

Charter

The Committee established by Resolution [Enter number] shall be known as the “Albemarle County Housing Advisory Committee” (ACHAC), hereafter referred to as the “Committee.”

Purpose. The purpose of the Committee shall be to serve in an advisory capacity to the Board of Supervisors and County staff regarding housing-related issues in the County. The committee may work with County staff to provide recommendations to the Board of Supervisors to address issues related to housing affordability and housing policy implementation.

Advisory Authority. The Committee serves in an advisory capacity. The Committee may provide recommendations and feedback but does not possess decision-making authority.

Responsibilities. The Committee may:

- Provide feedback on housing policies and initiatives,
- Identify emerging housing challenges and opportunities,
- Discuss housing data, trends, and policy proposals,
- Offer community-informed perspectives on housing programs,
- Conduct outreach to county tenants and developers to collect feedback, or,
- Provide advisory recommendations when requested by County staff or the Board of Supervisors

Limitations. The Housing Advisory Committee shall not:

- (1) Approve or deny development applications or applications for rezoning,
- (2) Allocate County funding for specific projects,
- (3) Override or substitute the authority of the Board of Supervisors, Planning Commission, County administrative leadership or Office of Housing staff.
- (4) Serve as an appeals body for housing-related decisions, or,
- (5) Address individual landlord-tenant disputes or code enforcement matters.

Annual Written Summary. The Committee shall prepare an annual written summary of its activities and observations, at the conclusion of each calendar year. The summary may include, but is not limited to:

- Topics discussed during the year,
- Key observations or themes identified by the committee,
- Any advisory recommendations previously provided, or,
- Potential priority issues for future discussion.

The annual summary shall be provided to the Board of Supervisors and County staff.

Community Engagement. The Committee may support community engagement efforts related to housing by:

- Participating in housing-related listening sessions
- Attending community meetings or forums

- Partnering with housing-serving organizations when appropriate
- Soliciting feedback from tenants and/or developers

The Committee is not responsible for organizing public meetings unless requested by the Albemarle County Office of Housing.

Public Body. The Committee is a public body for the purpose of the Virginia Freedom of Information Act.

Duration. The Committee shall serve at the pleasure of the Board of Supervisors.

Membership. The Committee shall consist of nine (9) members appointed by the Board of Supervisors. Each District Supervisor shall appoint one (1) member representing their district. The remaining three (3) members shall be appointed at-large by the Board of Supervisors to ensure representation of housing-related expertise and community perspectives. Membership should collectively reflect a variety of housing-related perspectives including, where possible:

- Affordable housing development or finance,
- Housing counseling or tenant advocacy,
- Community development or housing services,
- Market-rate housing or real estate expertise,
- Residents with lived experience related to housing affordability, and,
- At-large community representation.

Terms. Members shall serve three-year terms. Initial appointments shall be staggered to ensure continuity of membership and institutional knowledge so that the entire Committee does not turn over at one time. Members may serve two consecutive terms.

Officers. The Committee shall elect from among its members:

- Chair
- Vice Chair
- Secretary

Officers shall serve a one-year term that expires on December 31 and may be re-elected.

Duties of Officers. The Chair shall preside at all Committee meetings, make Committee appointments, and carry out other duties as may be assigned by the Committee. The Vice Chairman shall perform these duties in the Chair's absence. The Secretary shall keep records of the Committee.

Meetings. The Committee shall meet at least quarterly, with additional meetings scheduled as necessary. All meetings shall comply with the Virginia Freedom of Information Act (FOIA).

Meeting Minutes. Meeting minutes shall be prepared by the Committee secretary. Minutes will provide a summary of discussion and actions.

Quorum. A majority of the appointed members shall constitute a quorum for the transaction of business.

Voting. All official actions and decisions shall require a majority vote of members present.

Procedure. Except as otherwise specified, proceedings of the Committee shall be governed by the most recent Robert's Rules of Order.

Subcommittees and Working Groups. The Committee may establish subcommittees or working groups as needed to review specific housing topics. Subcommittees shall remain advisory and report their findings to the full