Paul PHA hi-rises representatively placed in you at the time of your election?

**Answer: WE DO.**

To the membership - please rise, if able. Do you pledge loyal support to this Executive Committee whom you have chosen and will you lend your cooperation in making this administration a successful one? If so, please answer “We Will”.

If so **answer: WE WILL.**

*The new Executive Committee of the Presidents Council has now been installed for the coming year.*

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## Peer Advisor Team

The Peer Team is part of the Presidents Council and consists of residents and other interested individuals who work with hi-rise residents around Resident Council issues and with problem-solving. They receive training, support and reimbursement for their volunteer expenses.

### What Peer Advisors Do:

- Review the basic requirements of an office for new and experienced officers.
- Train groups of officers with the same position.
- Work with officers and Executive Committees on a one-on-one basis.
- Conduct Financial Audits of Resident Council books.
- Provide team building to officers and Executive Committees.
- Facilitate problem solving for a Resident Council.
- Plan and conduct the Annual Resident Council Training.
- Assist in defining conflicts that involve groups of residents.
- Visit Resident Council meetings to learn what training is needed and new ideas to pass on to other hi-rises.
- Coordinate services that benefit many hi-rise residents.
- Provide computer support.

Peer Advisors are selected by the Resident Council Coordinator, who may work with officers and a Resident Council for a designated period of time to provide identified training and support. As Peer Advisors, they may also do an officer's job, if there is no resident who can fulfill the responsibility. They work closely with the Resident Council Coordinator in these assignments and receive stipends paid by Resident Participation Committee (RPC) funds or the Resident Council if assigned to fill an officer's role. They may also use the services of other resources, such as the staff from the Dispute Resolution Center.

**Contact the Resident Council Coordinator if you think a Peer may be able to assist you in your hi-rise.**

## Application: Peer Advisor Team

Peers are residents or other individuals interested in effective resident councils. They work with officers to provide training and support and all residents to solve problems. Peers support democracy, teamwork and community building. Training, supervision and stipends are offered. Peers are selected and approved by the Resident Council Coordinator.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone: (Home)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Resident Council Office(s) held and years in each office:**

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**Offices held in other organizations** (Organization name, office(s), and years in each office):

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**Briefly state what you feel you can contribute to the Peer Advisor Team:**

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**Peer Applications must be completed annually.**

Attach resume if desired. For more information, contact Resident Council Coordinator at 651-228-3205. Application may be mailed to Presidents Council, 555 N Wabasha, Suite 400, St. Paul, MN 55102.



## PHA Mileage Reimbursement Chart

MILEAGE	CAO	1-1	1-2	1-3	1-5	1-6	1-7	1-9	1-11	1-13	1-14	1-15	1-16	1-17	1-18	1-19	1-24	1-26	1-27
555 Wabasha CAO	X	3.8	4.4	1.1	1.6	0.8	1.1	2.3	6.0	6.6	4.2	2.3	0.7	X	4.3	X	3.1	3.8	5.6
1-1 (AMP 1) McDonough	3.8	X	3.7	2.5	4.7	3.1	4.6	6.0	9.6	4.8	6.9	3.0	4.3	3.8	7.8	3.8	1.9	5.1	9.2
1-2 (AMP 4) Roosevelt	4.4	3.7	X	3.5	7.1	3.7	7.1	5.8	10.2	1.8	2.1	5.5	6.4	4.4	9.9	4.4	2.8	9.4	11.3
1-3 (AMP 5) Mt. Airy	1.1	2.5	3.5	X	2.0	0.3	2.0	3.4	6.9	4.6	3.9	2.4	1.6	1.1	5.1	1.2	1.7	4.7	6.5
1-5 (AMP 7) Central	1.6	4.7	7.1	2.0	X	1.8	1.0	3.4	6.7	8.0	4.7	1.5	0.7	1.6	5.0	1.6	4.4	2.7	4.5
1-6 (AMP 5) Valley	0.8	3.1	3.7	0.3	1.8	X	1.7	3.5	6.7	5.1	3.1	2.3	1.1	0.8	4.9	0.9	2.4	4.3	6.2
1-7 (AMP 7) Neill	1.1	4.6	7.1	2.0	1.0	1.7	X	3.2	5.6	6.8	4.6	2.3	1.0	1.2	3.8	1.2	4.4	3.4	5.3
1-9 (AMP 8) Dunedin	2.3	6.0	5.8	3.4	3.4	3.5	3.2	X	7.9	7.3	4.8	6.6	4.4	2.0	5.8	1.9	4.2	7.5	9.8
1-11 (AMP 8) Cleveland	6.0	9.6	10.2	6.9	6.7	6.7	5.6	7.9	X	11.5	8.7	6.7	6.4	6.3	2.1	5.6	9.2	5.4	3.9
1-13 (AMP 3) Iowa	6.6	4.8	1.8	4.6	8.0	5.1	6.8	7.3	11.5	X	3.5	6.5	7.2	6.7	10.7	6.8	3.8	10.2	12.1
1-14 (AMP 3) Wilson	4.2	6.9	2.1	3.9	4.7	3.1	4.6	4.8	8.7	3.5	X	6.0	3.9	4.0	7.3	4.2	2.8	6.9	8.8
1-15 (AMP 2) Front	2.3	3.0	5.5	2.4	1.5	2.3	2.3	6.6	6.7	6.5	6.0	X	1.9	2.4	6.1	2.5	3.6	1.9	4.1

1-16 (AMP 7) Ravoux	0.7	4.3	6.4	1.6	0.7	1.1	1.0	4.4	6.4	7.2	3.9	1.9	X	1.0	4.4	1.0	3.5	3.3	5.2
1-17 (AMP 6) Wabasha	X	3.8	4.4	1.1	1.6	0.8	1.2	2.0	6.3	6.7	4.0	2.4	1.0	X	4.3	X	2.8	3.8	5.7
1-18 (AMP 8) Montreal	4.3	7.8	9.9	5.1	5.0	4.9	3.8	5.8	2.1	10.7	7.3	6.1	4.4	4.3	X	4.5	7.1	4.4	6.2
1-19 (AMP 6) Exchange	X	3.8	4.4	1.2	1.6	0.9	1.2	1.9	5.6	6.8	4.2	2.5	1.0	X	4.5	X	2.9	3.9	5.8
1-24 (AMP 3) Edgerton	3.1	1.9	2.8	1.7	4.4	2.4	4.4	4.2	9.2	3.8	2.8	3.6	3.5	2.8	7.1	2.9	X	5.9	7.8
1-26 (AMP 2) Hamline	3.8	5.1	9.4	4.7	2.7	4.3	3.4	7.5	5.4	10.2	6.9	1.9	3.3	3.8	4.4	3.9	5.9	X	2.5
1-27 (AMP 2) Seal	5.6	9.2	11.3	6.5	4.5	6.2	5.3	9.8	3.9	12.1	8.8	4.1	5.2	5.7	6.2	5.8	7.8	2.5	X

CAO to HUD Office in Mpls: 9.5 Miles

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## **Resident Participation Committee (RPC)**

The Resident Participation Committee (RPC) is charged with being financially responsible for the federal RPC/PHA grant funds.

The Resident Participation Committee is part of the Presidents Council and consists of the Executive Committee of the Presidents Council, as well as other hi-rise residents and other interested individuals. The goal is to have the Committee representative of as many hi-rises as possible.

The Committee meets quarterly to discuss opportunities for additional participation for all hi-rises, for which its members receive a stipend.

The RPC is expected to spend federal funding where the largest number of residents would benefit or where there is the greatest need among individual hi-rises. Funds are PHA/RPC funds and have restrictions on its use.

If a Resident Council needs additional funds for a specific purpose, it may request additional funds from the Resident Participation Committee. In making its decision, the RPC looks at many aspects, including:

- Does the Resident Council have sufficient money of its own to fund this item?
- Does the request meet the restrictions of PHA/RPC funds?
- Does the request meet the restriction of increasing participation of the largest number or only a select few?
- Has the Resident Council request provided sufficient information and options to the RPC for them to make a decision?
- What other options than the item requested would meet the needs of the Resident Council?
- Is the request in writing to provide sufficient documentation for writing a check to the Resident Council?



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***RPC Applications must be completed annually.***

Attach resume if desired. For more information, contact Resident Council Coordinator at 651-292-6058. Applications may be mailed to Presidents Council, 555 N Wabasha, Suite 400, St. Paul, MN 55102.

# Community Sharing Circle

The *Resident Participation Committee* and the *Community Building Team* have recommended the following updates for building community within Hi-Rises.

- Rename this group of Hi-Rise residents interested in planning and promoting fun, community-building activities within their Hi-Rise to **COMMUNITY SHARING CIRCLE**.
- The COMMUNITY SHARING CIRCLE will begin meeting monthly as of August 3, 2018
- Participants are volunteers and will not receive a stipend for attending.
- The Secretary will receive a stipend of \$10/month for:
  - Recording and archiving minutes of each meeting
  - Posting the minutes on the Presidents Council web page
  - Emailing announcements of monthly meetings
- The Resident Council Coordinator and community volunteers will participate in the monthly meetings.
- The Presidents Council will budget up to \$800 annually for individual Hi-Rise councils to request reimbursement for Hi-Rise activities which strengthen community within the Hi-Rise. Each Hi-Rise will be allowed to request \$50 reimbursement annually for expenditures such as:
  - Games, puzzles, cards, and light refreshments.
  - All reimbursements must be approved by the Resident Council Coordinator.

*Proposed by the Resident Participation Committee 5-31-18*  
*Recommended by the Community Building Team 6-1-18*  
*Approved by the Presidents Council 6-4-18*

## Community Builder

Community Building representatives of each hi-rise Resident Council seek solutions involving tolerance, understanding, caring, and learning the real meaning of respect.

Our vision is a community of mutual respect and harmony.

Our Mission Statement: Strengthening communities needs commitment and compromise by sharing ideas, considering thoughts of others, yet respectfully allowing individuals to be themselves.

Community Building encompasses a broad range of human differences. It includes, but is not limited to, differences in ability and disability, age, educational level, ethnicity, gender, geographic origin, race, religion, sexual orientation, socioeconomic class, and values.

### **The Concept of Community Building:**

The concept of community building encompasses acceptance and respect. It means understanding that each individual is **UNIQUE**, and recognizing our individual differences. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of Community Building contained within each **INDIVIDUAL**. It is also about encouraging community building through open, honest and mutually respectful communication and behavior.

### **The Concept of Inclusion:**

Inclusion is the opposite of exclusion. Inclusion is about **ALL** of us, about learning to live together while respecting our differences, about living full lives by learning and understanding those differences among us. Inclusion makes the world our classroom for a full life; it is about our ‘abilities’ – our gifts and how to share them. Inclusion is not just about disabilities, race, education, and religion. It is about the feeling of belonging which emerges through caring, cooperation, and trust. People build the feeling of belonging together. The reality of belonging emerges through equality and fairness, social and economic equity, and cultural and spiritual respect. Inclusion is about **YOU!**

— *“Building Bridges: The Joy of Celebrating Us”* (a Resident Community Building Team event, March 29, 2006).

## What is Community?

A vital neighborhood (community) is full of people who are proud to call it their home. People living there support their neighbors and enjoy their friendship. The neighborhood thrives on respect for all its members. People of all ages and cultural backgrounds are involved in the life of the community – honoring its history, cherishing its traditions, celebrating its accomplishments, and leading the way to the future.

The neighborhood is filled with activities and services residents need and with opportunities for involvement. Residents of the neighborhood expect their elected officials, community leaders, and neighborhood organizations to be accountable and are rewarded with responsive public servants, strong leaders, and effective community organizations.

Effective communication practices in group and organizational settings are very important to the formation and maintenance of communities. The ways that ideas and values are communicated within communities are important to the induction of new members, the formulation of agendas, the selection of leaders and many other aspects. Group members depend on the flow of communication to establish their own identity within these structures and learn to function in the group setting.

A community's well-being is dependent on the quality of relationships among the residents of that community. People working together with shared understandings and expectations are what provide a place of strong community.

There can be no vulnerability without risk; there can be no community without vulnerability; there can be no peace, and ultimately no life, without community. Community is something we do together.

Smiling is something that is understood by everyone despite culture, race, or religion; it is internationally known. Cross-cultural studies have shown that smiling is a means of communicating emotions throughout the world. A smile tends to convey respect, patience, empathy, hospitality and compassion.

— *Adapted from Wilder Leadership Program*

## PHA Hi-Rise Commitment to Diversity

The St. Paul Public Housing Agency completed a comprehensive Diversity Program in 1999. The goal of the program is to state clearly that the PHA is committed to fostering an environment within hi-rise communities where all residents, regardless of race, age, abilities, and other differences, can feel safe, secure and supported in the hi-rise community. It is expected that the program will begin a process of increasing residents' understanding, tolerance and celebration of individual differences while helping to build a sense of community.

The PHA Board of Commissioners has adopted a Diversity statement and a Prejudice Free Zone logo. Framed copies of both are hanging in the common areas of each hi-rise.

**Hi-Rise officers, as leaders in the hi-rise communities, are asked to carefully read the Diversity statement. Officers are asked to help create an atmosphere in meetings, activities in common areas, and in contacts with other residents that is welcoming and encouraging to all residents, regardless of race, age or other differences. PHA staff is also required to adhere to this statement, and are required to take action if the statement is violated.**

Learning to accept and celebrate our diversity and our unity requires ongoing effort by officers, staff and those who provide services in our buildings. One program is only a beginning. We need to seek other programs and speakers that increase our knowledge and understanding. We need to find out what new residents can share that will help them become contributors in the hi-rise community.

# St. Paul Public Housing Agency

## Commitment to Diversity Statement

The Public Housing Agency of the City of Saint Paul is committed to providing a housing environment free from discrimination, bigotry or prejudice. The Board of Directors has endorsed the "Commitment to Diversity" as a clear statement that a community rich in diversity is truly a cause for celebration.

### **"Commitment to Diversity"**

The public housing community in the City of Saint Paul is ever changing and diverse. We are a multi-cultural community of individuals and we are all unique and deserving of respect. We are of diverse racial, ethnic and national origins. Our views encompass a broad spectrum of religious and political beliefs and our sexual orientations differ. We believe that our community is enhanced and enriched through the Community Building that each individual contributes. We are unique in that we strive to work and live together, and in the process, we can learn from one another in an atmosphere of positive contact and mutual respect.

We are committed to fostering an environment within our community where all residents and staff, regardless of differences, can feel safe, secure and supported. We are committed to behaving and expecting others to behave in ways that demonstrate our beliefs about the respectful treatment of each member of our community. We believe that we are individually and collectively responsible for our behavior and are fully accountable for our actions.

Bigotry has no place within our community, nor does the right to degrade another human being on the basis of age, physical ability, national origin, sexual orientation, race, gender or religious affiliation. We will not tolerate verbal or written abuse, threats, intimidation, violence or other forms of harassment against any member of our community. Likewise, we will not accept ignorance, anger, alcohol or substance abuse as an excuse, reason or rationale for such behavior.

All of us who live and work in this community are here by choice and are committed to these principles, which are an integral part of our purpose, values, and daily activities.

*\* "Commitment to Diversity" statement adapted from the Colorado State University and the University of Minnesota Housing Community Building Statement.*

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## What Is A Resident Council?

The Resident Council is made up of all the resident body in each hi-rise. The Resident Council holds meetings to give all residents a voice in the decisions affecting life in a hi-rise. At the meetings, concerns of the community and the neighborhood are brought up, activities are planned, and funding is authorized through the budget process. These issues are discussed and voted on. Residents often form committees to carry out the action of their decisions. The meetings are an opportunity to meet your neighbors and make new friends. Working together, the Resident Council will be able to use their position more effectively in order to improve their community.

Activities are often carried on by committees that are either provided for in the bylaws (**standing committees**) or appointed for a special purpose (**ad hoc committees**). Their responsibilities are limited to those specifically given them by the bylaws, policy from the Presidents Council, or Resident Council members. Usually they report to the Board or to the membership meeting and are not authorized to act on their own in the name of the organization.

### Federal Regulations

The Department of Housing and Urban Development (HUD) policy on resident participation states that HUD promotes resident participation and the active involvement of residents in all aspects of a housing authority's (PHA's) overall mission and operation. Residents have a right to organize and elect a Resident Council to represent their interests. **As long as procedures are followed**, PHA shall recognize the duly elected Resident Council to participate fully through a working relationship with them. HUD encourages PHAs and residents to work together to determine the most appropriate ways to foster constructive relationships, particularly through duly elected Resident Councils (Federal Regulations 24 CFR 964.11).

To formalize this working relationship, the Public Housing Agency of the City of Saint Paul (PHA) and each Resident Council has entered into a Memorandum of Understanding, which must be renewed each June.

## Hi-Rise Memorandum of Understanding (MOU)

RENEWAL: JUNE, \_\_\_\_\_ (enter year)

This Memorandum entered into between the PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL herein referred to as the "PHA" and the \_\_\_\_\_ (name of the organization) hereinafter referred to as the "Council".

### **WITNESSETH:**

**WHEREAS**, Hi-Rise public housing residents are concerned about the physical, social and moral quality of life in their communities; and

**WHEREAS**, the residents have indicated a desire to take more responsibility for their communities; and

**WHEREAS**, the residents have established a resident council in accordance with HUD rules and regulations and PHA policies and procedures and wish to secure recognition in accordance with such; and

**WHEREAS**, the PHA wishes to provide the residents the opportunity to take more responsibility for their communities; and

**WHEREAS**, the PHA desires to increase the level of resident participation in decisions and changes affecting the lives of Hi-Rise public housing residents; and

**WHEREAS**, the PHA and the Council desire to formalize a relationship and clarify the responsibilities of both parties;

**NOW THEREFORE**, the parties mutually agree as follows:

#### **I. Scope of Responsibilities:**

##### **A. The PHA shall:**

1. Recognize the duly elected Council as the sole representative of the residents who reside in the Hi-Rise.
2. Permit the Council maximum feasible participation in decisions and changes affecting the lives of Hi-Rise public housing residents.
3. Make available to the Council information which the PHA has in its possession which will help the Council in performing its responsibilities under this agreement.
4. Not interfere with the internal affairs of the Council unless they are in violation of HUD rules and regulations or PHA policies and procedures.
5. Adhere to the Commitment to Community Building pledge. Further, the PHA shall expect an equal commitment from residents and shall enforce this commitment as PHA policy.
6. Promptly act on all recommendations made to the PHA by the Council. Further, the PHA shall notify the Council of its decisions and the reason or reasons which led the PHA to reach said decision.
7. Provide space for Council meetings.
8. Ensure the Council is consulted on PHA use of Community Space.
9. Monitor the Council election process and establish appeal procedures pursuant to HUD requirements.
10. Annually provide moneys to the Presidents Council to distribute to the Council to support its operations as allocated in PHA operating budget and approved by HUD.

B. The Council shall:

1. Ensure that all eligible residents of the Hi-Rise are entitled to participate in all activities of the Council.
2. Adopt written bylaws and procedures for Councils as required by HUD.
3. Elect a governing board that is democratically chosen by the voting membership in a fair election.
4. Conduct Council business to assure that the needs and desires of the Hi-Rise residents are incorporated into building plans.
5. Require independent third-party oversight of election and recall procedures.
6. Adhere to the Commitment to Community Building pledge.
7. Establish and maintain records and accounting procedures mutually agreeable to the PHA and the Council.
8. Annually complete and submit the following to Presidents Council prior to receipt of any funds:
  - a. Signed MOU
  - b. Financial report
  - c. Financial Audit
  - d. Approved Budget

II. Length of Agreement

This agreement shall be in effect from the time of acceptance by both parties until it is revised. An annual reading shall be done to determine any need for revision.

**IN WITNESS WHEREOF**, the PHA and the Council have executed this Agreement as the date first written.

**The council shall accept this Agreement by reading it at a Resident Council meeting and having it approved by the membership.**

The agreement was read and approved on \_\_\_\_\_ (*date*) by the  
\_\_\_\_\_ (*hi-rise*) Resident Council.

Witnessed by \_\_\_\_\_ (*Council Officer*)  
\_\_\_\_\_ (*PHA Manager*)

Original to Resident Council Secretary

Copies to: President Council, PHA Building Manager

## Use of Community Room

Residents have the right to reserve use of the Community Room (and/or other common areas) within the hi-rise for special occasions, provided that a Space Use Agreement is signed and approved by an officer of the Resident Council.

Any use by non-residents must be approved by the Resident Council and the Building Manager (for example, church groups, etc.).

There are conditions and restrictions on the use of common space in the hi-rise. The resident sponsoring the event is responsible for the activities and behavior of anyone attending the event for which the space is being used, as well as any PHA or Resident Council property. This is a condition of your lease.

The community space in the hi-rises may not be used for any individual resident or non-resident to conduct activity relating to sales to the general population of the building. A resident, however, may complete a Space Use Agreement and host, for example, a Tupperware party that is by invitation only. The number of guests must stay at the number noted on the Space Use Agreement.

If the community space is not returned to the original condition prior to the event, please see the Space Use Agreement for direction.

Space Use Agreements are required for all events, however in order to ensure access to events that benefit residents:

### **All fees will be waived for the following types of events:**

- **Nonprofit Organizations** (Events sponsored by or affiliated with a nonprofit organization)
- **Service Events** (Events dedicated to providing a service to the residents of the building)
- **Political Candidates** (Events sponsored or officially endorsed by a political candidate)

# Hi-Rise Space Use Agreement

Community Space(s) at \_\_\_\_\_ Hi-Rise

Name of Resident Requesting Space \_\_\_\_\_

Resident Phone \_\_\_\_\_ Resident Apartment # \_\_\_\_\_

I, the undersigned, request the use of the following:

Dining Room \_\_\_\_ Kitchen \_\_\_\_ Community Room \_\_\_\_ Patio \_\_\_\_ Other \_\_\_\_

Date: \_\_\_\_\_ Time \_\_\_\_\_ am or pm to \_\_\_\_\_ am or pm (circle one)

Purpose \_\_\_\_\_

Conditions of agreement:

- The RESIDENT will make the reservation at least 14 days in advance of the date requested. \*\*
- The RESIDENT will pay a non-refundable administrative fee of \_\_\$10.00\_\_ \$15.00 \_\_\$20.00 or \_\_\$25.00, and a damage and cleaning deposit fee of \$50.00.
- The RESIDENT event may not exceed 50 guests, including children. \*\*
- All events are limited to four (4) hours; with an additional one (1) hour for clean-up.
- Guests may not park in the Hi-Rise parking lots after 9 p.m.
- Residents may have access to vending machines during a reserved event. Only invited residents may attend a reserved event.
- The RESIDENT will be present at all times with their guests. All GUESTS (adults & children) must remain in the reserved space. CHILDREN may not use the pool table, pianos, exercise equipment, karaoke equipment, televisions, air hockey tables, computers or any other such items. CHILDREN must be supervised by an adult.
- Children are not allowed in the hallways or bathrooms without an adult escort.
- The KITCHEN may only be used for reheating and serving food. It may not be used for food preparation.
- The RESIDENT will leave the space in clean condition, all furnishings replaced to the original placement and all TRASH removed to assigned receptacles.
- The RESIDENT *will be held responsible* for any damage to Resident Council and/or PHA property. The PHA may assess the RESIDENT for the cost of any repairs and/or cleaning expense resulting from misuse of the assigned space.
- **SMOKING, ALCOHOL AND CONTROLLED SUBSTANCES ARE NOT ALLOWED ON PREMISES.**
- The RESIDENT is responsible for letting their guests into the Hi-Rise. No children are to be letting in guests, and the doors may not be propped open.

\*\*Exception to this is a memorial service for a Hi-Rise resident.

Additional conditions pertaining to this event: \_\_\_\_\_

Signed, Resident \_\_\_\_\_ Date \_\_\_\_\_

Signed, Resident Council Officer \_\_\_\_\_ Resident Council Office Phone number \_\_\_\_\_

Two originals, each signed by all parties: one each for the Resident & Resident Council files.

The following addendums pertain specifically to \_\_\_\_\_ Hi-Rise:

\_\_\_\_\_  
\_\_\_\_\_

This agreement facilitated by the Presidents Council in conjunction with PHA management, Nov.2016.

**Space Use Agreement**  
**Administrative Fee and Deposit Receipt Form**

\_\_\_\_\_ has furnished the required \_\_\$10.00,\_\_\$15.00,\_\_\$20.00 or\_\_\$25.00

Administrative Fee and the required \$50.00 deposit for the Space Use Agreement that has been approved for the date of:

\_\_\_\_\_ at \_\_\_\_\_ Hi-Rise

Signature of Council Officer acknowledging receipt of funds:

\_\_\_\_\_

Signature of Resident:

\_\_\_\_\_

The \$50.00 Deposit has been (\_\_\_) returned, or (\_\_\_) withheld with cause (list causes on attached sheet).

Signature of Resident/Date:

\_\_\_\_\_

Signature of Council Officer/Date:

\_\_\_\_\_

## Community Room Cleaning Checklist

You are expected to leave the community room the same way you found it. A Resident Council officer will go over this checklist after your event. If the room does not meet these standards you will not get your damage deposit back.

Item	Yes	No
Are tables and chairs moved back to where they were?		
Are upholstered chairs and side tables moved back to where they were?		
Are tables clean?		
Is floor clean?		
Is kitchen clean?		
Has garbage been taken out?		
Are windows and doors free from marks that weren't there when you arrived?		
Are restrooms clean?		
Are all decorations taken down?		

When reserving the community room you are expected to straighten it up when you are finished. This includes:

- Moving furniture back to where you found it (this includes couches and upholstered chairs)
- Wiping tables
- Taking all garbage out
- Sweeping floor and mopping it if needed
- Wiping down the metal kitchen counter and any other surfaces that need it
- Washing any dishes used
- Taking down all decorations you put up

**A copy of this sheet will be given to you along with the Space Use Agreement.**

Resident Council Officer \_\_\_\_\_

## **Kitchen Usage**

The kitchens at PHA property are NOT certified by the State of Minnesota to use to “cook from scratch”.

“Cook from scratch” means to prepare food from a selection of raw ingredients. Kitchens can generally be used by the Resident Councils to reheat food in them, and can be used by individuals who have entered into a space agreement. The same raw food guidelines remain in place.

## Resident Council Gas Grill Procedure

Please complete the following form **before** purchasing a gas grill for the Resident Council. (If your Council currently owns a gas grill, use is strictly prohibited until this form is completed and delivered.)

Hi-Rise Resident Council at: \_\_\_\_\_

Location of grill: \_\_\_\_\_

PHA prohibits the storage of propane tanks or any such accelerant within any PHA property. During the grilling season, the tank must be chained and locked to the grill. During the non-grilling season, November 15<sup>th</sup> to March 15<sup>th</sup>, the tank will be stored at an offsite (non-PHA) location.

Offsite storage location: \_\_\_\_\_

\_\_\_\_\_

Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Complete three (3) copies of this form. Keep one in your Resident Council files. Send or deliver two (2) to the Presidents Council office where one will be kept on file there and one given to PHA for documentation for PHA's insurer. All three (3) forms must have original signatures. No gas grill use is allowed until this form is completed.

This agreement will be renewed annually. The annual renewal will be completed before March 15<sup>th</sup>. The three (3) copies will be distributed as noted above.

## **Resident Council Suspension**

After attempting all other avenues to make the Resident Council work as a team, sometimes it becomes necessary to shut the Council down, or “suspend” it until such time as residents can work together to form an effective body that can work together to effectively manage the Resident Council funds.

If a suspension occurs, all Resident Council records and funds will be confiscated and held in trust by the Presidents Council. If a hi-rise does not have a Resident Council there are consequences dictated by HUD. Residents would no longer receive any funds from PHA, including the grants and recycling income, or any money from the Presidents Council. Money in the existing account would be frozen, since there would not be a council to democratically decide how to spend it. Vending machines can still operate but any income they generate would be added to the frozen bank account. A hi-rise without a Council has no voice or vote on the Presidents Council and may not attend events sponsored by the Presidents Council. Any property owned by the Council will no longer be available during the suspension.

## What Happens If We Don't Have A Resident Council?

[As defined by HUD] A Resident Council shall consist of persons residing in public housing and must meet each of the following requirements in order to receive official recognition from the PHA/HUD, and be eligible to receive funds for resident council activities....

1. Represent residents residing in public housing [highrises];
2. Adopt written procedures which provide for the election of residents to the governing board by the voting membership of residents residing in public housing [highrises] [this was approved universally for all highrises on 3-22-2010 by the Presidents Council]; and,
3. It must have a democratically elected governing board that is elected by the voting membership [of the highrise]. At a minimum, the governing body should consist of five (5) elected board members.

-- HUD 24 CFR 964 § 964.115

Not having a Resident Council means:

- HUD, the Presidents Council and PHA, do not recognize an official organization representing the interests of the residents in your highrise.
- No PHA, RPC, or other funding will be available to residents in your highrise.
- No official organization in your highrise will exist so any current and future funds, bank accounts, assets, etc. will be turned over to the Presidents Council.
- Vending services, and any other service-type vendors not costing money, may continue in your highrise but any income from those sources would be turned over to the Presidents Council since it would be the Presidents Council managing the process.
- Since no organization exists to manage the process, PHA will not allow reservations of community space for the use of residents.
- All keys for community space must be returned to PHA, including kitchen, office, storage, etc.
- Community room computers, television, microwave, exercise equipment and any other items purchased by the Resident Council will not be available during suspension.

— Approved by PHA, April 8, 2010

## Resident Council Financial Accountability

A key measure of the effectiveness of financial accountability is, does the percentage of each dollar of funding and other income go directly to benefit the residents, or is the money going to a select few as stipends? Another test of financial stewardship is the quality and effectiveness of the financial procedures which protect the money for the residents. In addition, federal funds require additional accountability to the Presidents Council, PHA, and HUD. This is largely done by having appropriate financial procedures.

The responsibility for managing the Resident Council's finances is retained by the Executive Committee. The Committee must ensure that all financial and other resources are properly used to meet the goals and objectives of the Resident Council. Wherever possible it is considered good practice to clearly define individual responsibility for financial and accounting systems.

Management of the Resident Council's finances include:

- Securing the necessary income to allow the Resident Council to perform its planned activities and compliance with any conditions attached to the income;
- Establishing and operating a budget and monitoring system of reporting;
- Obtaining value for money in all transactions;
- Ensuring all expenses are in the interests of the Resident Council and all monies owed are received;
- Ensuring funds are maintained in line with appropriate guidelines.

In order to manage finances effectively, it is good practice to produce a detailed set of financial procedures. Financial procedures are a set of instructions that anyone can use to find out exactly:

- What tasks need to be done;
- Who will do these tasks;
- How these tasks will be done; and
- Who will ensure the tasks are done properly.

It is important that the agreed financial procedures be written down so that there is clarity about what is required. The Executive Committee should ensure that all residents and committee members are aware from the beginning of what is expected of them in performing this role.

The financial tasks to be performed include:

- Budgeting;
- Recording of financial transactions;
- Reporting of budgetary/financial performance;
- Planning and decision-making;
- Forecasting.

The high-rise residents also play a key role in assuring that the Resident Council finances are properly used by their Executive Committee. At a minimum, they should:

- Ask questions to make sure they understand where the money goes;
- Hold the Executive Committee accountable by making sure the required reporting requirements have been met;
- Insist that funds cannot be spent without a budget approved by the Resident Council or by a motion at a Resident Council Meeting;
- Make an appointment with the Treasurer to see the “books” (it is your right and your responsibility);
- Elect treasurers who have the required skills for the job;
- Ask the other Executive Committee members if they have reviewed the “books”;
- Contact the Resident Council Coordinator or your Building Manager if you suspect something is not appropriate.

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## **The Executive Committee**

The Executive Committee of the Resident Council consists of the elected officers. This group works together on behalf of the residents to plan and run the Resident Council meetings and carry out the business of the Resident Council. What the Executive Committee does and believes needs to be both effective and transparent to the residents.

The Executive Committee has the responsibility for both establishing and protecting the overall purpose, fundamental values, and ethical principles which govern the activities of the Resident Council. These are often referred to as the vision, mission, and values. Your vision, mission, and values form the foundation of the Resident Council and its planning for the future. It is best to have these formally written and adopted by the Resident Council. Having them formally defined helps to provide a common sense of purpose and identity, provide long-term direction, and communicate with all residents what the Resident Council is about. Establishing the vision, mission, and values is also an ongoing process of review to ensure that they are still relevant for the current challenges and environment; it could be beneficial to have a committee review them during the summer and make their recommendation at the September Resident Council Meeting.

The Executive Committee must ensure that the Resident Council operates in a way that is consistent with its vision, mission (or purpose), and values (or ethical principles). This should be the basis for planning, monitoring and reviewing all activities, expenditures, policies and decision-making.

## **An Accountable Executive Committee Ensures That:**

- The Resident Council has adequate systems and structures to comply with required reporting and regulations, accessing support and advice where required;
- The Resident Council complies with its governing Constitution and Bylaws, contractual agreements, and the governing bodies of the Presidents Council, PHA, and HUD.
- They have assessed the major risks faced by the Resident Council, have taken appropriate action to reduce these risks, are satisfied that the level of risk faced is acceptable, and informed the Resident Council of such findings and decisions.
- They engage with, and consider the needs of the Resident Council residents, and the governing bodies of the Resident Council (i.e., Presidents Council, PHA, and HUD).
- Public money and other funds are properly applied and managed. As a non-profit organization, they ensure that money/assets are applied towards the Resident Council's non-profit purposes while also meeting the required federal requirements of PHA;
- They plan effectively for the Resident Council and its resources;
- Reporting structures are in place so that all relevant information, advice and resources can be accessed to carry out their role effectively;
- Financial management systems and fundraising activities are appropriate for the Resident Council and comply with the law.

## Officer Code of Ethics

A Code of Ethics is often used in non-profit organizations. This Code explains the expectation of all Resident Council and Presidents Council officers.

*Goal: To establish a set of principles and practices of the Resident Councils and Presidents Council officers that will set parameters and provide guidance and direction for officer conduct and decision-making.*

**Code of Ethics:** Officers of the Resident Councils and the Presidents Council are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities for the Council. Officers pledge to accept this code as a minimum guideline for ethical conduct.

### Accountability

1. Faithfully abide by the Constitution and Bylaws and policies of the Presidents Council and Resident Councils.
2. Exercise reasonable care, good faith and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, any information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information of fact that would have significance in Council decision-making.
5. Remain accountable for prudent fiscal management to residents, the Resident Council, the Presidents Council, PHA, and the nonprofit sector, and where applicable, to HUD and other governmental funding bodies.

### Professional Excellence

6. Maintain a professional level of courtesy, respect, and objectivity in all Resident Council and Presidents Council activities.
7. Strive to uphold those practices and assist other Council members in upholding the highest standards of conduct.

### Personal Gain

8. Exercise the powers invested for the good of all residents of the Resident Council and Presidents Council rather than for his or her personal benefit.

### Equal Opportunity

9. Ensure the right of all residents to appropriate and effective services without discrimination on any basis.

### Confidential Information

10. Respect confidentiality of sensitive information known due to Council service.

### **Collaboration and Cooperation**

11. Respect the Community Building of opinions as expressed or acted upon by the Resident Council and Presidents Council officers, committees and membership, and formally register dissent, as appropriate.
12. Promote collaboration, cooperation, and partnership among Council members and others.

— Based on the “Sample Code of Ethics Statement” from the National Council of Nonprofit Associations, [www.ncna.org](http://www.ncna.org)

## **Officers Sharing a Position**

Sometimes officers share a position within the Executive Committee. For example, two (2) people may alternate months that they act as Secretary. This is permissible.

However, it must be clarified that if stipends are paid, both individuals who act as Secretary, for example, do not each get a stipend every month. The stipend would go to the individual who acted as Secretary for that particular month only, and the other would not receive a stipend for that month.

The exception is the treasury position. This position may not be shared.

## Incoming and Outgoing Officers

It is the responsibility of the incoming and outgoing officers to work with the incoming/outgoing officers to provide continuity of Resident Council business.

Incoming officers are installed following the annual election and take office at that time. (An officer must be installed before assuming office). The new officers are responsible for planning the Agenda for the September Resident Council Meeting.

**EXCEPTION:** Because the fiscal year does not end until June 30<sup>th</sup>, the outgoing Treasurer continues to maintain control and authority over the Resident Council funds and financial records until the financial audit is approved and completed, and the new treasurer has completed training; or until such time as determined by the Resident Council Coordinator. During this transition period, the outgoing Treasurer is expected to work with the incoming Treasurer to keep him/her informed of all financial issues. The incoming Treasurer is expected to work with the outgoing Treasurer, partially as a learning process, because any new financial transactions beginning July 1<sup>st</sup> are the responsibility of the incoming Treasurer.

## Resident Council Keys

**ALL** building keys are the property of PHA since the building and all cabinets, etc. are the property of PHA (except RC file cabinets, computer security locks, etc.). Therefore, PHA requires that all keys in the possession of residents must be approved by and registered with the Building Manager.

Do not hand off PHA keys to another resident or newly-elected officer. Keys must be returned to the Building Manager.

The final decision regarding the key holders and the number of sets of keys available is up the PHA, usually your Building Manager. **It is the responsibility of the person authorized by PHA to have keys to use them responsibly. Duplication of keys is strictly forbidden. Keys may not be given to other residents for use.**

The Presidents Council expects the officers to retain the keys throughout the term of his/her office.

Outgoing officers are expected to turn in their Resident Council keys to the Building Manager at the end of their term, or upon resignation. An exception may be the Treasurer, who continues to perform his/her role until the completion of the financial audit.

A written request must go to the building manager with a complete list of who needs keys for what Hi-Rise space. Keys must be picked up at the Mt. Airy management office at 200 E. Arch St. 55130 Phone Number: 651-298-4631.

## **Acknowledging a Gift**

Residents and others can make a gift or donation to the Resident Council.

Donations of money should be acknowledged with a receipt to the individual and include the cash amount. The donation should be handled by the treasurer, noting the gift on the monthly financial report as income. In addition it should be an agenda item for the next scheduled Resident Council meeting.

Gifts, other than donations of money, should be acknowledged with a written acknowledgement but may not include the estimated dollar value of the gift.

## The Executive Committee (Board) Meeting

Notices of the upcoming Executive Committee (Board) Meeting must be posted at least 7 days in advance. Any resident is also able to attend this meeting to bring an issue or concern to the Executive Committee. The Executive Committee usually meets once a month, about one week before the Resident Council meeting, to plan the agenda for the Resident Council meeting. They talk about any information or problems to include in the agenda for the Resident Council meeting. The Committee chairs should also attend this meeting. **Minutes must be taken at this meeting on any action taken by the Executive Committee.**

Write out the agenda for each meeting. (*See Sample Resident Council Agenda.*)

- Follow the order that is suggested.
- Ask the secretary to check the minutes from the previous meeting to see if there is any unfinished business that needs to be included under **Old Business**.
- Allow for Committee reports.
- Ask what information the Executive Committee has received since the last meeting that needs to be discussed by the entire Resident Council under **New Business**. Additional new business may arise at the Resident Council meeting.
- If you contacted a guest speaker for the meeting, include the name in the agenda and make sure to reconfirm the date and time of the meeting and when you wish him/her to speak and for how long. Placement of guest speakers to follow secretary report.

The Executive Committee may discuss any other business and/or information that the members have received. In addition, they should discuss ideas, concerns and problems that the Resident Council has had in order to better plan future guest speakers, meetings and events.

The Executive Committee may talk about any of their own ideas that could improve the community. Such ideas should be discussed later at the Resident Council meeting.

The Executive Committee may approve smaller expenditures up to the amount indicated in the bylaws. Be sure the secretary makes a record of the decision.

The Executive Committee meeting may also be a good time for two signers on the Council's checks to pay any outstanding bills.

Only Executive Committee members may vote on an item requiring action.

## Resident Council Action Schedule

<b>July</b>	Change signers on bank account by June 30 <sup>th</sup> . Good time to review Bylaws for any needed changes.
<b>July-August</b>	Required Resident Council financial audits completed. Annual Officer Training. Incoming officers work on budget for current fiscal year.
<b>August</b>	Work on Resident Council budget for current fiscal year. Post any proposed Bylaw changes thirty (30) days before September Resident Council meeting.
<b>September</b>	<p>At Resident Council Meeting, Resident Council reviews and approves all stipends, transportation amounts, and other recurring transactions for current fiscal year and the budget. Resident Council also posts proposed budget for fiscal year thirty (30) days before October Resident Council meeting. Vote on any proposed Bylaw changes. Presidents Council Meeting starts on 4<sup>th</sup> Monday of the month.</p> <p>RPC/PHA Grant funds released to the Presidents Council from PHA after completion of Presidents Council audit. (Funds may not be received from PHA until October.)</p> <p>Funds only released by the Presidents Council to the Resident Councils when:</p> <ol style="list-style-type: none"><li>1. Election is complete.</li><li>2. MOU is complete.</li><li>3. Financial records are audited and accepted.</li><li>4. Proposed budget in process.</li></ol>
<b>October</b>	Determine Committee Chairpersons and committees for the year, if not already done. Start planning holiday parties, if not already done. Suggest making Resident Council calendar for the year with dates of events already determined. Budget approval.
<b>November</b>	Reminder: tanks to gas grills to off-site storage. The Presidents Council's accountant prepares all council tax reporting requirements.
<b>December</b>	December is typically a busy month for people. Try to avoid any major council issues other than the December Resident Council Meeting.
<b>January</b>	Vendor contracts should be reviewed noting your contract renewal date. The Contract for Services in the Resident Council Guide <u>must</u> be used. Send copy of contracts to the Presidents Council.
<b>February</b>	Review your gas grill procedure. Submit the gas grill form to your manager.
<b>March</b>	If not already done, start planning Volunteer Recognition for April (National Volunteer Recognition Month).

- April** Vote on whether to have a Traditional or 5 member Council. Nominating starts for candidates. Post requirements to be nominated for office. Post HUD 30 day Notice of Election and any other election paperwork immediately after April Resident Council Meeting. Nominations open in April, close in May.
- May** Election Judge presents slate of candidates at Resident Council Meeting. Nominations are open at the Resident Council Meeting, then closed; the election Judge presents the slate of any additional nominees to Building Manager to assure candidates are lease-compliant. Post the list of nominees, after hearing from the Election Judge, 30 days before June election date. Also post HUD 30 day Notice of Election.
- June** Elections of Resident Council officers. Renew Memorandum of Understanding (MOU). Installation of officers.

**Required Posting: Exercise Equipment Liability Notice**

**USE THIS EQUIPMENT  
AT YOUR OWN  
RISK.**

**THIS EQUIPMENT IS  
OWNED BY THE  
RESIDENT COUNCIL.  
NEITHER THE RESIDENT  
COUNCIL, PRESIDENTS  
COUNCIL, OR PHA  
ASSUME ANY LIABILITY  
FOR THIS EQUIPMENT OR  
FOR INJURIES FROM  
USING THIS EQUIPMENT.**

\* This posting is a condition of PHA's allowing space for use of this equipment.

## Selecting a Vendor

### Tips & Guidelines

#### Make it Competitive

- It's always nice to find the best deal you can find.
- It is also valuable to make sure your selected vendor is in line with others in the industry.

#### The Vending Contract and Healthy Vending Agreement Contains:

- Vendor contact addresses
- A clear description of the services they will be providing
- A method of terminating the contract with a 30 day written notice
- A clear definition of the percentage donation (a donation is specified due to IRS regulations), how much, how often, etc.
- Signatures from those officers designated to spend Resident Council funds
- A contact person to deal with non-performance issues

**The following *Vending Contract and Healthy Vending Program Agreement* has been approved for use as the sole legal contract to be used.**

## Vending Contract

This Vending Contract is made on the \_\_\_\_\_ day of \_\_\_\_\_ (Month and Year) (“Effective Date”), by and between [insert VENDOR]\_\_\_\_\_ and the \_\_\_\_\_  
\_\_\_\_\_ Hi-Rise Resident Council.

### PURPOSE:

The purpose of this Contract is for VENDOR to provide vending services at:  
\_\_\_\_\_.

### DEFINITIONS:

“HI-RISE” means the St. Paul Public Housing Agency Hi-Rise located at \_\_\_\_\_  
\_\_\_\_\_.

“HI-RISE RESIDENT COUNCIL” means the Resident Council at \_\_\_\_\_  
\_\_\_\_\_ HI-RISE.

“PHA” means the St. Paul Public Housing Agency.

“VENDOR” means \_\_\_\_\_, whose main office is located at  
\_\_\_\_\_.

### VENDOR RESPONSIBILITIES:

1. VENDOR agrees to install, operate and maintain coin, currency or debit/credit card vending machines capable of automatically dispensing permitted items at HI-RISE. VENDOR will own, purchase or rent vending machines.
2. Vending equipment must meet all applicable federal, state and local health specifications.
3. VENDOR will keep the machines clean and in proper working order.
4. VENDOR agrees to keep machines adequately stocked.
5. VENDOR will promptly remove and replace outdated or expired food or beverage items. All products must be pre-packaged and clearly labeled with date of expiration.
6. VENDOR shall comply with all applicable federal, state, and local regulations and qualifications regarding signage, packaging, labeling, ingredient listing, and standards for products and machines.
7. VENDOR agrees to provide and/or display Hi-Rise Council with current state license.
8. VENDOR agrees to participate in and comply with the Healthier Vending Program Agreement standards that apply to the 16 (sixteen) Hi-Rises of the PHA. The Healthier Vending Program Agreement entered into by Vendor is incorporated herein, and is attached to this contract
9. VENDOR shall assume all risk for any loss of its equipment from whatever cause.
10. VENDOR will make refunds whenever a customer makes a complaint. VENDOR agrees to participate in the refund program established at HI-RISE.
11. VENDOR agrees to resolve machine malfunctions within 48 (forty-eight) hours of being notified of the malfunction or VENDOR’S discovery of malfunction, whichever is first.
12. VENDOR agrees there shall be no price increases the duration of the contract.

**COMPENSATION:**

1. VENDOR shall contribute a donation to the HI-RISE RESIDENT COUNCIL for the exclusive right to operate food and beverage vending machines at HI-RISE. Compensation is paid on the adjusted gross sales.

a. Adjusted Gross Sales are defined as gross receipts less federal, state and local sales and tax(es) existing at the time the payment is due.

b. Donations are paid on all the vending machines unless otherwise noted on this contract.

2. Payment is due by check made out to the \_\_\_\_\_ HI-RISE RESIDENT COUNCIL by the 20<sup>th</sup> (twentieth) of the following month that monies have been collected.

3. The donation is paid in full at the rate of \_\_\_\_\_% of adjusted gross sales for all of the following vending machines unless otherwise agreed upon in writing by the council. Check all that apply:

- \_\_\_\_\_ Beverage, cold
- \_\_\_\_\_ Beverage, hot
- \_\_\_\_\_ Cold Food Carousel
- \_\_\_\_\_ Snack Machine
- \_\_\_\_\_ Frozen Food Machine
- \_\_\_\_\_ Quarter Candy Machine

**RECORDS:**

VENDOR agrees to maintain complete and accurate records of all sales made through the vending machines located at the HI-RISE. VENDOR agrees to submit monthly written reports of sales at the time of payment to HI-RISE RESIDENT COUNCIL.

**LIABILITY INSURANCE:**

VENDOR agrees that all VENDOR employees or contractors providing services pursuant to this Contract will be covered by the appropriate insurance, including, but not limited to professional liability insurance at appropriate levels.

**INDEMNIFICATION:**

VENDOR agrees to indemnify, defend, and hold harmless the PHA, the HI-RISE RESIDENT COUNCIL, and the board members and officers of the PHA and/or the HI-RISE RESIDENT COUNCIL, from all losses, liabilities, liens, costs, damages, expenses, penalties, or charges suffered or incurred as a result of, or in connection with, any demand, claim, action, or proceeding asserted, commenced, or threatened by any party (a "Claim") that is based on any allegation that tortious conduct by VENDOR or VENDOR's officers, directors, employees, agents or representatives caused death or bodily injury or the damage, loss, or destruction of real or tangible personal property of third parties; provided, that such indemnification shall not be applicable to Claims that arise as the result of acts of tortious conduct by any PHA Indemnitee.

To the extent not prohibited by law, the HI-RISE RESIDENT COUNCIL will indemnify, defend, and hold harmless VENDOR and its affiliates, and the respective employees, officers, directors, and agents of VENDOR and its affiliates, from all losses, liabilities, liens, costs, damages, expenses, penalties, or charges suffered or incurred as a result of, or in connection with, any Claim that is based on any allegation that tortious conduct by the Resident (s) or the HI-RISE RESIDENT COUNCIL'S officers, directors, employees, agents or representatives caused death or bodily injury or the damage, loss, or destruction of real or tangible personal property of third parties.

**VENDOR shall, during the term of this Contract, carry with a recognized liability insurance carrier or** through self-insurance, commercial general liability insurance protecting the HI-RISE RESIDENT COUNCIL and the PHA from claims of others which may arise by reason of any accident resulting in death or of injury to any person or damage to property, which occurs as a result of VENDOR'S performance of or failure to perform its responsibilities pursuant to this Contract. That insurance shall have limits of liability of no less than the limits of liability set forth in Minnesota Statutes, Section 466.04. VENDOR shall within 15 (fifteen) calendar days of the date of execution of this Contract, furnish the HI-RISE RESIDENT COUNCIL with a Certificate of Insurance evidencing the existence of such a policy and showing the HI-RISE RESIDENT COUNCIL and the PHA as an additional insured.

**TERM AND TERMINATION:**

This Contract will begin on \_\_\_\_\_, 20\_\_\_\_, and terminate on \_\_\_\_\_, 20\_\_\_\_. The term may be extended only upon mutual written agreement of the parties.

The parties may terminate this Contract at any time by written mutual agreement. Each party may terminate this Contract at any time by providing 30 (thirty) days written notice of the termination to the other party. Any notices to terminate under this Contract will be delivered via certified or overnight mail, with proof of delivery, to the parties at the following addresses, or such other address as stated by the party via notice pursuant to this section:

VENDOR shall send notices to:

\_\_\_\_\_ Hi-Rise Resident Council

\_\_\_\_\_ Saint Paul, Minnesota \_\_\_\_\_ (zip code)

Attn: Board Officer \_\_\_\_\_

Attn: Board Officer \_\_\_\_\_

1. Notices will be considered as given upon evidence of proof of receipt or refusal to accept delivery.

**INDEPENDENT CONTRACTOR:**

All services provided by VENDOR and its staff under this Contract shall be provided by qualified, professional employees of VENDOR or on an independent contractor basis, and the members or Officers of HI-RISE RESIDENT COUNCIL shall not be considered employees or agents of VENDOR. This Contract shall not be construed as a legal partnership.

**SUBCONTRACTOR:**

This Contract is written between VENDOR and HI-RISE RESIDENT COUNCIL. This contract may not be sold or sublet to a sub-contractor without the prior written approval of the HI-RISE RESIDENT COUNCIL.

**ADDITIONAL PROVISIONS TO THIS CONTRACT: \*\***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Hi-Rise Presidents Council Healthier Vending Program Agreement

Revised May 2016



### Position Statement

Healthy eating is a vital part of good health. Eating healthier improves energy levels, helps with control of cholesterol, blood pressure and weight. Most Americans consume too many sugar sweetened beverages and other foods high in calories, salt, and sugar, contributing to excess weight gain and chronic diseases. Healthier vending standards give people more nutritious choices which can help prevent heart disease, diabetes, cancer, joint problems and other chronic conditions.

### Therefore:

It is agreed that \_\_\_\_\_ (vendor name or company) will offer vending items that meet the following standards and will implement the following practices and procedures at \_\_\_\_\_ (Hi-Rise name).

## 1.) Nutrition standards for beverages and food items

### Healthier Beverage Standards

At least 50% of vending machine spaces or slots will be stocked with beverages that meet the Healthier Beverage Choices.

#### HEALTHIEST CHOICES

- Water
- Water with carbonation and flavors, but no sugars added
- Fat-free (skim), unflavored milk
- Tea or coffee with no sugar added

#### HEALTHIER CHOICES

- Low fat (1% or 2% fat) milk, unflavored
- Low calorie beverages with less than 40 calories per container
- V8 vegetable juice, low sodium, 6-8oz

### Healthier Snacks and Food Standards

A minimum of 5 Healthier Choices will be available at sites with only a snack machine. A minimum of 10 Healthier Choices will be available at sites with a snack and cold machine.

#### **SNACKS with less than 200 calories AND 200 mg sodium**

- Whole grains-cereal, granola bar, oatmeal
- Low fat dairy (milk, yogurt, cheese sticks)
- Veggies & dip
- Fruit (fresh, unsweetened canned, dried)
- Baked chips or crackers, nuts or seeds

#### **MEALS with less than 400 calories AND 480 mg sodium**

- Whole grain sandwich with lean meat
- Salads with low fat dressing
- Hard boiled eggs
- Microwave meals or soups (including meat and vegetables)

**2.) Vendor shall implement and use the following pricing, placement and labeling practices**

- **Comparable Price** - Healthier options must be the same price or lower than items that don't meet the healthier criteria.
- **Eye Level Placement** - Items meeting the healthier standards must be placed so that they are visible at eye level, generally in the center of the machine and close to the selection buttons.
- **Healthy Labels** - Slots with healthier drinks, snacks or meals must be clearly labeled and only contain healthier items that meet the healthier standards set forth above.
- **Nutrition Education Information** – Including posters, fliers etc. are easy to see and read near the vending machines must be consistent with the healthier PHA Healthier Vending Program.

**3.) Implementation Procedures**

- a. \_\_\_\_\_ (**Vending Rep**) will be the program contact person for the Vendor for all questions regarding the Healthier Vending Program.
- b. The Vendor will be responsible for assuring that healthier beverage and food options are stocked and placed in the vending machines according to the standards above.
- c. All healthier beverage and food items will be priced less than or equal to the price of the comparable items or items that they have replaced.
- d. The healthier standards for beverages and food items may not be changed without permission of the Hi-Rise Presidents Council.
- e. The Vending Rep will monitor the vending machines to make sure that the proper product placement, labels, and pricing practices are being used for the healthier items, and that nutritional information is in appropriate places.
- f. The Vending Rep must address with the vendor any reports of noncompliance in a timely manner.
- g. The Healthier Vending Program Agreement is incorporated by reference into the Vending Contract, and shall be renewed yearly as part of that contract.

**Accepted and Agreed:**

**Vendor:**

\_\_\_\_\_ (signature)      \_\_\_\_\_ (printed)      \_\_\_\_\_ (date)

**Vending Rep:**

\_\_\_\_\_ (signature)      \_\_\_\_\_ (printed)      \_\_\_\_\_ (date)



May2016

## Bingo

Bingo is gambling and is not permitted without a gambling license in the state of Minnesota.

However, many organizations have “Bengo” (pronounced ben-go) which does not require a gambling license.

All money received as contributions for a Bengo event must be paid out by the end of that event (money in = money out). No cash account can be established for Bengo. No cash from hi-rise funds can be contributed to the “pot”.

Bengo can be played for prizes which may be purchased with hi-rise funds as long as there is a receipt. PHA or RPC grant funds cannot be used for Bengo.

## Hi-Rise Newsletters

Hi-rise Resident Council newsletters are to provide information to the residents of the hi-rise about your hi-rise community. Newsletters should be written by a committee of the Resident Council. To ensure the appropriateness of the information, the editor of the newsletter and PHA management staff person must review the content of each draft before publishing.

Your hi-rise newsletter can be printed at the President Council office at 555 N Wabasha, Room 247. Please call 651-292-6058 to be sure someone is in before you come to the office to make copies.

The Presidents Council publishes the *Community Insider*, a quarterly newsletter for the sixteen Hi-Rises. All interested writers are welcome to join the *Insider* team. Call 651-292-6058 for meeting details.

## **Records Retention Requirements**

**Note: If any litigation, claim, or audit is started before the expiration of the retention period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.**

Business records retention is required by the Internal Revenue Code Section 6001. In addition, all record retention requirements of Housing and Urban Development (HUD), and Non-Profit Organizations as determined by law have been reviewed to determine these requirements.

Records may be retained for a longer duration than the schedule listed below but must be retained for a minimum of the schedule. Records may be retained indefinitely for the life of the organization, at its discretion.

### **PERMANENT RECORDS**

- Proof of payment for important payments, such as taxes, equipment purchases for the life of the equipment, etc.
- Correspondence (legal and important matters only)
- Contracts and leases still in effect
- Fiscal year-end financial reports
- Insurance records, current accident reports, claim policies
- Minutes of Meetings with Monthly Financial Report, including Council Meetings and Board/Executive Committee Meetings
- Property/Equipment records of current property/equipment, including the original three (3) bids, proof of purchase and date
- Tax returns and worksheets, including 1099 information are kept at Presidents Council
- Audit reports
- Employer Identification Number (EIN) or Taxpayer Identification Number (TIN) should be kept in the treasury book
- Constitution and Bylaws, a copy of each in both the secretary and the treasurer book
- Current policies require filing and retention of financial documents

### **SEVEN YEARS AFTER COMPLETION OF FISCAL YEAR**

- Contracts and leases (expired)
- Income and expense documentation, including check register and cancelled checks or copies of cancelled checks (see additional requirement under Permanent Records)
- Property/Equipment records of disposed-of property/equipment, disposal information and date, sale records, etc.
- Election Certification of Officers (Presidents Council only)

**THREE YEARS AFTER COMPLETION OF FISCAL YEAR**

- General correspondence
- Insurance policies which have expired
- Miscellaneous internal reports not mentioned elsewhere
- Budgets
- Bank statements and reconciliations
- Memorandum of Understanding (MOU)
- Election Certification of Officers (Resident Councils only)
- Letters of Resignation (Presidents Council only)
- Financial theft and abuse records no longer current (Presidents Council only)

**ONE YEAR AFTER COMPLETION OF FISCAL YEAR**

- Internal memos and notes no longer current
- Correspondence of an unimportant nature with vendors

**RECORDS DISPOSAL AND DESTRUCTION**

Following the schedule listed above, any records containing identification information (EIN, name and address, bank account information, signatures, confidential information, etc.) shall be finely shredded to protect data.

## **The Executive Committee and Financial Management**

It is the duty of the Executive Committee to ensure that the Resident Council complies with accepted good financial practice and required record-keeping requirements. The Executive Committee's role is that of "guardian" of the Resident Council's resources and each member is held accountable for mismanagement of any resources.

This obligation requires the Executive Committee to be actively involved in the financial management of the Resident Council. This includes setting financial plans, monitoring and evaluating the implementation of these plans and ensuring that any necessary adjustments are put in place as soon as possible.

Basically, the Executive Committee is held accountable for the oversight of what the Treasurer does (or the officer performing the role of the Treasurer in the case of a Five-Member Board).

It is reasonable to expect the Executive Committee will:

- ensure that assets (property, money, etc.) are applied towards the Resident Council's non-profit purpose and goals;
- operate in an accountable and transparent manner to the residents and the Presidents Council, PHA, and HUD;
- make effective and efficient use of available resources, benefiting the largest number of residents;
- provide financial information on an accurate, relevant, and timely basis to the residents, the Presidents Council, PHA, and/or HUD; and
- obtain approval from the Resident Council before spending its funds or getting rid of its other assets (equipment, etc.).

## **Five-Member Board**

The difference between a five-member Board and the standard officers is that duties are divided among the five elected officers. There are no titles, such as president, vice president, etc., but officers perform those duties, however the duties of the treasurer do not rotate. The role of president may rotate among all the board members, including treasurer.

All officers attend the agenda meeting (Executive Committee meeting) and have a greater input than with most other types of Executive Committees. All officers may attend the Presidents Council meeting; however, only one may sit at the table and vote. The person attending the Presidents Council meeting is responsible to give the report at their next Resident Council meeting. The decision of who will be the voting member is up to each Board when they have their organizational meeting. Any one of the five members is eligible to be elected to the Executive Committee of the Presidents Council.

An organizational meeting is held soon after a Board is elected and each member decides what role they wish to carry out during the coming year. A Peer Advisor is available to assist in this task and has had experience in working with five-member Boards.

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## President, Presider, and Vice President

These officers are meeting leaders and are the same in significance as the other officers. Officers do not have control or authority to act on their own or do what they want to do.

The presider must ensure that the Resident Council and Executive Committee function properly, that there is full participation during meetings where all relevant matters are discussed, and that effective decisions are made and carried out. The role of the presider is time consuming, with work between meetings and external representation of the Executive Committee.

The responsibilities of the presider can be summarized under four areas:

1. **To ensure the Executive Committee functions properly.** The presider is responsible for making sure that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner. The presider must make the most of all his/her Executive Committee members and “lead the team”.
2. **To ensure the Resident Council is managed effectively.** The presider must coordinate the Executive Committee to ensure that the appropriate policies and procedures are in place for the effective, protective management of the Resident Council. The vice president shall chair the Executive Committee.
3. **To provide support and supervision to the residents on Resident Council business.** The presider is often the direct line contact for residents regarding Resident Council business.
4. **To represent the Resident Council as its figurehead.** The presider may from time to time be called upon to represent the Resident Council and sometimes be its spokesperson at, for example, the Presidents Council.

*The presider is not responsible for the building and its maintenance!* Let the Building Manager handle the building.

## Duties of the President and Presider

The main job of the president or presider is to make sure the meetings are well planned, orderly and accomplish the business of the Resident Council. The President shall preside at all regular and special Resident Council meetings; shall meet monthly with the Executive Committee to establish the agenda; and shall request volunteers as needed. The President/Presider shall attend the monthly President Council meeting or designate another representative.

### Resources That Will Help:

- The most recent revision of the bylaws for your own Resident Council.
- *The Resident Council Guide*.
- Past presidents (they have been through it!)
- *Robert's Rules of Order* or other parliamentary guides.
- Presidents Council (your hi-rise is expected to be represented there).
- Peer Advisor Team (they can assist over the phone or with on-site help).
- Building Manager and Human Services Coordinator (they see other ways of doing things from other hi-rises).

### You've Been Elected - Now What?

- Meet with the Executive Committee (all five officers or the five-person Board).
- Know and understand everyone's job.
- Set the agenda for the meeting.
- Review minutes of the last meeting for unfinished business.
- What information needs to be reported?
- What are the issues to be voted on by the residents?
- Become comfortable with the agenda, motions and meeting procedures, wording, etc.  
PRACTICE!

### At The Meeting:

- **START ON TIME.** One tap of the gavel is usually all that is needed to bring the meeting to order.
- Talk loudly and plainly. Use a microphone for all speakers, if possible.
- Keep the meeting orderly:
  - Follow the agenda.
  - Establish ground rules of behavior, if necessary. Remind the group to listen respectfully to all speakers. Only one person at a time may be recognized to speak.
  - Balance the right of everyone to be heard with the need of the group to move on and stay on schedule.
- Follow parliamentary procedures and assist others to do so.
- Ask PHA staff for assistance, if needed, with procedures or unruly persons.
- Be sure people know what they are voting on: repeat the motion or have the secretary read the motion before taking the vote.

**Tips:**

- Communication is all-important.
  - Talk out problems, don't let them fester.
  - Ask. Don't give orders.
- Act confident.
- Are there unspoken expectations of the office? Delegate some of them. (Who has the keys? Does the president have to handle everything?)
- Try not to take things personally. Be fair in listening to others, and do not repeat any gossip.
- **You are entitled to have a private life too.** You are not “on call” 24 hours a day.
- **Recognition of others is important.** Let others know you appreciate what they do.
- **Get More Residents Involved:**
- Develop ways to welcome new residents.
  - Work with the New Resident Orienteer.
  - Create a Welcoming Committee.

Recruit new officers, leaders and volunteers by asking persons to participate on a committee or to be responsible for one specific project.

## Characteristics of a Good Presider

### A good presider will:

- Be approachable
- Show interest in all viewpoints
- Start and finish on time
- Be able to delegate
- Be sensitive to the feelings of others
- Be impartial and objective
- Have an ability to respect confidences
- Ensure decisions that are made are recorded
- Ask for volunteers in order to get more residents involved

## President (Presider) Do's and Don'ts

### A Good Presider Will:

- Keep calm, even under adversity
- Strive for consensus, casting his/her vote sparingly
- Encourage new faces to get involved
- Make new residents feel welcome
- Plan for the future
- Listen to others
- Allow others to take responsibility
- Make all residents feel valued
- Know when to stand down
- Keep the meeting on schedule

### A Good Presider Will NOT:

- Be the person who talks the most at meetings
- Allow meetings to become unproductive
- Allow one or two people to dominate meetings
- Cut people out of discussions
- Make all the decisions
- Lose his/her temper

## Meeting Parliamentary Procedure

At all meetings (referred to in *Robert's Rules* as "assemblies") it is up to the presiding officer to use the rules of Parliamentary Procedure appropriately so that good order and reasonable decorum are maintained, and the business of the meeting goes forward. At times, the technical rules of Parliamentary Procedure may be relaxed, as long as the meeting accomplishes its purpose, and the rights of absentees and minorities are protected.

## The Role of the Presiding Officer

The presiding officer (*chair*) should:

- Be ready to call the meeting to order at the time set.
- Follow the agenda and clarify what is happening and what is being voted on at all times.
- Deal firmly with whispering, commotion and frivolous or delaying debate and motions.
- See that discussion is confined to the merits of the question and that personal comments are avoided. No one should speak more than twice on a subject, and no one should speak a second time until all who wish to speak have had a chance to do so.
- Talk no more than necessary. Except in small Boards and committees, the presiding officer should not enter the discussion without giving up the chair to a substitute until the motion under discussion has been voted on.
- Remain calm and deal fairly with all sides regardless of your personal opinion. To preserve this impartiality, the presiding officer abstains from voting except by ballot (elections) or to cast the deciding vote on an issue.

## Running Effective Meetings

Meetings are vital to the effective functioning of the Resident Council and its ability to carry out its business. They are the means by which the Executive Committee exercises its collective responsibility for leading the Resident Council.

Meetings are necessary for:

- Decision making
- Reporting
- Review
- Problem Solving, and
- Discussion

### Planning Meetings

Resident Council Meetings are more productive if they are planned at your Executive Committee Meeting. All Executive Committee members need to ensure they have read any papers prior to the planning meeting and have added relevant items to the Resident Council Meeting Agenda which was drafted at the Executive Committee Meeting.

Plan your meetings effectively by:

- Setting dates (and events) well in advance to maximize the number of members available to attend
- Ensuring that the Secretary’s Minutes and Treasurer’s Report are concise and understandable
- Ensuring that the new Agenda is prepared and posted as far in advance of the Resident Council Meeting as possible
- Ensuring that business left over from the previous month is entered as Old Business on the Agenda
- Identifying which agenda items require a decision and which are for information or discussion

### Effective Chairing

***Chairing is a key factor in the effectiveness of meetings.***

The role of the presider is to direct discussion of the Resident Council, ensuring that the objectives of the meeting can be met, and that the Executive Committee fulfills its responsibility in consideration of the items on the agenda. This involves ensuring that you are well briefed about each agenda item and that:

- Decisions are taken, recorded and carried out
- The Resident Council’s, Presidents Council, PHA, and HUD policies are applied
- There is full participation of attendees
- The agenda is followed
- There are time limits for the meeting as a whole and for agenda items

### Decision Making

While the Executive Committee is responsible for leading and providing direction to the Resident Council, it is the Resident Council itself which is the “Decision-Maker”. In making any decision, a number of steps are involved, including the following:

- Information – ensure that the Resident Council has read or heard all relevant information.
- The Goal – ensure the Resident Council understands the purpose and it is consistent with the aim and direction of the Resident Council. Agreement on the goal is a crucial stage in decision making.
- Choices – ensure that the Resident Council knows what choices are available and what the constraints are.

There are some situations where it is sensible to delegate the power to make decisions to a committee to work out the details. For example, the Resident Council has approved spending up to \$300.00 for their annual Holiday Party. A committee is formed, and the Resident Council approves, allowing the committee to work out all the details of the Holiday Party, with the constraint that it may not exceed \$300.00.

***Decision making is much more effective if the Resident Council establishes not only what is to be done but also how and when it will be done and by whom.***

Generally, a show of hands looking for a majority (by consensus) is a sufficient way of taking a vote. However, if the show of hands looks close to a divided decision, a vote should be called for again and a count taken of each “for” and each “against”.

Other times, a vote by ballot should be used whenever residents are concerned about the privacy of their decision, such as in an election or when issues are politically “heated”.

Regardless of how decisions are made, all residents should be clear about exactly what has been decided and the decision clearly recorded in the minutes and read back by the Secretary.

Don’t forget. Each Executive Committee member and Resident Council member has a contribution to make for effective meetings. All residents should:

- Prepare for meetings
- Use your agenda
- Listen to the speakers
- Learn from other people
- Speak up when you have something to say
- Ask questions if you are unclear or unsure
- Consider all the options and politely share your views
- Abide by decisions which are taken, whether you agree with them or not

## Chairing a Meeting

One of the most important roles of the presider is steering the Resident Council through its business effectively and efficiently. A good presider will be mindful of the following basic points!

### *Before the Meeting*

1. **Plan the agenda** with the Executive Committee. Include items brought to your attention by other residents. Decide the order and timing of the agenda, and who will introduce each item.
2. Identify which agenda items are for information, discussion, or a decision.
3. **Be well briefed** about each item, and actions taken since the last meeting.
4. Ensure all necessary **background papers** (including the last meeting's minutes) are sent out, or posted, with the agenda before the meeting.
5. Make sure that all relevant **physical arrangements** have been made, e.g. room layout, reservation (if applicable), microphone, etc.
6. Arrive in good **time** before the meeting is due to start.

### *During the Meeting*

1. **Communicate.** Make sure each meeting attendee has a copy of the meeting agenda. Start the meeting with your opening ritual. Welcome any new residents. Make necessary introductions of any guests attending the meeting. Acknowledge the absence of any officers who could not attend and make sure the Secretary notes such in the Minutes. Ensure that additions or amendments to the Minutes are recorded. State the objectives of the meeting, if a special meeting, and each item of business. Try to be brief when making a point.
2. **Control.** Maintain control of the meeting. Set out any time limits. Allow flexibility and freedom of expression. Keep to the agenda. Ensure time is used effectively. Ensure that proper minutes are taken.
3. **Coax.** Ensure full participation. Draw out quieter residents without putting them "on the spot" and discourage those who are monopolizing the meeting. Be prepared to highlight issues that no one else will, and to be the one who always has to ask the awkward questions. This is a good role for the presider, who cannot vote except in the case of a tie.
4. **Clarify.** Ensure everyone understands what is being discussed. Summarize. Ensure that if jargon and abbreviations are used, all present understand them.
5. **Decision Making.** Ensure that decisions made by the Resident Council are made in the context of the Resident Council's goals and values and they are recorded, together with who is going to implement them.
6. **Guide.** Remember that above all, you are there to guide the meeting. Steer residents to work harmoniously and purposefully as a team. Keep an eye on time.

At the End of the Meeting

1. Summarize decisions taken and items where action needs to be continued after the meeting (e.g. who's responsible for what by when).
2. Agree what special items needing additional discussion, etc. will be put on the **agenda for the next** meeting and what work needs to be done, by whom, etc. before the next meeting.
3. Conduct your closing ritual and announce refreshments, if applicable.
4. **Adjourn the meeting.** You do not need a motion to adjourn if there was no further business when you asked the question.
5. Ensure the **Minutes** are written up, reviewed by the presider and/or other officer(s), sent out (or posted) in good time.

## Resident Council Meeting Ground Rules

Residents and officers each play a role in your Resident Council Meetings. To keep your meetings on track, use the following “ground rules”.

1. We will show respect to ALL persons attending the meeting. This is critical!
2. We will not tolerate verbal or written abuse, threats, intimidation, violence or other forms of harassment against any member of our community. Likewise, we will not accept ignorance, anger, alcohol or substance abuse as an excuse, reason or rationale for such behavior.
3. We will start and end the meeting on time.
4. The meeting presider will recognize only one speaker at a time. Do not speak until the presider recognizes you.
5. All speakers will stand, when physically able, and use the microphone so that everyone may hear.
6. One to three minutes is standard for each person to get a point across. If time is an issue, a time limit on speaking may be imposed by the presider to facilitate the business of the meeting.
7. Issues and concerns will be discussed during the meeting, not in other areas of the hi-rise. Personal concerns should be addressed to the Building Manager and/or Human Services Coordinator privately.
8. We agree to disagree without being disagreeable.
9. Any resident in violation of #2 above will be asked to leave the meeting by the PHA staff present, either the Housing Manager, HSC or Resident Council Coordinator.

## Usual Order of Business

### Call to Order

President or Presider: **“The meeting will come to order.”** (The Presider may tap a gavel to gain attention). **“We will say the Pledge to the Flag.”** (Or other opening ritual.)

### Minutes of Last Meeting

Presider: **“The secretary will read the minutes from the last meeting.”**  
(After the minutes are read, the Presider says:) **“Are there any corrections or additions to these minutes?”** If there are no corrections or additions, say **“The minutes will stand approved as read.”** (It is not necessary to have a motion for approval). If there are corrections say: **“The secretary will note that correction.”** Ask again: **“Are there other corrections?”** Recognize all corrections, then say: **“The minutes will stand as corrected.”**

### Treasurer’s Report

Presider: **“We will now have the Treasurer’s report.”**  
(After the report is read, the Presider says:) **“Are there any questions?”** Have the Treasurer answer any questions. (The Treasurer’s report is not approved by the residents). Treasurers: The report will be filed for audit.

*(The Treasurer is also to give a copy of the report to the Building Manager and a copy to the Secretary to be included with the Minutes.)*

### Reports

The Presider asks for the following reports:

#### **Presidents Council Report**

Whoever represented the hi-rise at the last Presidents Council meeting will give this report. A summary is done at the end of each Presidents Council meeting to assist in this report and is included in the minutes sent to each hi-rise. The complete minutes of the Presidents Council meeting will be posted for complete reading by the residents.

#### **PHA Staff and other Staff Reports:**

Building Manager, other PHA staff, Officer in Residence, ASI, CHSP or Wilder representative may make a report at this time.

#### **Committees**

Active committees may make a report at this time either by the Presider calling on them, or in a specific order. The chair of a committee may say “no report”.

## Old Business

Presider: **“The first item of old business on the agenda is . . .”** or **“Is there any old business?”** (Old business consists of problems or concerns that were not completely dealt with at the last meeting. When preparing the agenda for the Resident Council meeting, the Executive Committee should include any old business).

## New Business

Presider: **“Is there new business?”** (New business is anything that has not been discussed at a previous meeting, or is a new problem or concern. A motion is the correct way to bring up new business.)

**Remember to follow the correct format for motions to complete business.**

### The Presider

- \* Asks for a motion and asks for a second.
- \* Repeats the motion word for word and names the maker of the motion.
- \* Asks for discussion on the motion.
- \* Takes the vote, both for and against.

## Issues and Concerns

Some hi-rises have added this to the agenda as another way for residents to bring up topics during the meeting instead of outside the meeting. A plan for resolution of the topic should be developed. It should not be a “gripe session”.

## Closing Ritual

You may have certain closing “rituals” such as: introduction of new residents, drawing for door prizes, honoring persons with birthdays in the month, “Dime-A-Time”, etc.

## Adjournment

Presider: **“Is there any further business? If not, I declare this meeting adjourned.”** (A single tap of the gavel may be used). A vote is not needed.

(It is not NECESSARY to have a motion to adjourn. You may use a motion if that is your custom, especially if all business has not been completed).

**Remember that the meeting belongs to the Resident Council and you may restrict any speaker to a reasonable length of time. And you may interrupt them if they go overtime. It is your meeting!**

### **Refreshments**

Refreshments may be served before or after the meeting, or not at all! However, offering food is often an effective method to increase attendance at meetings.

## The Motion

To get business done at a meeting, introduce it as a motion.

**1. The motion is made.** - “I move that...”

- Secretary records the exact wording and who made the motion.

**2. The motion is seconded.** - “I second the motion.”

- Secretary records that the motion was seconded (name not necessary).

**3. Chair repeats exactly the motion made.** - “It has been moved and seconded that...”

**4. Chair calls for discussion.** - “Is there any discussion?” or “Is there any further discussion?”

- Discussion must be orderly.
- Ask residents to speak one at a time.
- Establish a time limit for discussion, if necessary.

**5. Chair calls for a vote.** - For, against, or tabled.

- This can be a voice vote, show of hands, or ballot.

Example:        “All those in favor say yes” and  
                      “All those opposed say no.”

- Most motions can be decided by a majority vote.

**6. Chair announces results of vote.**

Example:        “The motion is carried” or  
                      “The motion is defeated.”

- Secretary records if the motion was carried, defeated or tabled.

**7. Chair determines (appoints or asks for volunteers) who will carry out the motion and by what date.**

### **The motion to amend**

An amendment may be made by anyone who would like to change the motion. An amendment must be directly related to the subject of the main motion. Using the example of the motion to organize a trip to the State Fair, these steps should be followed in making an amendment.

1. A member rises and addresses the Chairperson.
2. The Chairperson recognizes the member.
3. The member states his/her proposed amendment. The motion may be amended by adding words, taking away words, or a combination of both.

*Example: "I move to amend the motion by adding the date July 5."*

4. The amendment should be seconded.
5. The Chairperson calls for discussion by first repeating the amendment to the motion.
6. The Chairperson takes the vote on the amendment. If it passes, the motion is voted on as amended. If the amendment is lost, the original motion is then voted on.

### **The motion to refer to a committee**

If a motion needs further discussion or investigation, a motion may be made to refer it to a committee. For example, if further plans need to be made regarding the trip to the State Fair (transportation, cost, time, etc.), a standing or special committee may be appointed to investigate and prepare for the trip. The committee should be called to make a report at a future meeting.

### **The motion to discuss at a later time**

If a motion needs further information before it can be decided, a motion may be made to bring it up at a later meeting. This is a better motion instead of making a motion "to table" an issue.

## **Vice President**

The vice-president will perform all the duties of the president when the president is absent and shall perform other duties as requested by the president and/or Executive Committee. The vice president may be given specific duties in your own bylaws. The vice president presides at the Executive Committee meetings.

## **Secretary**

The secretary plays a key role in the Resident Council Executive Committee. The secretary is the person who is contacted if there are questions or clarifications regarding any actions taken or decisions made.

If there is no resident who meets the minimum secretarial skills, a Peer Advisor may be appointed by the Resident Council Coordinator to fill this need. The Peer Advisor shall be paid a monthly stipend of \$50.00 plus transportation. The Resident Council will pay this out of Hi-Rise Funds.

## **Characteristics of a Good Secretary**

- Able to take accurate and legible summarized notes of meetings
- Organized, punctual, and able to promptly respond to correspondence
- Communicates clearly and effectively
- Able to work closely with the other officers
- Willing to speak so everyone can hear
- Shows impartiality, fairness and the ability to respect confidences
- Approachable and sensitive to the feelings of others
- Capable of making it easy for others to take over by keeping clear records

## **You've Been Elected – Now What?**

Study the Resident Council Guide to make yourself knowledgeable about all officer positions, PHA policies, and HUD requirements.

Review the minutes of the last meeting for unfinished business that you will need to put on your first Agenda notice.

Consider making copies of "How to Make a Motion" and "Resident Council Meeting Ground Rules" to put on each table at your Resident Council Meeting.

You may want to contact the Resident Council Coordinator to arrange for a Peer Advisor.

## Duties of the Secretary

The secretary's primary job is to keep an accurate and permanent record of what was decided at meetings, to record and post the Agenda and Minutes for both the Executive Committee and Resident Council meetings, and handle any correspondence for the Resident Council. It is especially important to record **all** motions regarding spending of Resident Council funds.

The Resident Council Meeting minutes should be kept in a legible and organized manner. Some Councils may rotate the recording of meeting minutes. All of your current fiscal year minutes and a copy of your council's Bylaws are kept in the Secretary's Notebook.

It may be necessary for you to refer to the Bylaws of your Resident Council during meetings. It is important to know where your Bylaws differ from the Resident Council Guide, and follow them as relates to your secretarial duties.

You may be the officer designated to handle Space-Use Agreements. (Some Councils assign a different officer.) Completed Space-Use Agreements are kept in the Space Use Notebook for the term of your office.

The secretary maintains all records according to the "Record Retention Requirements" in the Resident Council Guide.

You must make the minutes available for inspection by Residents and others by appointment. (As a non-profit corporation, all records of the organization must be available to the public, if requested.)

## Secretary Procedures for Meetings

1. A tape recording of the meetings may be used if you find it helpful. (*The Resident Council may purchase a tape recorder and tapes for this purpose, but only the written minutes are considered official.*) The tapes are only kept for 60 days past the date the draft minutes were approved. Do not rely solely on a tape recorder.
2. Prepare and post the *Executive Committee Meeting Notice* and the *Resident Council Meeting Notice* at the appropriate times.
3. Post the President Council Minutes.
4. Prepare the Agenda in appropriate order for the Presider to follow, being sure to include time for Committee Reports.

5. Bring to the meeting the bylaws and minutes from previous meetings, and a list of committee chairpersons and other residents on the committees.
6. Bring a sign-in sheet for the residents and copies of handouts, if any.
7. Read minutes of previous meeting and any correspondence.
8. Correct minutes of previous meeting, if necessary. Minutes are corrected by making handwritten corrections to the minutes you just read, and the minutes of the current meeting should indicate that minutes were approved “as corrected”. Minutes are always “draft” minutes until approved by the residents.
9. Do not include in the minutes any personal information or opinions. Record what business occurred at the meeting. Do not record information about trivial conversations or events.
10. The first paragraph of the minutes should include the kind of meeting, name of the organization, date, time, presence or absence of officers, whether the minutes of previous meeting were approved or approved as corrected, and the balance in the treasury, noting that the Treasurer’s Report will be filed for audit.
11. The body of the minutes should have a separate paragraph for each subject matter. The name and subject of guest speakers may be given, but no summary of the talk needs to be given. The Building Manager, OIR, and other PHA speakers’ reports are summarized. The minutes do not include the contents of Committee reports, except as may be necessary to cover motions arising out of them. It is sufficient to record that  
“ \_\_\_\_\_ Committee Chair, gave his/her report.
12. **All motions**, unless withdrawn, must be recorded in the minutes. It is important to record when residents authorize spending of Resident Council funds. This information is needed for the report on the grants received from the Presidents Council. When the Presider recognizes the person who wants to make a motion, the person’s first and last name must be recorded. Record the **exact** wording of the motion; if you are unsure, ask. You only need to record the first name of the person who seconds the motion. For greater clarity, motions should include “not to exceed” the amount to be spent. Do not detail the discussion portion of the motion but you must record whether the motion was amended, carried, or defeated. You do not need to record the vote count unless it is very close.
13. The last paragraph of the minutes should give the time of adjournment and should simply read “The meeting adjourned at \_\_\_\_\_ (am or pm).” You may also wish to record any regular closing procedures, such as winners of drawings.
14. The minutes must be signed by the Secretary or the person who took the minutes.
15. Post the “draft” minutes of the meeting as soon as possible after the meeting.
16. Give a copy of the minutes to the President, Treasurer, Building Manager, and the Presidents Council. Keep the original copy in your Secretary’s Notebook, along with a copy of the Treasurer’s Report and the Meeting Sign-In Sheet.

# Sample Resident Council Agenda

**CALL TO ORDER** / Opening Ritual (Pledge to flag, etc.)

**MINUTES** of last meeting (read by the secretary)

**GUESTS**

**TREASURER'S REPORT** (read by the treasurer)

## **REPORTS**

Presidents Council Report

PHA Staff and Other Staff Reports

Committees

**OLD BUSINESS** (unfinished from last meeting or previous meetings)

**NEW BUSINESS** (anything not previously discussed)

**ISSUES AND CONCERNS** (final opportunity to speak)

**CLOSING RITUAL** (door prizes, etc.)

**ADJOURNMENT**

## Executive Committee Meeting Notice

**The Executive Committee will be meeting to plan the agenda for the upcoming Resident Council Meeting. If you have items you would like to see on the agenda, please present them to the Board at this meeting.**

**Day and Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **AM PM**

**Location:** \_\_\_\_\_

**Resident Council Meeting Notice**

*If you live here,  
You are a member of your Hi-Rise  
**Resident Council***

**Join Us at the Next Meeting:**

\_\_\_\_\_ at \_\_\_\_\_ AM PM  
(Day and date) (Time) (Circle one)

**In the Community Room**

**Guest Speakers**

**Business items**

**Old Business:**

**New Business:**

**Chinese – 居民理事會會議的通知**

如果你住在這裡，

你屬於

居民會

加入我們在下次會議上：

\_\_\_\_\_ 為 \_\_\_\_\_ AM PM  
(Day and date) (Time) (Circle one)

在社區室

營業項目

老業務：

新業務：

**如果您需要翻譯，請聯繫建築經理或人力事務協調員。**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
週日	週一	週二	週三	週四	週五	週六
January – 1 月		May – 5 月		September – 9 月		
February – 2 月		June – 6 月		October – 10 月		
March – 3 月		July – 7 月		November – 11 月		
April – 4 月		August – 8 月		December – 12 月		

**Hmong – Pei xeem lub Koom Haum sib tham tsaj tawm**

**Yog hais tias koj nyob hauv nov koj yog Koom Haum Pej xeem, los koom nrog peb sib tham tom ntej no**

\_\_\_\_\_ **Thaum** \_\_\_\_\_ **AM PM**  
(Day and date) (Time) (Circle one)

**Nyob rau hauv peb chav sib tham**

**Txoj hau lwm hais txog:**

**Txoj hau lwm qub:**

**Txoj hau lwm tshiab:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January – 1 Hlis		May – 5 Hlis		September – 9 Hlis		
February – 2 Hlis		June – 6 Hlis		October – 10 Hlis		
March – 3 Hlis		July – 7 Hlis		November – 11 Hlis		
April – 4 Hlis		August – 8 Hlis		December – 12 Hlis		

**Russian – Резидентское Уведомление Заседания совета**

**Если Вы живете здесь,  
Вы принадлежите  
Резидентский Совет**

**Присоединитесь к Нам на Следующей Встрече:**

\_\_\_\_\_ на \_\_\_\_\_ **AM PM**  
(Day and date) (Time) (Circle one)

**в Комнате Сообщества**

Деловые Пункты

Старый Бизнес:

Новый Бизнес:

Если Вы нуждаетесь в переводчике, пожалуйста свяжитесь с вашим Координатором Коменданта или Сферы услуг.

Sunday Monday Tuesday Wednesday Thursday Friday Saturday  
В воскресенье В понедельник Во вторник В среду В четверг В пятницу В субботу

January – Январь May – Май September – Сентябрь  
February – Февраль June – Июнь October – Октябрь  
March – Март July – Июль November – Ноябрь  
April – Апрель August – Август December – Декабрь

**Somali - Warbixinta Shirka Resident Council**

***Haddii Aad Ku Nooshahay Halkaan,  
Waxaad Ka Mid Tahay***

***Resident Council***

**Nagala Soo Qayb Gal Shirka Soo Socda:**

\_\_\_\_\_ at \_\_\_\_\_ AM PM  
(Day and date) (Time) (Circle one)

**Gudaha Community Room-ka**

**Business items**

**Old Business:**

**New Business:**

**Hadii aad shirka turjumaan ugu baahantahay, fadlan u sheeg maamulaha sarta ama isku duwaha wax uqabadka dadka (*Building Manager or Human Services Coordinator*).**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Axad	Isniin	Talaado	Arboco	Khamiis	Jimce	Sabti

January – Janaayo

February – Febraayo

March - Maarso

April – Abriil

May - Maay

June – Juun

July – Luulyo

August – Agoosto

September – sabteembar

October – Oktoobar

November – Nofeembar

December – Diseembar

Spanish

**Spanish – Consejo Residente que Encuentra Aviso**

**Si usted vive aquí,  
Usted pertenece a el  
Consejo Residente**

**Afíliese a Nosotros en la Siguiete Reunión:**

\_\_\_\_\_ en \_\_\_\_\_ **AM PM**  
(Day and date) (Time) (Circle one)

**en el Cuarto de Comunidad**

Artículos Comerciales

Viejo Negocio:

Nuevo Negocio:

Si usted necesita a un traductor, por favor póngase en contacto con su Gerente de Construcción o Coordinador de Servicios Humano.

Sunday    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday  
El domingo    El lunes    El martes    El miércoles    El jueves    El viernes    El sábado

January – Enero	May – Mayo	September – Septiembre
February – Febrero	June – Junio	October – Octubre
March – Marzo	July – Julio	November – Noviembre
April – Abril	August – Agosto	December – Diciembre

# Easy Form for Taking Minutes

Name of Resident Council: \_\_\_\_\_

\_\_\_\_\_ called the Resident Council  
(First and last name and title)

Meeting to order at \_\_\_\_\_ AM PM on \_\_\_\_\_.  
Time (Circle One) Date

**THE MINUTES** of the last meeting were read by \_\_\_\_\_  
(First and last name)

They were Accepted as Read or Accepted as Corrected. (Circle one)

**THE TREASURER'S REPORT** was read by \_\_\_\_\_  
(First and last name)

The balance is \$ \_\_\_\_\_ and the report will be filed for audit.

**PRESIDENTS COUNCIL REPORT** was given by \_\_\_\_\_  
(copy of minutes attached) (First and last name)

(If action should be taken by the Resident Council on any subject, record the result.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PHA MANAGEMENT REPORT** was given by \_\_\_\_\_  
(First and last name)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER PHA STAFF REPORTS** (note first and last name)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMITTEE REPORTS AND SPEAKERS** (Speakers and topics)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MOTIONS ARE USED BY RESIDENTS TO MAKE DECISIONS.**

**Include: 1) the first and last name of the person making the motion and the first name only of the person who made the second (minutes must state that it was seconded), 2) the exact wording of the motion, and 3) if the motion was carried, defeated, or tabled.**

**OLD BUSINESS** (Report on any action on old business.)

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**MOTION BY:** (first and last name) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Motion carried or defeated (Circle one)

**MOTION BY:** (first and last name) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Motion carried or defeated (Circle one)

**MOTION BY:** (first and last name)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Motion carried or defeated (Circle one)

**NEW BUSINESS** (Report the result of any discussion on new business.)

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**MOTION BY:** (first and last name) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Motion carried or defeated (Circle one)

**MOTION BY:** (first and last name) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Motion carried or defeated (Circle one)

**MOTION BY:** (first and last name) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Motion carried or defeated (Circle one)

**ISSUES AND CONCERNS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLOSING RITUAL**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The meeting was adjourned at \_\_\_\_\_ AM PM  
Time) (Circle one)

Submitted by \_\_\_\_\_  
(Your Printed Name) (Your Signature)

Resident Council: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

**Extra Page for Motions – Old Business**

**OLD BUSINESS** (Report on any action on old business.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MOTION BY:** (first and last name) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Motion carried or defeated (Circle one)

**MOTION BY:** (first and last name) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Motion carried or defeated (Circle one)

**MOTION BY:** (first and last name) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Motion carried or defeated (Circle one)

**MOTION BY:** (first and last name) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Motion carried or defeated (Circle one)

Resident Council: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

<b>Extra Page for Motions – New Business</b>
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**NEW BUSINESS** (Report the result of any discussion on new business.)

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**MOTION BY:** (first and last name) \_\_\_\_\_

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\_\_\_\_\_ Motion carried or defeated (Circle one)

**MOTION BY:** (first and last name) \_\_\_\_\_

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\_\_\_\_\_ Motion carried or defeated (Circle one)

**MOTION BY:** (first and last name) \_\_\_\_\_

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\_\_\_\_\_ Motion carried or defeated (Circle one)

**MOTION BY:** (first and last name) \_\_\_\_\_

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\_\_\_\_\_ Motion carried or defeated (Circle one)

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## Treasurer (General Information)

The treasurer works to safeguard the Resident Council's finances, with a watchdog role over all aspects of financial management. The treasurer and the rest of the Executive Committee work cooperatively to oversee the Resident Council's finances and other assets.

The Presidents Council is the overseer of the Resident Council finances and has required procedures and reporting requirements in place which must be followed to ensure a continuation of funding. Remember, all members of the Executive Committee are accountable!!!

Financial responsibilities can be divided into six broad categories:

1. General financial oversight
2. Funding and fundraising income
3. Financial planning and budgeting
4. Financial reporting
5. Banking, bookkeeping and recordkeeping
6. Control of all other assets

In the Resident Councils, the Treasurer is always responsible for financial reporting, banking, bookkeeping and recordkeeping. The Treasurer, working with the other officers, or board members, are together responsible for funding and fundraising income, and financial planning and budgeting. All officers are responsible for general financial oversight, although it is the role of the Treasurer to advise and make recommendations to keep the Resident Council out of financial trouble.

## Duties of the Treasurer

**The treasurer is responsible to receive all funds, keep accurate records of all receipts and disbursements on a computer, pay bills when due, make a monthly report at all regular meetings, including the balance on hand at the end of each month in each fund, create and present an annual budget for approval, and create any special reports as requested. The financial records (books) of the Treasurer shall be audited by the Presidents Council for the PHA Accounting Department between June 30th and August 31st each year.**

The overall role of the Treasurer is maintaining the Resident Council's financial affairs, ensuring its actual expenses are in proper ratio to the budget, and ensuring that proper financial records and procedures established by the Presidents Council, PHA, HUD, and GAAP are maintained.

### **Resources That Will Help:**

- Bylaws of the Resident Council
- *Resident Council Guide*
- Contact the Resident Council Coordinator, to arrange for a Peer Advisor

### **You've Been Elected - Now What?**

- Meet with the Executive Committee (all five officers or the five-person Board).
  - Know and understand everyone's job.
- Determine the three (3) signers on the bank account and which two (2) will be the primary signers.
  - Old bank signers and new bank signers must go to the bank to change signers within one week after June 30<sup>th</sup> when the regular term of the treasurer ends.
  - Know what records are kept and where.
- Meet with the outgoing treasurer.
  - Cooperate with the outgoing treasurer through the end of the audit process.

### **Option:**

If there is no resident who meets the minimum treasurer skills, a Peer Advisor may be appointed by the Resident Council Coordinator to fill this need. The Peer Advisor shall be paid a monthly stipend of \$25.00 plus transportation from the Resident Council out of Resident Council Funds.

## Expectations of the Treasurer and Q.B. Peer

### General financial oversight.

- To oversee and present budgets, accounts, and financial statements.
- To work with the Executive Committee and the Resident Council about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure any financial recommendations of the Presidents Council, PHA, or HUD are implemented.
- To ensure financial records meet the requirements of the Presidents Council, PHA, and HUD.

### Financial planning and reporting.

- To present financial reports to the Presidents Council, Executive Committee, and Resident Council.
- To make financial records available for review at each Resident Council meeting, and as requested by appointment.
- To advise on the Resident Council's current and future financial status.
- To advise on the financial implications of the Resident Council's plans.
- To advise on fundraising activity of the Resident Council.
- To ensure that there is no conflict with the issuance of new federal funding because current funding is being spent and all compliance requirements are in order.
  1. Keep accurate records on the computer.
    - a. Make it easier by doing the following:
      - Deposit and record checks and cash as soon as possible after receipt. Use the memo line to indicate where the money came from. (*See Deposit Document form.*) All bank deposits must have a bank receipt attached to the Deposit Form.
      - Record all checks written immediately and the purpose for the check on the memo line. Have a system to keep a record of the date that the expense was approved by the Resident Council or the Executive Committee.
      - Balance the check register after every entry.
    - b. The treasurer and one other appointed Board member should sign each check. It is suggested that three Board members are on the signature card at the bank.
    - c. The check register *must* match or reconcile with the monthly bank statement. If it doesn't:
      - Make sure all checks and deposits are recorded in the check register.
      - Make sure amount of check in check register is the same as the amount written on the check.
      - See if all checks have cleared (or been returned to your bank). Check them off in the register.
      - See if all deposits are on the statement.

- If it is an interest-bearing checking account, make sure you registered the interest in the check register.
  - Record any service charges that were subtracted from the bank balance.
  - **Use the bank reconciliation in QuickBooks to balance your check register to the bank statement. This is critical!**
- d. All voided checks must be saved and put on a disbursement form.
- e. Contact the person who was issued the check if a check has not cleared the bank within three (3) months (90 days). If no contact can be made with the individual, contact the bank to request a stop payment and enter the check amount back into the checkbook (be sure to enter any bank charge). A check can be reissued later if the individual finally contacts you.
2. Keep a record of all bills and vouchers. Establish a clear paper trail.
- a. Insist on a receipt or bill when making a purchase or paying for a service.
- Every transaction should include the date, who received or paid, purpose, amount and authorization. If buying from a store, the store receipt must be presented to the treasurer for reimbursement. Only original receipts will be accepted, no copies.
  - Use a Disbursement Document to record all purchases and bills paid and attach the receipts or vouchers to the form. If there is no receipt, the individual receiving the payment must sign his/her name on the Disbursement Document.
- b. When paying bills, the treasurer should indicate on the bill or receipt the date of payment and check number used.
3. When using cash accounts for fundraisers:
- The Treasurer is responsible for all income the Resident Council receives.
  - Complete the appropriate cash transaction documents (*See Counting Fundraising Cash Income and Fundraising Event Cash Report.*)
4. The treasurer must make a report at each Resident Council meeting.
- Include reporting the check register and/or savings balance and any new purchases. Also list the fund balances which total the check register balance separately.
  - Report any undeposited cash balance from you fundraising event.
  - Give clear, accurate reports that residents understand.
  - Have the financial records available at meetings for resident review. Make appointments if residents wish to have a thorough review of the financial records (Treasury Book).
  - Bring for a vote any spending that is beyond the limit in the bylaws or budget or are special or unique.
  - Bring for a vote any payment to a resident for services to protect against the appearance of dishonesty.

- **Require the support and authorization of the residents before spending their money.**
5. The treasurer must keep a record, including receipts or cancelled checks for the expense, from any monies of the Resident Council. The information is submitted in monthly and yearly reports.
  6. The treasurer should make sure all of the financial records are correct and ready for review by an auditor at the end of each term, or if the books are passed to another treasurer during the term.

**Minimum financial records needed for Audit:**

- Approved budget and any approved revisions
- Check book
- Bank statements, bank reconciliations, cancelled checks (or copies as provided by the bank)
- Document Disbursement forms along with all receipts and dates of approval (have documentation available)
- Deposit Document records
- Stipend records
- A receipt (and/or signature) for every check written
- Monthly Financial Reports
- Completed and accurate Custom Summary Report
- Secretary’s minutes, and/or other record of dates expenses were approved
- Fundraising Cash Transaction reports and all other fundraising cash account records with supporting documentation and written financial procedures for managing the cash account

7. The President’s Council approved a policy: Misuse of Resident Council Funds on February 25, 2002. (See “*Policy: Misuse of Resident Councils Funds*”.)

## **Treasurer Procedures**

Because of the complicated Federal Regulations and accounting procedures which must be followed in order to ensure complete, accurate, and accountable bookkeeping, the Presidents Council has established **REQUIRED** policies, procedures, and appropriate forms which must be followed. The information is provided to you in this Resident Council Guide for your convenience.

Be sure you understand what is expected of you. If you are unsure or have questions, contact the Resident Council Coordinator as soon as possible.

## **Computer Financial Records**

The Presidents Council requires the use of Quick Books computerized financial recordkeeping, and has provided each Resident Council with a copy of QuickBooks to be used for Resident Council use only.

When preparing your financial reports on a computer, it is required that the same format and information is used so that reporting for all hi-rises is consistent.

8:43 PM  
08/18/15  
Cash Basis

Neill Resident Council  
Custom Summary Report  
July 2014

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	<u>Jul 14</u>
<b>Income</b>	
<b>46400 · Other Types of Income</b>	
<b>002 · Vending Income</b>	94.30
<b>Total 46400 · Other Types of Inco...</b>	<u>94.30</u>
<b>Total Income</b>	94.30
<b>Expense</b>	
<b>0000001 · Office Expenses</b>	
<b>3000 · Other Office Supplies</b>	15.95
<b>Total 0000001 · Office Expenses</b>	15.95
<b>0004 · Building Community</b>	
<b>001005 · Meeting Refreshments</b>	19.96
<b>Total 0004 · Building Community</b>	19.96
<b>01 · Annual Picnic</b>	280.09
<b>010 · Bengo Prizes</b>	10.76
<b>03 · Bank charges/statement fees</b>	1.50
<b>500000 · Cable &amp; Internet</b>	112.65
<b>Total Expense</b>	<u>440.91</u>
<b>Net Income</b>	<u><u>-346.61</u></u>

## **Basic Spending Guidelines**

1. Expenses must be necessary for proper and efficient operation of the Resident Council and/or benefit the residents of the hi-rise.
2. Expenses must be authorized and documented by the Resident Council and/or the Executive Committee as outlined in the Resident Council's bylaws and not prohibited under State or local laws or regulations, HUD, PHA and/or the Presidents Council.
3. Expenses must conform to any limitations or exclusions established by HUD, PHA, and/or the Presidents Council.
4. Expenses must be consistent with policies, regulations, and procedures that apply to HUD, PHA, and the Presidents Council and must be treated the same in each instance.
5. Expenses must be determined and recorded in accordance with generally accepted accounting principles (GAAP).
6. Expenses must be adequately documented.
7. Expenses must be reasonable. A cost is reasonable if it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to spend the money. The question of reasonableness is particularly important when federally-funded. Consideration should be given to whether the individual(s) acted with prudence in the circumstances considering their responsibilities to the Resident Council and its residents, the Presidents Council, PHA, HUD, the federal government, and the public at large.
8. Alcoholic beverages, cigarettes and such, and controlled substances are not allowed.
9. Communication costs are allowed. Costs for telephone services, newsletters, postage, electronic or computer transmittal services and the like are allowable.
10. Contributions, gifts, or donations are not allowed out of PHA/RPC funds.
11. Costs of goods or services for personal use of any individual are not allowed.
12. Costs of lobbying, or influencing activities, are not allowed.
13. The cost of training provided for resident and leader development is allowed.

## **Policy: Misuse of Resident Council Funds**

*The following policy was decided by the Executive Committee of the Presidents Council. First adopted by the full Presidents Council on February 25, 2002. Revisions adopted by the Presidents Council on August 25, 2003.*

1. There shall be no distinction between borrowing and stealing resident council funds. The funds include cash account funds as well as grant and other funds.
2. If anyone suspects a problem with resident council funds, the following process shall be followed. The person misusing the funds may also initiate the process. If the person accused of misusing the funds has access to writing checks, it may be necessary to inform the bank and close the account. A new account can be opened so the resident council can continue to do business. The Presidents Council will advise you if the back account should be closed.
3. A financial audit of the funds will be held to determine how much money is involved.
4. If everything is in order with all of the resident council funds, the problem is solved and the issue is dropped.
5. If funds are found to be missing the following steps will take place:

*Any criminal action involved with the misuse of funds will be reported promptly by the Presidents Council to the police and PHA management.*

- A. The person who misused the funds will meet with the Resident Council Coordinator to decide the following:
  1. An explanation of the problem.
  2. How and when the money will be returned.
  3. What sort of apology is needed?
  4. If the position will be retained.
  5. If there will be a need for continued outside oversight of the funds.
- B. The person and the Resident Council Coordinator will sign a written agreement including the above decisions.
- C. A copy of the agreement will be given to the PHA Building Manager.

A resolution of the problem will take place within thirty days.

*Presidents Council*

*Revised August 25, 2003*

## Resident Council Audit Form

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

Hi-Rise: \_\_\_\_\_ Audit: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Auditor: \_\_\_\_\_

### I. Bank Information:

1. Current Bank \_\_\_\_\_
  - a. Type of account(s): \_\_\_\_\_
2. Is this account set up for view only banking? YES NO
3. Is there a debit card associated with this account? YES NO  
(If yes, surrender to the auditor and return to the Presidents Council).
4. Is the bank statement mailed to and opened by someone other than the treasurer?
5. Previous bank in this fiscal year? YES NO  
Name: \_\_\_\_\_  
Account number: \_\_\_\_\_  
Date Closed: \_\_\_\_\_
6. EIN Form in the treasurer book? YES NO
7. How many officers are authorized to sign checks? \_\_\_\_\_
  - a. Names: \_\_\_\_\_

### II. By Laws

1. Approval limit of Board approved expenditure: \_\_\_\_\_
2. Any Restrictions: \_\_\_\_\_
3. Is there a copy of the bylaws in the treasurer's book? YES NO

### III. Cash Management :

1. Explanation of type of cash account, pop sales, lunch counter etc.  
\_\_\_\_\_
  - a. Are there cash income & disbursement records? YES NO
  - b. Are all cash records signed by two people? YES NO

IV. Treasurer Book – Each month must have the following documents in the order listed:

1. Reconciled Bank Statement, with check images, followed by QuickBooks reconciliation summary and reconciliation detail reports.
  - a. Does the QB Reconciliation Detail Report agree with the bank statement?  
YES NO
  - b. Do the checks have two signatures? YES NO
  - c. Do the checks have an explanation in the memo line? YES NO
  - d. Are prohibited balance adjustments done? YES NO

2. QB Custom Summary Detail Report

NOTE: LOOK FOR CHECKS WRITTEN FOR CASH - STRICTLY PROHIBITED.

3. QB Profit & Loss by Class Report
4. QB Balance Sheet by Class Report
  - a. Review to confirm that there are no unclassified transactions.
  - b. Is the source of each deposit listed?

5. QB Deposit Detail Report
  - a. Does the report match the deposit total on the bank statement?

*BUDGET VS. ACTUAL REPORT??*

6. Deposit Documents
  - a. Is there a document for every deposit made that month? YES NO
  - b. Is the source of the deposit clearly explained? YES NO
  - c. Is the bank receipt attached to each deposit document? YES NO
  - d. Is change from shopping trips deposited back into the account? YES NO
  - e. Are deposits in the correct "fund"? YES NO
  - f. Is there a copy of the Space Use Agreement attached to the deposit document indicating the receipt of the reservation fee? YES NO
  - g. Is the "cash management sheet" attached to the deposit of cash income?  
YES NO

7. Disbursement Documents
  - a. Should be in numeric order starting with the first one written to the last one in the book. (So by the end of the year the book can be reviewed first transaction to last transaction.)
  - b. Are voided checks on disbursement documents? (Voided checks meaning a check that was not used to withdraw funds because it was miswritten, damaged, etc.)  
YES NO
  - c. Are individual EFT (Electronic Funds Transaction) on a disbursement document with appropriate backup i.e. Comcast invoice?  
YES NO

- d. Are forms complete, including appropriate signatures, dates, and check numbers?  
YES NO
- e. Does every disbursement document for goods purchased have the original receipt attached? YES NO
- f. Is transportation reimbursement based on receipt provided (Metro Mobility, bus etc.) or paid at the current government mileage rate? YES NO
- g. Do large equipment purchases (in excess of \$300.00) have three bids attached and if the item purchased was not the lowest bid is there an explanation attached? YES NO
- h. Does the disbursement document have the approval date, if it is not a Budget item? YES NO
- i. Does each Gift Card that was given to residents have a separate signed disbursement document? YES NO

V. Budget

- a. Is there an approved budget for the fiscal year? YES NO
- b. Date budget was approved: \_\_\_\_\_
- c. Copy in the treasurer's book? YES NO

VI. Minutes

- a. Is there a copy of the Resident Council meeting minutes for each month in the Treasurers book? YES NO
- b. Are minutes taken at the Board meetings? YES NO
- c. Do Meeting minutes reflect changes to spending in the budget? YES NO
- d. If spending was approved at a Board meeting has that spending then been approved by the Resident Council at the next scheduled meeting? YES NO

Signatures upon completion:

Auditor \_\_\_\_\_ Treasurer \_\_\_\_\_

Date \_\_\_\_\_

**Financial Audit Form-Page 5**

**FINANCIAL AUDIT SUPPORT DOCUMENTATION FOR EXPENSES**

	Date	Check#	Amount	Description/Comment/Class
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				

(Use an additional sheet of paper if necessary for comments or review)

Comments from review of cash transactions, if any, in fiscal year:

Month	Bank Statement	Detail	Custom Summary	P&L	Balance Sheet by Class	Deposit Detail	Minutes
		Reconciliations		By Class			
July							xx
August							xx
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							

Comments:

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## **Policy: Cash Accounts & Gift Cards & Shopping**

Based on the recommendation of PHA, the Presidents Council requires that there be NO petty cash accounts.

We must remember that we are dealing with Federal funds and that the accounting of those funds is regulated. **STIPENDS MAY NEVER BE PAID IN CASH.**

Residents shopping for their Council:

**Only purchase items that have been approved by the Council.**

**Resident Council receipts may not include personal items on the anticipating they will be divided out later.**

### **GIFT CARDS:**

Gifts cards may be purchased for Bengo prizes, picnic prizes etc... No more than \$100.00 of cards may be purchased at any time. The dollar amount may not exceed \$10. Please purchase cards from retail establishments that are frequented by your residents.

After purchasing make a list of the gift card numbers. Make a number of copies of this document to correspond to the number of gift cards. Attach the purchase receipt to the original list. When a gift card is given out complete a disbursement document with the number of the gift card given on it and a copy of the original list attached. This allows the auditor to double document the procedure.

## Cash for Fundraising

The Treasurer is responsible for all income the Resident Council receives as well as all cash and the necessary documentation. The other Officers of the Resident Council are also held accountable.

The Resident Council may use up to \$25.00 cash in a cash box for the making of change for hi-rise fundraising events, provided all transactions are well documented.

- A check may be written to “[name of Treasurer], Cash Custodian” in order to obtain \$25.00 cash from the bank for the cash box. The check should be signed by two (2) other Officers.
- No expenses for the fundraiser may be paid out of the cash. Expenses are paid by check only.
- Keep a cash transaction record of income with the fundraising cash forms. (*See Counting Fundraising Cash Income, Fundraising Cash Account Reconciliation, and Fundraising Cash Transaction Report.*)
- Count the cash daily throughout the event by a minimum of two (2) people together. Do not maintain on a daily basis any more cash than \$25.00 in the cash box. Cash above that amount from the fundraiser must be turned over to the Treasurer, or other pre-determined Officer, on a daily basis.
- Cash from the fundraising event, including the original \$25.00 for making change when the event is over, must be deposited into the checking account as quickly as possible, but no less than weekly.
- Like all Resident Council funds, money in cash funds cannot be “borrowed” for a resident’s personal use under any circumstances.
- Any cash transactions are always more subject to scrutiny by the auditors!
- Contact the Resident Council Coordinator if you have questions.

## Counting Fundraising Cash Income

Use this form for fund-raisers in your hi-rise.

Printed Name of Individual Responsible for Cash Box: \_\_\_\_\_

INCOME FOR THE WEEK BEGINNING - - AND ENDING - -									
CASH ON HAND AT THE BEGINNING OF THE WEEK: THIS FIGURE SHOULD BE THE AMOUNT KEPT IN THE CASH BOX EACH WEEK								25.00	
DATE	DAY	0.01	0.05	0.10	0.25	DOLLAR	CHECK	TOTAL	
	SUN								
	MON								
	TUE								
	WED								
	THU								
	FRI								
	SAT								
	<b>TOTAL</b>								
<b>TOTAL CASH ON HAND AT END OF WEEK:</b>								+	
<b>CASH BALANCE MAINTAINED IN CASH BOX:</b>								-	25.00
<b>TOTAL INCOME FOR THE WEEK:</b>									
<b>AMOUNT LEFT IN CASH BOX FOR NEXT WEEK: (SHOULD BE \$25.00 OR ZERO)</b>									

Cash requires that two individuals count the cash together. All expenses will be paid by check and cash will not be spent for any purpose.

\_\_\_\_\_  
Signature of Cash Counter

\_\_\_\_\_  
Signature of Cash Counter

\_\_\_\_\_  
Printed name of Cash Counter

\_\_\_\_\_  
Printed Name of Cash Counter

Date cash and report turned over to Treasurer: \_\_\_\_\_

Date and Amount of Deposit by Treasurer: \$ \_\_\_\_\_ on \_\_\_\_\_

*July 2009*



## Guidelines for Spending PHA/RPC Funds

- **The purpose of the Resident Participation Committee (PHA/RPC) Funds is to increase resident participation. However, these funds have the most restrictions upon their use.**
- The Resident Council can deposit these funds into the same account as funds from other sources. A separate bank account is not required. However, there are detailed reporting requirements so you must keep track of these funds.
- It is suggested that a method is developed to gather ideas from all the residents on how to best spend the funds.
- Examples of purchases that are allowed:
  1. Capital improvements and repair (examples: computer, television, karaoke machine, planters, piano, pool table, bulletin board, microphone, etc.). Do not include items that are the responsibility of PHA. Any permanent additions to the building or grounds must be approved in advance through the Building Manager.
  2. Stipends, within Presidents Council's guidelines
  3. Classes (arts & crafts, exercise, another language, etc.)
  4. Greeting cards
  5. Shopping trips
  6. Resident surveys
  7. Resident participation promotional activities
  8. Leadership development
  9. Resident council elections and organizing
  10. Election Judge stipend
  11. Safety and security
  12. Refreshments associated with training or resident council organizing, otherwise refreshments are not allowed
  13. Transportation (by mileage only), Bus Pass or Metro Mobility tickets if used for Resident Council purposes (must be well documented)
  14. Durable food related expenses are okay (e.g. a coffee pot)
  15. Meeting refreshments
  16. Community Building expenses and events (food expenses are only allowed if some training activity is performed)
  17. Resident Council internet and/or telephone expense related to computers
  18. Volunteer recognition
- Purchases that are NOT allowed:
  1. Entertainment
  2. Refreshments associated with entertainment
  3. All disposable food related expenses (durable food related expenses are OK, e.g. a coffee pot)
  4. Discount memberships, e.g. Sam's Club
  5. Stamps
  6. Donations or gifts

7. Memorials

**The top seven items must be purchased with H.R. Funds**

8. Alcohol, tobacco products, or controlled substances

9. Additional stipends above the Presidents Council suggested rates

10. Trip to a gambling casino

**These last 3 items are always prohibited**

- If there is a question if a purchase is OK:  
Bring the question to the Resident Council Coordinator or the Resident Participation Committee for a decision
- **Each Resident Council at a regular meeting or by budget must approve all expenditures of the funds. Minutes of the meeting should show approval of the expenditures.**
- **The Resident Council Treasurer must keep a receipt for each expenditure of these funds.**
- Each Council Treasurer will need to submit a report of the expenditures listing the uses of the funds and providing access to the receipts for these expenditures.
- **Residents may also submit a written request to the Resident Participation Committee to request additional funds if they determine that their hi-rise situation supports such a request. Please come to the Resident Participation Committee Meeting with the written request, in case there are questions.** If you have questions, contact the Resident Council Coordinator.

## **Guidelines for Spending Flower/Beautification Funds (\$100)**

As part of its budget, the Presidents Council distributes \$100.00 in Federal money each spring to each Resident Council for the beautification of their building in the form of flowers and related supplies.

This money is reserved for this use and any balance left over should be carried over to the next fiscal year.

You may purchase annuals or perennials. Planting a perennial garden can help your hi-rise have a beautiful garden year after year.

Because the property belongs to PHA, any plans for gardens, raised flower beds, etc. must be approved in advance through your Building Manager. If planning a garden, especially if it is to be expanded over time, you should present a design of the garden along with your request to your building manager.

Each Resident Council Treasurer will keep a record of expenditures with receipts for these expenditures.

Hi-Rises may choose to use these funds for other items that enhance the beauty of the yard, garden or public space within the Hi-Rise. Remember to seek approval from your housing manager before installing or hanging anything in/on PHA property.

**Each Resident Council at a regular meeting or by budget must approve all expenditures of the funds. Minutes of the meeting should show approval of the expenditures.**

## **Guidelines for Spending Picnic Funds**

As part of its budget, PHA distributes Federal money to the President Council for an Annual Hi-Rise Picnic. The intent of these funds is for each hi-rise/ or all hi-rises together to have a “special” picnic event in the summer for its residents.

The picnic has been held as either an All Hi-Rise Event (for many years held at Phalen Park) or funds given to each hi-rise to put on an event for each individual hi-rise.

If the funds are distributed to each hi-rise the money must be spent in its entirety on a single picnic event or the remaining balance must be returned to the Presidents Council.

The Resident Council Treasurer must keep receipts for expenditures of these funds. All accounting principles and auditing requirements apply.

**Each Resident Council at a regular meeting or by budget must approve all expenditures of the funds. Minutes of the meeting should show approval of the expenditures.**

**The Presidents Council, with input from the residents they represent, will make a decision yearly if they want an All Hi-Rise picnic or individual picnics.**

## Guidelines for Spending Hi-Rise Funds

Resident Council (hi-rise) Funds include money received from fundraising, recycling, vending income, etc.

These funds may be used for any purpose determined by the Resident Council, providing all laws, regulations, policies, etc. are followed and it does not interfere with PHA's authority over building issues.

**Each Resident Council at a regular meeting or by budget must approve all expenditures of the funds. Minutes of the meeting must show approval of the expenditures.**

**The Resident Council Treasurer must keep a receipt for expenditures of these funds.**

Examples of allowable purchases include items not eligible with other funds, such as:

1. Discount memberships, e.g. Sam's Club
2. Donations or gifts
3. Memorials
4. Items involved in your hi-rise's fund-raising (since the income from fund-raising is money for your hi-rise funds and not grant money)
5. Additional stipends above the Presidents Council suggested rates, although this practice is discouraged
6. Food for parties

Purchases that are NOT allowed:

1. Alcohol, tobacco products, or controlled substances
2. Anything that is illegal or regulated
3. Gambling events

**Quick Guide for Fund Disbursement**

<b>Expenditure</b>	<b>PHA&amp;RPC Grant</b>	<b>Flower Fund</b>	<b>Hi-Rise Fund</b>	<b>Picnic Fund</b>
Alcohol Tobacco or Alternatives	Never	Never	Never	Never
Annual Presidents Council Recognition Event			X	
Bank & Check Printing Charges	X			
Bingo (Bengo) Prizes (non-cash) *			X	
By-Laws	X			
Cable TV In Community Room	X			
Cash or Cash Equivalent Prizes**			X	
Cash Drawings **	Never	Never	Never	Never
Casino Trips	Never	Never	Never	Never
Community Building Events	X			
Donations {Union Gospel Mission holiday meals).			X	
Door Prizes ***	X			
Election Judge Stipend	X			
Entertainment			X	
Equipment (must have 3 bids if over \$300.)	X			
Flowers & Beautification Expenses		X		
Food Associated with Entertainment			X	
Food Associated with Training	X			
Fund Raising			X	
Greeting Cards for Residents ****	X			
Internet & Wi-Fi	X			
Kitchen Supplies *****	X			
Leadership Development	X			
Meeting Refreshments RC Meetings*****	X			
Memorials*****			X	
National Night Out	X			



*****Transportation Within Guidelines-this is for meeting reimbursement only.			
*****Transportation Outside Guidelines -all transportation paid at the current Federal rate.			
Please note the significant change in fund distribution regarding foods and entertainment.			
Allowable: <i>"Reasonable refreshments light snacks that are directly related to resident meetings...."</i>			
un-allowable: <i>"Entertainment, where dedicated purpose of the event/all under the following categories."</i>			
Amusement trips to theme park, county fairs etc... No purchase of tickets for any such activities.			
Diversions, theatre, movies, sports <i>events</i> etc... Social activities, parties, bowling nights etc...			
The funding source does not impact the \$200 guideline for impact on rent calculations			
If the service being paid is done in a particular month, the cost of the stipend needs to be in that month, and the payment needs to be issued in that month, even if over \$200			

## Stipends

**A stipend is a small token of appreciation for volunteering and to cover any costs incurred in the performance of your volunteering. It should not be considered a paycheck!**

HUD recognizes that Resident Participation Committee (RPC) Funds can be used for payment of stipends. However, careful consideration of the percentage of RPC funds used for stipends must be done. Percentage amounts will be monitored by the Resident Council Coordinator.

Any individual earning \$600.00 or more from stipends in a calendar year must report the income to the Internal Revenue Service and the Resident Council is required to prepare and file a 1099 form for those individuals. For this reason alone, stipends should never be paid in cash, for the amounts need to be easily tracked.

Stipend rates need to be voted upon by your Resident Council annually at your September Resident Council meeting.

**NOTE: If a Peer Advisor is assigned to perform an officer's job, no stipend may be paid to that officer.**

The Presidents Council has set the following guidelines for stipends, if paid:

Secretary – not to exceed \$25.00 per month (10 months)

Treasurer – not to exceed \$25.00 per month (12 months)

Other Officers/individuals - \$5.00, not to exceed \$25.00 per month (10 months)

Stipends paid over the guideline amounts must come out of hi-rise funds.

## STIPENDS

Please read and abide by the following HUD Guidelines regarding stipends.

### A. Resident Participation Stipends: 24 CFR Sec. 5.609 (c)

(c) Annual income does not include the following:

(iv) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on an apart-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same time period. (End of CFR)

### B. Stipend payments for consecutive meetings:

Stipend payments may not be made when meetings follow one another, for example, an Executive Board meeting immediately before a Council meeting, the attendees would be allowed one stipend.

However, if residents are meeting, on the same day, for two distinct purposes, at two distinct times, for example a Community Building Team meeting and a Council meeting, two stipends would be acceptable.

### C. When stipends are paid:

Stipends are paid when the service has been performed, not prior to performing the service. For example, Board officers are paid at the end of the month (or end of quarter) not at the beginning of the month or the quarter.

### D. Amounts of stipends & travel expenses:

Like all Council expenditures the amount of the stipend payment is determined by the Resident Council. The Executive Committee is not allowed to increase or decrease a stipend without Council approval. (See 2014 – 2015 Stipend Rates, approved by the RPC, page 161). Please note these are suggested amounts. Councils may choose to pay less than this or pay no stipends at all. The RPC and the Presidents Council strongly suggests not exceeding these amounts.

**2017 – 2018 STIPEND RATES**

Description	Fund	Stipend Rate	Comments
<b>Officers:</b>			
PC SECRETARY	PHA/RPC	\$ 50.00/MONTH	10 months per year
PC TREASURER	PHA/RPC	\$ 75.00/MONTH	12 months per year
RPC SECRETARY	PHA/RPC	\$ 25.00/QUARTERLY	*Meets quarterly
RPC TREASURER	PHA/RPC	\$75.00/QUARTERLY	*Meets quarterly
PRESIDENT COUNCIL MEETING	PHA/RPC	\$10.00/ PER MEETING	10 months
<b>PEER STIPENDS:</b>			
APPROVED PEER ASSIGNMENTS	PHA/RPC	\$15.00/HOUR	Plus transportation, with documentation
PEER MEETINGS	PHA/RPC	\$10.00 PER MEETING	
PEER QB TREASURERS	PHA/RPC	\$50.00 PER MONTH, PER BUILDING	
PEER SECRETARY / PEER TREASURER	HR	\$25.00 PER MONTH	Plus transportation, to be paid by Hi-Rise
<b>COMMITTEE STIPENDS:</b>			
COMMUNITY BUILDING	PHA/RPC	\$10.00/PER MEETING	10 months
COMMUNITY BUILDING-SECRETARY	PHA/RPC	\$25.00/PER MEETING	10 months
COMMUNITY INSIDER	PHA/RPC	\$10.00/PER MEETING	10 months
COMPUTER TEAM MEETINGS	PHA/RPC	\$10.00/ PER MEETING	10 months
PEER COMPUTER ASSIGNMENTS	PHA/RPC	\$15.00/HOUR	Plus transportation, with documentation
R.P.C. MEETING	PHA/RPC	\$10.00/ PER MEETING	*Meets quarterly
<b>TRANSPORTATION STIPENDS:</b>			
***transportation costs submitted to the Presidents Council	PHA/RPC	***Must receive prior approval from Resident Council Coordinator <i>AND</i> must provide documentation for reimbursement.	

Stipends are to be paid, in a timely manner, after the service has been performed. In order to verify protocol followed, it may take up to two weeks before the check is printed.

Approved by Presidents Council on November 27, 2017

Date: Nov. 27, 2017

## Officer Stipend Approval

I, \_\_\_\_\_ (print name),

CERTIFY THAT I PERFORMED THE DUTIES OF

\_\_\_\_\_ (position) FOR THE RESIDENT  
COUNCIL FOR THE

MONTH OF \_\_\_\_\_ (year)

FOR WHICH I WILL RECEIVE A STIPEND. A PEER ADVISOR **DID NOT** PERFORM  
THE DUTIES OF MY POSITION FOR ME.

**STIPENDS ARE PAID AT THE END OF THE MONTH  
AFTER THE DUTIES HAVE BEEN PERFORMED.**

SIGNATURE \_\_\_\_\_

APPROVED BY \_\_\_\_\_

*July 2011*

## **Transportation Reimbursement**

Transportation reimbursement must be by actual cost incurred (commercial transportation) or mileage at the current government-approved rate and not at a flat rate per trip in order to use RPC or PHA grant funds. Mileage must be well documented. Commercial transportation (taxi, Metro Mobility, etc.) expenses require a receipt for reimbursement, or in the case of a bus, by signature of the individual receiving the reimbursement and proof of ridership, like a bus transfer. The purpose of the transportation must always be stated.

Transportation reimbursement rates need to be voted upon by your Resident Council annually at your September Resident Council meeting.

The approved mileage reimbursement rate is based on the yearly government approved rate.

## Treasurer's Monthly Task List

**Some months require special tasks related to finances to be completed. This monthly task list provides detail about what needs to be done when.**

### **EVERY MONTH**

- Demand receipts and/or signatures and do not pay or reimburse expenses without approval. Keep the entries in the checkbook current, in date/check order, and keep the “running balance” in the account. **DO NOT USE CHECKS OUT OF SEQUENCE; that is a Generally Accepted Accounting Procedures (GAAP) “no-no”.**
- Make sure each deposit is recorded on a Deposit Documentation Form or print a Deposit Summary and the appropriate documentation (copy of check, check stub, etc.) is attached to the form. Attach the bank deposit receipt. Enter the deposit in the checkbook (manual) and indicate what it was for in the memo line. Put the completed deposit information in the financial record book by month.
- Make sure each expense is recorded on a Disbursement Documentation Form or print a copy of the Check Voucher and the appropriate documentation (receipts, invoices, signatures for stipends, etc.) is attached to the form. Be sure to complete the approval information on the form. Put the completed Disbursement Documentation Form and copy of the Check Voucher in the financial record book by month.
- In QuickBooks, print a copy of the Balance Sheet by Class Report for the month. This helps you to make sure your financial reports are correct and report correctly how much money you have in each fund. A copy of this must be submitted monthly to the Presidents Council. Put the completed pages in the financial record book.
- Reconcile the bank statement to the checkbook and other reports. Be sure to enter any bank charges or adjustments in the check register; record bank charges, etc., on the appropriate documentation form as “Auto” or automatic bank adjustment. A copy of your Reconciled Bank Statement must be submitted monthly to the Presidents Council. Put the original completed bank statement and reconciliation in the financial record book. All totals should balance at the end of every month. Monthly Financial Report = Reconciled Bank Statement = Checkbook Balance = Total of all Funds.
- A copy of any minutes must be submitted monthly to the Presidents Council. A copy of the Balance Sheet by Class Report must also be given to the Building Manager and your Council Secretary; a copy must also be posted on a Council bulletin board for resident review. Make your current financial record book available for resident review. Any resident can request an appointment with you to review the books.
- If you have questions or need help, contact the Resident Council Coordinator. Don't wait! Call right away!

### **JUNE**

June is an “overlap” month for both the incoming and outgoing Treasurers. Work with the outgoing treasurer, if applicable, to assist in completing the fiscal (financial) year records. The fiscal year ends June 30<sup>th</sup> and starts July 1<sup>st</sup>. The newly elected treasurer officially takes over the “books” (the financial records) once the annual Financial Audit has been completed and approved, or until otherwise notified by the Presidents Council;

until then, the outgoing treasurer is officially responsible for all monies and records through June 30th.

## JULY

The Financial Audit cannot be started until the bank statement containing all activity through June 30<sup>th</sup> has been reconciled.

Set up the system to track the new fiscal year's records; keep records together.

Along with your Executive Committee, use the summer to review your bylaws for any changes relating to finances that need to be addressed at the September Resident Council Meeting. If changes to the bylaws need to be made, post proposed changes at least 30 days before your September Resident Council Meeting.

Review and/or establish all stipend and reimbursement policies and rates with your Executive Committee; present these to the Resident Council at your September meeting for approval for the current fiscal year. Be sure to include the amount in your bylaws that the Executive Committee may spend without the Resident Council's approval and for what purpose these funds would be spent (this was originally created so that the Executive Committee could continue the day-to-day operations of the Resident Council throughout the summer when the Resident Council does not meet) and any other financial policies regarding finances. The Executive Committee may only recommend changes to the Resident Council, which has the final say and must vote to accept all financial stipend and reimbursement policies and rates each fiscal year. Use any proposed rate changes in your budget.

## AUGUST

Prepare the proposed budget for the current fiscal year, in conjunction with the other Resident Council Officers (or your Budget Committee) and the outgoing treasurer. Review the prior fiscal years' income and expenses and, along with your Executive Committee, **prepare a budget to be presented to the full Council at the September meeting. The budget must be posted at least 30 days prior to your October meeting where it will be discussed and voted on.** This is a good time to make sure your funds are spent to have the greatest impact on the majority of your residents, and not on just a select few. Find out what your residents want, not just what's always been done. Remember, a budget is a guideline and if you overspend in one place, you must cut expenses in another.

**The Resident Council must understand that by approving the budget, they have approved financial expenses for each item up to the dollar amount indicated in the budget for that item and that the Executive Committee does not need to ask for additional approval as long as the total expenditure for each item is within the dollar amount specified for the item in the budget. This disclaimer must be part of the posted proposed budget.** The proposed budget needs to be redone using the same procedure until such time as the Resident Council approves it.

If not already completed, Financial Audit must be completed this month by the outgoing Treasurer, otherwise new funding may not be received in the fall.

Post the proposed budget and any proposed bylaw changes.

**New PHA and RPC Grant Funds will be released by the Presidents Council to the Resident Councils only when the following criteria has been accepted and approved by the time new funding is received by the Presidents Council:**

- 1. MOU is complete and copy received by the Presidents Council;**
- 2. Required Funds Report (or Class Report in QuickBooks) has been completed and has been accepted by the Presidents Council;**
- 3. Financial records have been reviewed and approved by the Presidents Council;**
- 4. Copy of approved Budget has been received by the Presidents Council;**
- 5. Officers of the hi-rise indicate an ability to cooperate and responsibly manage the funds of the hi-rise as determined by the Presidents Council.**

### **SEPTEMBER**

Approve the Budget. Approve Stipend schedule of payment if stipends given. Notify the Resident Council membership at the meeting that financial records may be reviewed by appointment with you at any time.

Report to the Resident Council at your September meeting all June, July, and August financial activity; make records available for viewing at the Resident Council Meeting.

Present all financial information (budget, policies and rates, etc.) to the Resident Council and obtain their vote of approval; if not approved, continue the process, making adjustments, until all financial information has been approved for the current fiscal year.

### **NOVEMBER**

Income taxes or the appropriate filing is due by November 15<sup>th</sup>. Contact the Resident Council Coordinator if you have questions.

### **DECEMBER**

Prepare for your January Resident Council Meeting a report to the Resident Council for the first six months of the fiscal year (July through December) showing actual expenses for each budget line item compared to the budget amount (called a budget vs. actual report).

### **JANUARY**

Present at your January Resident Council Meeting a report to the Resident Council for the first six months of the fiscal year (July through December) showing actual expenses for each budget line item compared to the budget amount (called a budget vs. actual report).

## **JUNE**

Because June is an “overlap” month for both the incoming and outgoing Treasurers it is listed again here. Work with the outgoing treasurer, if applicable, to assist in completing the fiscal (financial) year records. The fiscal year ends June 30<sup>th</sup> and starts July 1<sup>st</sup>. The newly elected treasurer officially takes over the “books” (the financial records) once the annual Financial Audit has been completed and approved, or until otherwise notified by the Presidents Council; until then, the outgoing treasurer is officially responsible for all monies and records through June 30th.

*July 2011*

## Deposit Document

Use this form for each deposit transaction. Attach copies of checks and/or stub from check. ALSO ATTACH THE DEPOSIT RECEIPT FROM THE BANK.

DATE OF DEPOSIT: \_\_\_\_\_

TOTAL AMOUNT OF DEPOSIT:\$ \_\_\_\_\_

SOURCE OF INCOME:	DESCRIPTION:	AMOUNT:
PHA (LIST WHAT FOR)		
RPC (LIST WHAT FOR)		
PRESIDENTS COUNCIL		
VENDING		
FUNDRAISING CASH		
COFFEE CASH		
DONATION		
CHANGE FROM CHECK # _____		
OTHER: _____		
<b>TOTAL DEPOSIT:</b>		

Attach bank deposit receipt here.

# Disbursement Document

Use this form for each transaction (with checks in sequential order). Attach receipts.

**Purchase Type**                      **Check** \_\_\_\_\_                      **Debit Card** \_\_\_\_\_

**Check number** \_\_\_\_\_

**Date** \_\_\_\_\_

**Amount** \_\_\_\_\_

**Written to** \_\_\_\_\_

**Name of Vendor** \_\_\_\_\_

For bank charges, etc., deducted from your bank account automatically, enter "Auto" (for "automatic payment") in place of a check number.

**Authorized** (check one)      **Resident Council Meeting** \_\_\_\_\_      **Officers Board Meeting** \_\_\_\_\_

**Approved Budget** \_\_\_\_\_      **Date** \_\_\_\_\_

**Fund Used** (example: RPC fund) \_\_\_\_\_

**Purchase Description:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Debit Card Checked Out**

<b>Staff</b>	<b>Date</b>
<b>Resident</b>	<b>Date</b>

**Debit Card Checked In**

\*Due by the next business day

<b>Staff</b>	<b>Date</b>
<b>Resident</b>	<b>Date</b>

**All purchases must have a receipt. If the payment is to an individual & no receipts are supplied, complete the section below. Individual must be able to prove the expense & the authorization.**

I, \_\_\_\_\_ (print name) received check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ from the Resident Council on \_\_\_\_\_ (date) for this reason: \_\_\_\_\_

Signature of Person Receiving Check: \_\_\_\_\_

THIS FORM UPDATED & APPROVED BY PRESIDENTS COUNCIL 1-22-18  
 APPROVED BY THE CITYWIDE RESIDENT COUNCIL 2-27-18

8:52 PM  
 08/18/15  
 Cash Basis

Neill Resident Council  
**Balance Sheet by Class**  
 As of July 31, 2014

	Flo...	Hi-Rise	PHA/RPC	Picnic	TOTAL
<b>ASSETS</b>					
<b>Current Assets</b>					
<b>Checking/Savings</b>					
0 - Checking					
00 - Council Checking	90.71	611.91	666.41	-5.46	1,363.57
<b>Total 0 - Checking</b>	90.71	611.91	666.41	-5.46	1,363.57
<b>Total Checking/Savings</b>	90.71	611.91	666.41	-5.46	1,363.57
<b>Total Current Assets</b>	90.71	611.91	666.41	-5.46	1,363.57
<b>TOTAL ASSETS</b>	<b>90.71</b>	<b>611.91</b>	<b>666.41</b>	<b>-5.46</b>	<b>1,363.57</b>
<b>LIABILITIES &amp; EQUITY</b>					
<b>Equity</b>					
30000 - Opening Balance Eq...	90.71	517.61	816.47	285.39	1,710.18
Net Income	0.00	94.30	-150.06	-290.85	-346.61
<b>Total Equity</b>	90.71	611.91	666.41	-5.46	1,363.57
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>90.71</b>	<b>611.91</b>	<b>666.41</b>	<b>-5.46</b>	<b>1,363.57</b>

# Volunteer Appreciation

***“How wonderful it is that nobody need wait a single moment before starting to improve the world.”*** ~Anne Frank

April 20 each year is **Volunteer Recognition Day**. The Presidents recognizes the importance of each Resident Council having active volunteers.

The Presidents Council budgets to reimburse councils, up to \$100.00, to have a *Volunteer Recognition Event* at their Hi-Rise thanking present volunteers and to recruit new volunteers.

- The council must pre-approve a *Volunteer Recognition Event*.
- This event cannot be combined with another event, but must be only for the purpose of recognizing and recruiting volunteers within the Hi-Rise.
- Attach copies of the receipts to the “Request for RPC Reimbursement” form and submit this form to the Presidents Council.

Your residents will be appreciative, and your Presidents Council thanks you!

***“Volunteering is the ultimate exercise in democracy. ...when you volunteer, you vote every day about the kind of community you want to live in.*** ~Author Unknown

*Approved by the Presidents Council 3-26-18*

## Request for RPC Reimbursement

Use this form to request reimbursement from the Resident Participation Committee for pre-authorized expenses. The expenses should be already approved, such as for volunteer recognition, a training, or a community building event. Attach copies of receipts (keep the originals with your documentation).

You may bring this to a Presidents Council Meeting or mail to:

Presidents Council  
RPC Treasurer  
555 N Wabasha St, Suite 300  
St. Paul, MN 55102

**Pay to:** \_\_\_\_\_ Resident Council

**Date Requested:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Amount of Request:** \$ \_\_\_\_\_

**Purpose of Reimbursement Request:**

**Volunteer Appreciation Expense**

\$ \_\_\_\_\_

**Community Building Expense**

\$ \_\_\_\_\_

**Other Training** (specify) \$ \_\_\_\_\_

\_\_\_\_\_  
**Other** (specify) \$ \_\_\_\_\_

Attach **copies** of receipts.

## **The Fifth Officer**

Each Resident Council must have, at a minimum, five elected officers. Consult the election guidelines and resident council By-Laws.

The responsibilities of the fifth officer are to act as a generalist, able to assist. Fifth officers are another vice president, secretary, liaison officer, generalist, able to assist with any office, stepping into a vacant office temporarily, while the election/appointment procedure is underway.

## **Computer Administrator**

The Computer Administrator should be someone with sufficient computer skills to maintain the availability access to computers for residents. A Computer Administrator is a resident who manages and maintains the Resident Council computers. The computer administrator can create, change and delete the accounts of other users, when advised to by the Presidents Council.

### **A Computer Administrator will:**

- Perform backups.
- Apply operating system updates, patches, and configuration changes.
- Install and configure new hardware and software.
- Add, remove, or update user account information, reset passwords, etc.
- Answering technical queries and dealing with often frustrated users.
- Responsible for security.
- Responsible for documenting the configuration of the system.
- Troubleshooting any reported problems.
- Perform system performance tuning.
- Ensure that the network infrastructure is up and running.
- Must attend Computer Team meetings.

### **Tutorial Guide Book**

Computer Administrators are provided a comprehensive tutorial guide book. It provides tutorials on basic skills that can be copied and shared. It also provides significant tutorials to guide you through your responsibilities.



## Problem Reporting Log

How to use this form (or go to P.C. website and click on “problem” )

Whenever there is a problem with the computer or printer please write it down on this form. Give the completed sheet to your administrator or follow any instructions they may have given you for where to leave it.

Reminders:

- Please be as detailed as possible.
- Indicate the time the problem occurred and what you were doing (what program you were using, what you clicked on, if you opened an email, etc.) when it happened.
- Please write down the text of any error messages you receive.

Date:

What is the problem?

Text of any error messages:

# Computer & Internet Use Protocol

The Presidents Council and the Citywide Council, in conjunction with PHA, provide computers for all Hi-Rises and Family Centers. These computers with internet/Wi-Fi access, are updated with HUD funds and are for the use of all residents. Policy and procedures are established for everyone's privacy and protection. The Councils have oversight of the computers and their systems.

1. Computers are for the use of all PHA residents. Residents' guests are NOT allowed use of the computers, except for Family Center sites.
2. Computers and the internet CANNOT be used to access sites that have anything to do with:

Alcohol	Adult Themes	Adware
Illegal Drugs	Hate/Discrimination	Dating
Gambling	Proxy/Anonymizer	Nudity
Phishing Protection	Sexuality	Pornography
P2P/File Sharing	Weapons	Web Spam

3. All council or PHA provided computers must maintain the same system setup, systems, and applications as provided. No other programs may be installed, except with the permission of the Presidents Council or the Citywide Resident Council.
4. There must be a Computer Administrator for each site. The Administrator has the responsibility for seeing that the computers stay in working order.
5. Nothing may be saved to the computer by individual residents. The Administrator MUST be provided with the password for each account for security reasons.
6. No passwords, except as noted above, are allowed.
7. Residents are allowed to play games that are rated "E" (for everyone).
8. Residents are asked to use common courtesy when using the computers. The top priorities for computer usage are Resident Council business, educational use, and employment-related use.
9. Resident Councils may establish policy and procedures in addition, but not contrary to, these rules, provided that the rules are approved at a Resident Council meeting where proper notice was provided one month in advance before voting on them.

In addition, neither PHA nor the Councils accept any responsibility for damage to equipment or the loss or theft of any personal data. The user will be responsible for any damage he/she causes to the computers and any user equipment. Violation of this *Computer Use Protocol* may result in the Computer Lab losing their internet access. In addition, residents found in violation of this *Computer Use Protocol* may be in violation of their Dwelling Lease in addition to losing access to the Computer Labs.

*APPROVED BY THE PHA COMPUTER TEAM 6/23/16, AMENDED 12/21/17*

*APPROVED BY THE CITYWIDE RESIDENT COUNCIL 8/30/2016*

*APPROVED BY THE PRESIDENTS COUNCIL 9/26/16, AMENDED 1-22-18*



# Committees

A committee is a small group of people who have volunteered or been assigned to focus on a particular task or area, such as a Election Committee, a Newsletter Committee, or a party-planning committee. A representative of the committee who acts as the main contact and reporting person is called the “Chair” or “Chairperson”.

The chairperson is the one responsible for calling meetings of the committee and generally runs the meetings. A committee generally takes recommendations to the Resident Council for decision; however, sometimes a committee is empowered by the Resident Council to make the decisions and simply report back to the Resident Council (if in doubt, do not make the decisions). Any decision made by such a committee remains the responsibility of the Executive Committee and the entire Resident Council.

There are two types of committees: standing committees and ad hoc committees.

Standing Committees are formed on a permanent basis to conduct the ongoing activities and business of the Resident Council. The standing committee chairpersons should be a part of your Executive Committee and report to the Resident Council, under the guidance of the Executive Committee. Examples of some Standing Committees are Library Committee, Community Building Committee, Entertainment Committee, Bengo Committee, etc. These standing committees are generally addressed in bylaws with their roles and requirements, if any, specified in the bylaws.

Ad Hoc Committees are committees that are formed on a temporary basis by the Resident Council to perform a specific function or task, and may or may not be given decision-making authority by the Resident Council. These committees are not generally addressed in the bylaws as they often vary by need and are not generally needed from year to year. An example of an ad hoc committee would be a committee created to research the costs of a new Bengo machine or pool table.

**Once a committee is formed and the budget for an event is set the committee choices for food, entertainment, and etc. do not need to be approved by the council.**

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## Financial Basics

### Organization

The Resident Councils, as well as the Presidents Council, are non-profit organizations. A non-profit organization, 501(c) 3, is any organization which:

1. is operated primarily for purposes in the public interest;
2. is not organized for profit; and
3. uses its net proceeds to maintain, improve, and/or expand its operations.

Being a non-profit organization does not necessarily mean that you are exempt from paying sales tax in Minnesota. Whether your Resident Council is eligible or not depends upon how your Constitution was written at the time of incorporation. While the Presidents Council does not believe any Resident Councils, other than a few, are eligible, if you wish to pursue this, please contact the Minnesota Department of Revenue at [www.taxes.state.mn.us](http://www.taxes.state.mn.us) or call 651-296-6181.

### Fiscal Year

The fiscal year is not, in this case, the same as the calendar year which runs from January 1<sup>st</sup> through December 31<sup>st</sup>. A fiscal year can be any consecutive 12-month period and is based on the financial operations of the organization as stated in the Constitution. The Resident Councils and the Presidents Council have a fiscal year that runs from July 1<sup>st</sup> through June 30<sup>th</sup>. PHA's fiscal year runs from April 1<sup>st</sup> through March 31<sup>st</sup>.

It's important to understand this difference in our communications with PHA. For example, recycling checks refer to the quarter for which the check represents. First quarter for PHA's fiscal year is April, May and June; that, then, if the check says "1<sup>st</sup> Quarter" is the period covered by the check.

Resident Councils do not generally meet during the summer. It is an ideal time for Resident Councils to ensure that all financial requirements of the previous fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>) are met no later than the end of July so it is received and accepted before new grant funding is received by the Presidents Council.

Effective July 1, 2009, a budget approved by the Resident Council must be submitted to the Presidents Council before new grant funding can be received. August is the opportune time to have a proposed budget prepared because it will be presented at your September Resident Council meeting and voted upon at your October Resident Council Meeting and must be posted for review thirty (30) days prior to the meeting.

## **Presidents Council Accountability of PHA Funding**

Grants to the hi-rise Resident Councils from PHA are distributed through the Presidents Council. The Presidents Council is responsible for overseeing the financial reporting requirements of the Resident Councils. **The Presidents Council will transfer the grants to the hi-rises only after completion of certain requirements before funding for the new fiscal year is received:**

- 1) Renewed MOU and a copy is received by Presidents Council;**
- 2) Funds report is received and accepted by Presidents Council;**
- 3) Financial records are reviewed and approved by Presidents Council;**
- 4) Financial Audit is complete and issues resolved as accepted by the Presidents Council;**
- 5) A budget for the current fiscal year has been approved by the Resident Council and the Presidents Council; and**
- 4) Officers indicate an ability to responsibly manage the funds.**

**All these must be received and accepted before the new fiscal year's funding is received by the Presidents Council from the PHA or non-complying Resident Councils will not receive funding for the new fiscal year.**

The Presidents Council Resident Council Coordinator may decide to withhold funds to a Resident Council that is determined to be unable to responsibly manage their finances. This procedure began July 1, 2003. Restricting non-complying Resident Councils from receiving new funding began in March 2007.

## **Policy: Fiscally Responsible Resident Councils**

On March 21, 2007, a meeting was held between the Presidents Council, City-Wide Resident Council, and PHA representatives to discuss concerns of misappropriation of funds. The purpose of the meeting was to explore possible options that would help to discourage negative action involving the police and possible termination of lease while sending a strong message to the Councils that this type of behavior will not be tolerated.

- The Presidents Council was informed on March 26, 2007 that PHA has a zero tolerance position concerning the “borrowing” (stealing/ misappropriation) of Resident Council funds. The Presidents Council was advised that the PHA will respond to these actions as a criminal offense and prosecute to the full extent of the law. Also, lease termination is a strong possibility.
- No Councils will retain “debit/credit cards”. Any cards will be confiscated as quickly as possible, or by the Peer Advisors who do the financial audits.
- The Presidents Council will have the option of partial or no distribution of funds based on the FISCAL responsibility displayed by each Resident Council. This would include a review of the Council’s proposed budget and monthly bookkeeping records. In addition, it includes the ability of Resident Council officers to work together to be financially accountable.
- All councils have to provide a monthly financial report at their Resident Council meetings and present a copy to the Building Manager. The Manager and/or the Human Services Coordinator (HSC) will be responsible for reviewing the monthly reports and discussing any abnormalities with the Resident Council members. All irresolvable matters will be brought to the Resident Services Senior Manager immediately.
- Staff will contact the Presidents Council Resident Council Coordinator and the City-Wide Principal Manager whenever a Resident Council fails to provide a monthly financial report and when there appears to be a discrepancy in the financial report.

## Generally Accepted Accounting Principles (GAAP)

The term “generally accepted accounting principles” applies to a widely-accepted set of rules, conventions, standards, and procedures for reporting financial information, and reflects federal financial accounting standards as established by the Federal Accounting Standards Advisory Board (FASAB).

While the Presidents Council does not expect the Resident Council Treasurers to be accountants or have in-depth knowledge of accounting, the Presidents Council does expect the Resident Council Treasurers to comply with the GAAP procedures and forms established by the Presidents Council, document all expenditures with receipts and/or signatures and approval dates, demonstrate an understanding of the process and an ability to perform as Treasurer, and use the Presidents Council as a resource for questions and clarification.

## Accounting Basis

Accounting is done on either a “cash” or “accrual” basis.

An “accrual” basis “accrues” costs into the fiscal year before they are paid. This is often noticeable by having “Accounts Payable or Accounts Receivable” systems. An example would be paying the bill in July for work done fixing the pool table in June. Since the work was done in June, the expense (the amount owed) would be “accrued” into the fiscal year ending June 30<sup>th</sup> even though the check to pay the expense was not done until after July 1<sup>st</sup> (the new fiscal year).

**The Resident Councils and the Presidents Council use the much simpler “cash” basis of accounting.** That means we record our income and expenses as they are received. An example would be paying the bill in July for work done fixing the pool table in June. Since the bill was paid in July, the expense would be in the fiscal year starting July 1<sup>st</sup> and not the previous one ending June 30<sup>th</sup>.

*July 2009*

## Tax Identification Number (TIN)

Every Resident Council is required to have a Tax Identification Number (TIN) or Employer Identification Number (EIN) from the Federal government. This is the number required by banks, etc., to “identify” your organization; do not under any circumstances use someone’s social security number. This number is also required for your Financial Audit.

## On-Line Banking and Bank Debit Cards

**Online banking is not allowed.** Do not use online banking for obtaining statements and/or to download transactions. Have the bank statements mailed to either your Resident Council’s post office box (provided it is not the Treasurer that gets the mail), your Building Manager, the Presidents Council, or an officer other than the Treasurer. It is best not to have the statements sent to an individual’s apartment. On-line “view online only” is acceptable.

**Bank debit cards were approved by the Presidents Council on February 26, 2018.** Please go to the next page (p 177) for the approved DEBIT CARD USE PROCEDURES.

## Cash and Cash Equivalents

Effective July 1, 2008, **cash and cash equivalents are not allowed for use in Resident Councils. No petty cash accounts are allowed.** Up to \$25.00 may be allowed in a cash box for making change for fund raising events, providing proper documentation and security is maintained and the cash is counted every day by at least two (2) people. This is the only exception to the cash rule. Cash equivalents include items such as money-bearing gift cards, cashing checks in order to get cash, withdrawing funds to get cash, having a resident provide the cash and then writing them a check, etc.

## Resident Council Debit Card Use Procedures

The Minnesota Office of the State Auditor has a position statement on the use of credit cards by government employees and officers. Minnesota law states, ‘credit cards should only be used by those employees and officers otherwise authorized to make purchases and purchases must be consistent with other state laws.’ Although each Resident Council has the option to obtain a debit card, which has the major difference of allowing money to be immediately deducted from a bank account, each Resident Council will be expected to comply with State guidelines when using a debit card. In accordance with these guidelines, the Resident Councils (designated nonprofits) have developed and approved the following policies and procedures for debit cards used by the Resident Councils (RCs) of the PHA.

1. The City Wide debit card will be kept in a locked cabinet with the Resident Initiatives Program Coordinator. The Presidents Council debit card will be kept in a locked cabinet in the Presidents Council office. Debit cards assigned to individual Resident Councils will be kept in a locked cabinet with the site staff person assigned to working with the Resident Council.
2. Authorized users: Resident Council officers who are approved council check signers.
3. Each authorized user must sign an acknowledgement and acceptance of the debit card procedures that will be kept on file with the RI Program coordinator, Resident Council Coordinator, and site management staff, and given to council officers to include in their Resident Council financial documents. The PHA’s Finance Department will also keep a copy on file.
4. Purchases need to be pre-approved by the Resident Council and Resident Initiatives Program Coordinator, Resident Council Coordinator, or appropriate site management staff person, and fall within the approved council budget.
5. Debit cards must be signed out by an authorized user and returned by the next PHA business day. Authorized users must retain any invoices, detailed receipts for purchases, and packing slips, attach them to a disbursement form, and submit them to the Resident Initiatives Program Coordinator, Resident Council Coordinator, or appropriate site management staff person when returning the debit card. This documentation will be kept in a secured area of the Resident Council office with other financial documents to support monthly reconciliations.
6. The debit card may not be used for personal purchases. The debit card number cannot be associated with any individual Resident Council officer’s personal account.
7. A new debit card will be requested at the beginning of each new Resident Council cycle, and the old debit card destroyed.
8. The use of the debit card will fall under the same PHA audit process as the Resident Council checking/savings accounts.

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Resident Council Authorized User

---

Date

*APPROVED BY THE PRESIDENTS COUNCIL 2-16-18, 4-23-18  
APPROVED BY THE CITYWIDE RESIDENT COUNCIL 2-27-18*

## **Types of Grant Funding**

There are three types of grant funding that the Presidents Council distributes to the Resident Councils. All retain the designation of “federal funding” and are based upon the availability of funds. Any or all of these grants may be withheld from non-complying Resident Councils.

### **1. PHA Grant**

The grant of \$1500.00 per Resident Council is called the “PHA Grant”. This is a flat dollar amount per Resident Council and has fewer restrictions than the RPC Grant. The amount is established by PHA; it has remained \$1500 for a number of years. All accounting practices apply.

In addition, the Presidents Council receives a PHA grant based upon its budget submitted annually.

### **2. RPC Grant**

This grant, designed to encourage resident participation, is based on the number of units in each hi-rise and a formula. The dollar amount of this grant, based on the availability of federal funds, is variable yearly and has steadily been decreasing in amount. There are many restrictions on how this money can be spent. All accounting practices apply.

In addition, the Resident Participation Committee (RPC) also receives a RPC grant, based upon a formula, which is equal to the total dollar amount of the Resident Council RPC grants.

PHA/RPC Grants are now treated as HUD funding.

### **3. Flower Fund**

This grant, from the Presidents Council, is a flat \$100.00 per Resident Council and is distributed at the Annual Officers Recognition. It is designed for the outdoor beautification of your hi-rise building and funds not spent should be carried over in your Flower Fund to the next fiscal year. All accounting practices apply.

### **4. Picnic Fund**

This grant, from PHA, is a variable amount per Resident Council and is distributed by the Presidents Council. It is designed to replace the Presidents Council Annual Picnic by allowing each hi-rise to have their own picnic. All money must be spent or be returned to the Presidents Council. All accounting practices apply.

### **5. Hi-Rise Funds**

These funds are generated by vending sales, recycling and fund raising. All accounting practices apply.

## Resident Council Budget

A budget is a plan of money expected to be received (income) and money expected to be spent (expenses) for any given fiscal year. It is based on previous fiscal years' actual income and expense amounts and anticipated changes in expenses and income for the upcoming year. Even dollar amounts are typically used in preparing budgets for the upcoming year, although it is often helpful to look at dollars and cents for the past year.

## Budget Process

The Resident Council Executive Committee, or a Budget Committee of residents (including the treasurer), and your assigned Q.B. peer is expected to prepare a proposed budget during August. The proposed budget is presented and posted in September for resident review no less than 30 days before the October Resident Council Meeting when the Resident Council will vote on accepting or rejecting the proposed budget. This process will continue until a budget is approved.

**When the budget is posted for review, the following notice should also be posted.**

It is important to remember that the fiscal year runs from July 1<sup>st</sup> through June 30<sup>th</sup>. Also, remember that the new fiscal year's money will not be available to the Resident Council until September or October, so make sure the incoming Executive Committee has money to work with over the summer (i.e., you must budget for their summer months).

# NOTICE:

**By approving the budget, you authorize your Executive Committee to spend up to the amounts per each budgeted line item without coming back to you for additional approval.**

**However, if any expense would cause any budgeted line item to go over the budgeted amount, the Executive Committee must come to the Resident Council for additional approval before the funds are spent.**

# HR Budget Form by Class

	PHA/RPC GRANT	PICNIC GRANT	FLOWER FUND	HR FUND
<b><u>HR Income</u></b>				
<b><u>Grant Income</u></b>				
PHA Grant				
RPC Grant				
Picnic Fund				
Flower Fund				
Volunteer Appreciation Reimbursement				
Community Building Reimbursement				
<b><u>Fundraising Income</u></b>				
Vending Income				
Recycling Income				
Space Use Income				
Coffee time Income				
Miscellaneous Income				
<b><u>Total Projected Income</u></b>				
<b><u>Carryover from previous year</u></b>				
<b><u>Total Money Available</u></b>				

**HR Expenses**

**Office Expenses**

Postage				
Ink/Toner				
Paper				
Other Supplies				

**Kitchen Supplies**

Paper/Plastic Products				
Coffee/Snack Foods				

**Donations**

Union Gospel Mission				
Other Donations				

**Building Community**

Trainings				
RC Meeting Refreshments				
Annual Picnic				
Annual Officers Appreciation Event				
Volunteer Appreciation Event				
Event 1				
Event 2				
Event 3				
Event 4				

**PHA/RPC GRANT    PICNIC GRANT    FLOWER FUND    HR FUND**

**Stipends**

Chairperson/Presider				
Vice Chairperson/Officer				
Secretary/Officer				
Treasurer/Officer				
5th Officer				
6th Officer				
Peer Advisor				
Election Judge				
Computer Admin				
Lock-Up Person				
Other Stipends				

**Transportation**

Transportation Within Guidelines				
Transportation Out of Guidelines				

**Equipment**

Equipment Purchases				
---------------------	--	--	--	--

**Other Expenses**

RC Maintenance				
Door Prizes				
Bengo Prizes				
Cable/Internet				
Flowers/Plants				
Reconciliation Discrepancies				
Bank Charges				
Other Expenses				

**Total Projected Expenses**

--	--	--	--	--

**Income**

**Expenses**

**Overages Taken From HR Funds**

**Ending Balances/ Carryover**


**Signature of Resident Council Officer**

**Date approved by Resident Council**

Chairperson/President				
Vice Chairperson/Officer				
Secretary/Officer				
Treasurer/Officer				
5th Officer				
6th Officer				
Peer Advisor				
Election Judge				
Computer Admin				
Lock-Up Person				
Other Stipends				

## Resident Council Picnic Budget Form

Rounding: It's easier to work with a budget in even dollars. Round down to the nearest dollar if 50 cents or less; round up to the nearest dollar if 51 cents or more.

This form is for Presidents Council use and does not require posting in the hi-rise.

**Transportation** Name of Hi-Rise: \_\_\_\_\_

Transportation Within Guidelines \_\_\_\_\_  
 Date of Picnic: \_\_\_\_\_  
 Transportation Out of Guidelines \_\_\_\_\_

**Equipment** INCOME: \$ \_\_\_\_\_ PHA + \$ \_\_\_\_\_ Budgeted = \$ \_\_\_\_\_

Equipment Purchases \_\_\_\_\_

**Other Expenses** **EXPENSE DESCRIPTION** **PHA PICNIC FUND** **HI-RISE FUND** **TOTAL**

RC Maintenance				
Catering/Food				
Door Prizes				
Carnival Booth Gifts				
Bingo Prizes				
Picnic Committee Stipends				
Cable/Internet				
Picnic Committee Transportation @ \$0.50 per mile				
Flowers/Plants				
Reconciliation Discrepancies				
Door Prizes				
Bank Charges				
Entertainment				
Other Expenses				
Postage/Printing				
Supplies				
<b>Total Projected Expenses</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Income</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Expenses</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Overages Taken From HR Funds</b>					
<b>Ending Balances/ Carryover to 2016-2017</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Signature of Resident Council Officer** \_\_\_\_\_ **Date approved by Resident Council** \_\_\_\_\_

**TOTAL PROJECTED EXPENSE:**

# Financial Audit

The financial audit is federally mandated by OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. This circular requires that auditors review internal controls and compliance with legal requirements specific to the funding source.

Financial procedures clarify:

- Tasks that need to be done;
- Who will do these tasks;
- Who will ensure the tasks are done properly.

Budgeting: The Executive Committee needs to know:

- How much activities will cost;
- What funds will pay for these activities
- How actual expenses compare to the budgeted amount.

Financial record keeping:

- Show day-to-day entries for all monies received or spent, showing source or destination of funds;
- Allow for easy daily calculation of fund balances;
- Records should be complete and accurate, producing a clear audit trail.

Financial reports should:

- Show any variations between actual and budgeted income and expenses;
- Show fund balances on date of report;
- Include a narrative to explain significant variations.

Planning and decision-making:

- Ensure the Executive Committee's attention is properly balanced between future and past financial performance;
- Requires the financial system to produce good quality information for the Resident Council and the Executive Committee.

## PHA Audit Review Requirements for Auditors

While the following is brief, it summarizes the things which Auditors are required to review in a PHA Audit of the Resident Councils, as conducted by the Presidents Council:

- ◆ Any budgets or budget revisions must be approved by a Resident Council vote and documented in the Minutes.
- ◆ Minutes must be taken for all Resident Council and Executive Committee meetings (if any action/vote is taken), with a copy provided to the Treasurer, and made available for audit.
- ◆ Make sure any accounting reports and/or major activity are recorded in the Minutes.
- ◆ There must be a monthly treasurer's report (Custom Summary/Balance Sheet by Class) that includes the balances in the checkbook, savings, cash accounts, and grant and special funds, plus the amount of money taken in and the amount paid out since the last monthly financial report. This report must be completed each month even if no Resident Council meeting is scheduled. The report must be posted for review by the residents.
- ◆ There must be receipts for all expenditures. There should be a disbursement form for every expenditure, bank charge, and voided check.
- ◆ All transactions must be entered into the check register on the computer with the balance calculated. This includes bank service charges and any interest earned. A description should be entered for every deposit and check written.
- ◆ Bank statements should be reconciled to the checkbook every month. Bank statements must be retained for audit by the Resident Council. Voided checks should be kept on a Disbursement Document form.
- ◆ Meeting expenses are reimbursable for approved meetings open to all residents or approved officer meetings. A meeting qualifies as an approved meeting when resident council business is discussed and minutes are recorded. Food is not reimbursable with RPC funds.
- ◆ Travel reimbursement should be by mileage (the current rate is 57.5¢ per mile), taxi, Metro Mobility, or bus. Receipts must be provided where available; otherwise a signature by carrier is required.
- ◆ When equipment purchases (such as a television, computer, karaoke machine, etc.) are made, the resident council should obtain three competitive quotes, buying from the vendor with the lowest quote, all other things being equal. This type of expenditure must be approved by the Resident Council and documented in council meeting minutes. The competitive quotes must be retained by the Resident Council for audit as required by HUD regulations. Any purchase over \$300 must have 3 bids, attach to disbursement form.
- ◆ Examples of unacceptable purchases include, but are not limited to, alcohol, gifts, or loans. The Resident Council and the Presidents Council may also add items of their own to this list.
- ◆ The Resident Council President, along with all other officers of the Executive Committee, is responsible for review of all fiscal activity. He/she should review the "books" (financial

records) quarterly, at a minimum. The President and/or other officer should sign and date when the books were reviewed.

- ◆ Remember, residents have the right to review the books upon proper notice. This does not mean they can barge into an apartment to get them. If someone requests a review of the books, they should set up an appointment with the Treasurer (the Resident Council President should also be there). Treasury Books should remain in the Resident Council office.
- ◆ Items (minimum) to be provided for an audit include:
  - Checkbook register with reconciled balance, when used;
  - Print out of computerized register;
  - Approved budget and approved budget revisions;
  - A completed disbursement form, including approval date and where approved, for every check written, bank charge or voided;
  - A completed deposit form for all income received, including interest and bank adjustments;
  - A receipt for every check written (signatures obtained where no receipt is available);
  - Deposit slips for every deposit;
  - All original bank statements (reconciled with copy of the reconciliation) and cancelled check copies;
  - Minutes from every Resident Council and Executive Committee if any vote/action was taken) meeting;
  - Completed and accurate Class Report;
  - All cash account records with supporting documentation and written financial procedures for managing the cash account

*July 2011*

## Auditor's Guide to Suspected Fraud and Irregularity

The federal government expects organizations receiving and administering federal funds to have safeguards in place to minimize the risk of fraud or financial irregularity.

Fraud can be defined as *the use of deception with the intention of gaining an advantage, avoiding an obligation, or causing loss to another party*. Fraud covers a variety of activities ranging from minor offenses, such as misappropriation of stationery, to more serious crimes such as false accounting, misuse of funds or resources, supply of false information and collusion. These are all considered in law to be criminal offenses. Attempted fraud is also a serious crime, and is subject to the same legal penalties as actual fraud.

Fraud is made possible by poor internal systems and controls and where a person has motive and opportunity. (*See Separation of Duties.*) A comprehensive approach to managing the risk of fraud is knowing where the risk of fraud can occur, then ensuring adequate internal controls are in place. An organization should be aware that the promotion of an anti-fraud culture is one of the most important ways to prevent and reduce fraud. Methods of communicating the organization's attitude to fraud and promoting fraud awareness include the introduction of a Code of Ethics, a fraud policy statement, and a fraud response plan.

**Internal Fraud** is perpetrated by individuals (residents or volunteers) within the organization and is most commonly associated with cash and check handling, payroll, purchasing role, and the stealing of assets belonging to the organization. The opportunity to conceal an irregularity is increased if a member also has access to accounting records.

**External Fraud** is perpetrated by individuals and companies external to the organization. The most common forms are burglary, theft, false invoicing, and deception and contractor fraud.

**Collusion Fraud** involves two or more parties, either internally or externally, working together. The most common forms of collusion are related to obtaining quotes for work, and false invoicing.

# NOTICE OF ELECTION

**NOMINATION QUALIFICATIONS:** HUD requires that any resident wishing to run for office in a Resident Council must meet the following requirements.

1. Meet the requirements of a Voting Member:
  - a. Must be a head of household (any age, whose name is on the lease); or
  - b. Other residents at least 18 years of age or older whose name appears on the lease.
2. Be lease-compliant (as confirmed by the Manager).
3. Candidates should be able to perform the duties of the office for which they are running (see minimum skill requirements)

**NOMINATIONS:** An Election Contact Person will be selected at the March/April Resident Council Meeting. A nomination slate of officers for a Five-Member Board or a Traditional Board (designated positions of President, VP, Secretary, Treasurer, and 5<sup>th</sup> Officer) shall be presented at the May Resident Council Meeting and nominations will be accepted from the floor, after which the nominations will then be closed. Before any nominee can be voted on to fill any office, he/she must agree to serve in that office. ***All nominees must be present at the May council meeting to accept the nomination, unless excused before the council meeting by the Resident Council Coordinator.*** Directly after the May meeting, the nomination slate of officers shall be posted on the bulletin board and on each floor. The nominations will be voted on at the June Resident Council Meeting. ***Any person running for election must be present at the election in order to be elected to the board, unless the nominee has been excused by the Resident Council Coordinator before the election.*** The Building Manager must review the list of nominees to assure that each nominee is lease-compliant; if anyone is not, the name must be eliminated from the list of nominees.

**TERMS OF OFFICE:** Officers shall serve for a period of one (1) year, with no limit on the number of terms an individual may serve.

**ELECTION PROCEDURES:** Nominations will be closed at the May meeting. The election of the Five-Member Board or the Traditional Board shall be held annually at an election meeting in June. Residents shall be given thirty (30) days notice for nomination and election. Election shall be by individual secret ballot. The Five-Member Board Ballot will have all of the nominated individuals listed on one Ballot, and you will choose five. Those elected individuals will meet immediately following the close of the June meeting to determine who will perform the duties of the officers. There will be separate ballots for each position on the Traditional Board. The plurality vote (largest number of votes) of members present and voting shall prevail. An independent Election Judge will run the election and determine if the election was fair. Installation of Officers shall follow the election.

**DATE, TIME, AND LOCATION OF THE ELECTION:** \_\_\_\_\_

\_\_\_\_\_ **COMMUNITY ROOM / DATE POSTED:** \_\_\_\_\_

*Approved by Resident Participation Committee: 5-31-18; Approved by the Presidents Council: 6-4-18*

## **Policy: Replacing Officers Midterm**

The purpose of this policy is because:

1. It can take two (2) months or more to elect an officer;
2. An Election Judge is required for an election (costing the hi-rise another \$25.00);
3. It is difficult to conduct resident council business without all the officers;
4. It is discouraging to officers and residents to have many elections; and
5. It provides a universal solution for all hi-rises.

Policy:

A replacement for an officer who is unable to complete the elected term may be appointed by the remaining officers and confirmed by a vote of the Resident Council.

Note that this does not apply to a position which was not filled at the June election.

Most bylaws require that any change is introduced one month and voted upon thirty (30) days later, at the next Resident Council Meeting.

If you have any questions regarding this, please contact the Resident Council Coordinator.

*July 2009*

## Policy: Resident Council Election Procedures

When ratified by the Presidents Council on March 22, 2010, these Election Procedures supersede all Hi-Rise Bylaws until such bylaws can be updated as follows:

The Resident Council shall follow the Election Procedures as established by HUD and the Presidents Council and are included in the Resident Council Guide.

1. Candidates must be able to perform the duties of the office for which they are running, based upon the minimum skill requirements of the position.
2. An officer must be willing and able to make a commitment for the term of the office.
3. Election of officers shall be conducted at each June Resident Council Meeting, yearly for a one-year term. There shall be no limit on the number of terms any officer may serve. Installation of Officers and the reading of the Memorandum of Understanding (MOU) shall immediately follow the election. The Election Judge shall request PHS staff present to assist with ballot counting.
4. Term of office shall run from annual election to annual election of the following year. In addition, the outgoing Treasurer is required to be available until completion of the audit (the fiscal year is from July 1<sup>st</sup> through June 30<sup>th</sup>) and to be available as an advisor to the incoming Treasurer until August 30<sup>th</sup>. The incoming Treasurer is responsible for expenditures and income from the beginning of the new fiscal year, July 1<sup>st</sup> of the current year. Old bank signers and new bank signers should go to the bank together to change signers on the account within one week after June 30<sup>th</sup>, when the fiscal year ends. This transition time will allow the Presidents Council to provide training for the incoming officers as well.
5. Resident Councils must consist of at least 5 officers but may have more.
6. Resident Councils should have one officer who is dedicated to and works toward Community Building.
7. For those hi-rises that have high concentrations of non-English speaking populations, there should be a Liaison-type Officer representing that non-English speaking population on the Board.
8. For those hi-rises that may have either a traditional Board or a Five-Member Board, the decision on which type of Board they will have must be determined and voted on at the **March** Resident Council Meeting.
9. The election judge and election liaison must be established in each Resident Council, no later than the April Resident Council Meeting, which will seek residents to run for officers who meet the requirements of the positions. Before these potential nominees are announced, the Election Judge must present this list to the Building Manager for review in case of non-compliance of lease. This reviewed nomination list will be announced at the May Resident Council Meeting. Additional nominations may be taken from the floor, after which nominations will be closed. The Election Judge must present this list of names that were nominated at the May meeting to the Building Manager for review in case of non-compliance of lease before the list of candidates is posted.
10. The election judge and election liaison are responsible for making certain that all required postings are posted within the hi-rise. If the postings do not meet the requirements and minimum 30 day notice required by HUD, the election will be postponed.
11. The election judge and election liaison will organize and present to the residents, a nominee forum (“Meet and Greet”) where residents may meet and ask questions of the nominees. The forum shall be held between the close of the May Resident Council Meeting but before the June Resident Council Meeting.

12. Campaigning for office is permitted, provided there is no negativity towards other nominees. Under no circumstances are promises, gifts, or other potential rewards to be used to persuade residents in obtaining their vote. Campaign materials must be reviewed by the election judge before distribution. Should any of these violations occur, the nominee's name will be removed from the ballot by the Election Judge.
13. A candidate may be nominated for only one office.
14. All voting shall be by written secret ballot when two or more candidates are running for the same office. The Election Judge shall prepare the ballots, by position, for the election. If only one candidate is nominated for an office, that candidate is elected by acclamation and no voting is held. The Election Judge shall declare an acclamation at the June Resident Council Meeting.
15. There shall be no write-in votes allowed on the ballot due to the pre-screening requirement of being lease compliant.
16. Because all votes are confidential, all ballots will be removed from the premise by the Election Judge following the election.
17. There shall be no absentee ballots. However, all Resident Councils shall determine a convenient time to hold the election where the majority of residents are available to attend; it need not be your regular meeting time. The election date, time, and place shall be determined at the March Resident Council Meeting so election notices may be prepared to meet HUD requirements.
18. Nominees who wish to share a position, must run together as one nominee in the election. Both individuals must meet the eligibility requirements and the minimum qualification requirements. This is not an option for the position of Treasurer.
19. Nominees must be present at the election, unless excused due to emergency or illness. The Election Judge will make the determination whether the absence is excused or not.
20. A replacement for an officer who is unable to complete the elected term, for any reason, who meets the minimum requirements of the position may be appointed by the remaining officers (not a single officer) and confirmed by a vote of the Resident Council at the next Resident Council Meeting. The new officer must be installed in order to take office. This does not apply to a position which was not filled at the June election.
21. The existing recall procedure in the Resident Council Guide shall remain in effect.
22. For each hi-rise, the Notice of Election, including position duties, minimum qualifications, etc., shall be prepared by the Presidents Council in consultation with the Hi-Rise's bylaws as provided to the Presidents Council and the Resident Council Guide. These documents will be presented to the Election Judge who will ensure all timely postings are done.

# RESIDENT COUNCIL ELECTIONS

HI-RISE \_\_\_\_\_  
CONTACT: \_\_\_\_\_ PHONE # \_\_\_\_\_

*Management: Please verify the individuals listed below are eligible and lease-compliant.*

## PRESIDENT

## VICE-PRESIDENT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECRETARY

## TREASURER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 5<sup>TH</sup> OFFICER

## 6<sup>TH</sup> OFFICER

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

ELECTION JUDGE \_\_\_\_\_

NOMINATIONS CLOSED \_\_\_\_\_

ELECTION DATE \_\_\_\_\_

*All nominees MUST be present at the May council meeting to accept the nomination, and at the June council meeting to be sworn in. The Council Coordinator is the ONLY person who can excuse a nominee from attending.*

*Approved by the RPC: 5-31-18  
Approved by the Presidents Council: 6-4-18*

# RESIDENT COUNCIL ELECTIONS

HI-RISE \_\_\_\_\_  
CONTACT: \_\_\_\_\_ PHONE # \_\_\_\_\_

*Management: Please verify the individuals listed below are eligible and lease-compliant.*

## BOARD MEMBER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## BOARD MEMBER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECRETARY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TREASURER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

ELECTION JUDGE \_\_\_\_\_

NOMINATIONS CLOSED \_\_\_\_\_

ELECTION DATE \_\_\_\_\_

*All nominees MUST be present at the May council meeting to accept the nomination, and at the June council meeting to be sworn in. The Council Coordinator is the ONLY person who can excuse a nominee from attending.*

*Approved by the Resident Participation Committee: 5-31-18  
Approved by the Presidents Council: 6-4-18*

## Qualifications to Run For Resident Council Office

HUD requires that any resident wishing to run for office in a Resident Council must meet the following requirements:

1. Meet the requirements of a Voting Member
  - a. Must be a head of household (any age, whose name is on the lease); or
  - b. Other resident at least 18 years of age or older whose name appears on the lease.
2. Be lease-compliant (as affirmed by the Building Manager)
3. Candidates must be able to perform the duties of the office for which they are running, based upon the minimum skill requirements of the position.
4. Must be willing and able to make a commitment for the term of the office.

## **Resident Council Officer Qualifications**

Each officer of the Resident Council is expected to have certain qualifications and minimum skill requirements to perform the role of the office. If no representative meeting the minimum skill requirements is available from a Resident Council, a Peer Advisor may be appointed by the Presidents Council and a stipend of \$25.00 monthly shall be paid to the Peer Advisor from the Resident Council Hi-Rise (not grant) Funds. In addition to a stipend, a Peer Advisor shall bill the Resident Council monthly for mileage at the current government rate, also not to be paid with grant funds.

### ***President or Presider and Vice-President***

#### Qualifications:

- Has a good knowledge of the role of the Resident Council;
- Has a good knowledge of the relationships between the Presidents Council, the Resident Councils, PHA, and HUD;
- Keeps calm, even under adversity.

#### Minimum Skill Requirements:

- Speaks clearly and succinctly, and projects his/her voice;
- Shows interest in all viewpoints;
- Is familiar with Robert's Rules of Order;
- Shows an ability to respect confidences;
- Is approachable and sensitive to the feelings of others;
- Is impartial and objective;
- Is tactful and able to delegate;
- Able to follow time schedules and keep the meeting moving.

### ***Secretary***

#### Qualifications:

- Understands the importance of Minutes and the procedure of appropriate documentation;
- Has a good knowledge of the role of the Resident Council;
- Has a good knowledge of the relationships between the Presidents Council, the Resident Councils, PHA, and HUD;
- Keeps calm, even under adversity.

#### Minimum Skill Requirements:

- Is methodical, with a good eye for detail;
- Is well organized, with an orderly mind;
- Is objective in all proceedings and discussions;
- Demonstrates good communication and interpersonal skills;
- Shows impartiality, fairness and the ability to respect confidences;
- Is approachable and sensitive to the feelings of others;
- Shows the ability to work well with the other officers and residents;
- Is able to take accurate and detailed notes of meetings;
- Able to make sure all members and officers receive the necessary material for the meetings.

## ***Treasurer***

### Qualifications:

- Capable of handling figures and cash;
- Has an orderly mind and methodical way of thinking;
- Has experience and/or training in dealing with large sums of money and budgets;
- Has experience and/or training of financial control and budgeting;
- Has an eye for detail;
- Has the ability to ensure financial decisions are made and followed-up;
- Keeps calm, even under adversity.

### Minimum Skill Requirements:

- Has computer skills to maintain financial records on the computer;
- Has a financial qualification and/or relevant experience;
- Has good communication and interpersonal skills;
- Is methodical and well-organized;
- Able to explain figures to others;
- Has excellent organizational, recordkeeping, and timekeeping skills.

## ***Fifth Officer***

### Qualifications:

- Is flexible;
- Has the ability to assume other offices, if necessary;
- Is objective in all proceedings and discussions;
- Has good communication and interpersonal skills;
- Shows impartiality, fairness and the ability to respect confidences;
- Is approachable and sensitive to the feelings of others.

### Minimum Skill Requirements:

- Shows interest in all viewpoints;
- Shows an ability to respect confidences;
- Is approachable and sensitive to the feelings of others;
- Is impartial and objective;
- Is tactful and able to delegate;
- Has the ability to work well with the other officers and residents.

## Election Checklist

**Resident Council:** \_\_\_\_\_

**Election Date:** \_\_\_\_\_

Follow these election procedures.

YES/NO

- \_\_\_\_\_ 1. Notice of the nominated candidates was given to all residents 30 days before the election.
- \_\_\_\_\_ 2. Residents were informed of the qualifications required to be nominated for office 30 days before close of nominations.
- \_\_\_\_\_ 3. Notice of the election was given to all residents 30 days beforehand.
- \_\_\_\_\_ 4. The election notice included the following:
- Description of the election procedures
  - Eligibility requirements to vote
  - Dates of nominations
  - Date, time, and location of election
- \_\_\_\_\_ 5. The ballots were counted accurately
- \_\_\_\_\_ 6. Only eligible residents voted

To the best of my knowledge the election was open, fair and honest.

\_\_\_\_\_  
Signature of Election Judge

**Original to Hi-Rise Secretary; copy to PHA Building Manager; copy to Presidents Council**

*Updated July, 2010*

## Certification of Resident Council Election

I certify that the residents of \_\_\_\_\_ have duly elected the following Resident Council Officer positions required by the U.S.  
 (Name of Hi-Rise)  
 Department of Housing and Urban Development, 24 Code of Federal Regulations, Part 964:

Office	Print Name	Apartment #	Phone #	Email
Office	Print Name	Apartment #	Phone #	Email
Office	Print Name	Apartment #	Phone #	Email
Office	Print Name	Apartment #	Phone #	Email
Office	Print Name	Apartment #	Phone #	Email
Office	Print Name	Apartment #	Phone #	Email
Office	Print Name	Apartment #	Phone #	Email
Office	Print Name	Apartment #	Phone #	Email

Date of Election: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Certifying PHA Staff Title

Election Judge

\_\_\_\_\_  
 Signature of Election Judge Title

**Complete also page 2.**

## Certificate of Resident Council Election, page 2.

Each year we ask all Resident Council Officers to give permission to the PHA to give out their names, addresses and telephone numbers for official Resident Council business. We do this because the Minnesota Data Practices Act does not allow the PHA to give out any resident's name, address or telephone number without signed consent. You do not have to sign this consent form. However, it is important for other members of the Resident Councils, PHA residents, agencies offering services to residents, and members of the public to know you represent your Council. This consent is good for one year from the date of my signature unless I inform the PHA in writing that I want to cancel my consent sooner.

CONSENT: I give the St. Paul PHA consent to give out the information listed above for Resident Council purposes:

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Original to Hi-Rise Secretary; copy to PHA Building Manager; copy to Presidents Council**

*May 2011*

## Installation of Resident Council Officers

It is my privilege to present the newly elected officers:

**To the President:** Upon you falls the responsibility of leading the organization in all its endeavors.

Do you solemnly promise to uphold the office of president for your elected term of office?

Do you promise to perform the duties of your office to the best of your ability and to keep the trust that the residents of \_\_\_\_\_

Hi-rise placed in you at the time of your election? **Answer: I DO.**

**To the Vice-President:** Do you pledge allegiance to the residents to carry out the objectives of the Council?

Do you promise to support the president and to preside at meetings when the president is unable to do so? **Answer: I DO.**

**To the Secretary:** Do you pledge allegiance to the residents to carry out the objectives of the Council?

Do you promise to record the minutes of each Council meeting and to carry out the necessary correspondence for the residents of \_\_\_\_\_

Hi-rise? **Answer: I DO.**

**To the Treasurer:** Do you pledge allegiance to the residents to carry out the objectives of the Council?

Do you promise to provide accurate financial records for the residents of \_\_\_\_\_

\_\_\_\_\_ Hi-rise? **Answer: I DO.**

**To the Fifth Officer (title):** \_\_\_\_\_ Do you pledge allegiance to the residents to carry out the objectives of the Council? **Answer: I DO.** (If this officer is another secretary or treasurer, a promise to fulfill those duties can be added).

**To the Membership:** (Please rise) - Do you pledge loyal support to these officers whom you have chosen and will you lend your cooperation in making this administration a successful one? If so, **answer WE WILL.**

Your officers of \_\_\_\_\_ Hi-rise are now installed for the coming year.

## Installation of the Five-Member Board

Upon you falls the responsibility of leading the organization in all its endeavors.

Do you agree to work together as a team in accomplishing the goals and objectives of the Council?

**Answer: WE DO.**

Do you promise to record the minutes of each Council meeting and to carry out the necessary correspondence for the residents of \_\_\_\_\_ Hi-rise?

**Answer: WE DO.**

Do you promise to provide accurate financial records for the residents of \_\_\_\_\_ Hi-rise?

**Answer: WE DO.**

Do you promise to perform your duties to the best of your ability and to keep the trust that the residents of \_\_\_\_\_ hi-rise placed in you at the time of your election?

**Answer: WE DO.**

To the membership - please rise. Do you pledge loyal support to this Board whom you have chosen and will you lend your cooperation in making this administration a successful one?

If so **answer: WE WILL.**

The new five-member Board of \_\_\_\_\_ Hi-rise has now been installed for the coming year.

## Policy: Recall Election

1. Before a recall election of an officer is begun, residents should seriously consider if this option is the best and only way to solve their grievance. Consulting with the Resident Council Coordinator is required. Following consultation, if a resolution cannot be found, the Resident Council Coordinator will advise you to proceed with obtaining signatures on the Recall Petition and help you word the reasons for the petition.
2. Before a recall election can be held, a minimum of ten percent [10%] of the total residents in the hi-rise must sign the authorized recall petition form.
3. The recall petition must state specific reason or reasons for the recall. The reasons must be associated with non-performance of the duties of the office. The reasons may not be personal in nature.
4. Those who sign the petition must do so of their own free will.
5. The completed petition will be given to an Election Judge by the Resident Council Coordinator. Signatures on the petition will remain confidential, but individuals can sign only once for each recall.
6. The fact that there is a completed petition for a recall election should be presented by the Election Judge at a resident council meeting or special meeting. Posted notice of a Recall Nomination Meeting of a minimum of one (1) week in advance is required. At that time, residents will be informed that they have the option of removing their names from the petition if they so choose. Also at that time, nominations of those willing to serve in the office will be taken. The recalled officer will be one of the nominees unless he/she chooses to resign. It must be clear on the Recall Election Notice the date nominations will be taken from the floor and the date of the Recall Election thirty (30) days later, as well as meeting other election criteria as stated in the Resident Council Guide.
7. The recall election may be held at the next regularly scheduled resident council meeting or at a special meeting, with proper 30 (thirty) day notice as stated in the Election Procedures in the Resident Council Guide. Nominations may be taken at the recall nomination meeting. All nominees must meet the standard election requirements, including being lease-compliant as determined by the Building Manager. The recalled officer, if willing, will remain in office if there are no other candidates.
8. The recall election will be facilitated by an Election Judge and be by written ballot.

*Revised by the Presidents Council*

*11/28/11*

# Recall Petition

We, the undersigned, petition to hold a recall election to remove \_\_\_\_\_ from the office of \_\_\_\_\_ for the following reason(s):

- 1.
- 2.
- 3.

<b>Signature</b>	<b>Apt. # Required</b>	Initials of Person Collecting Signatures

*Revised by the Presidents Council*

*11-28-11*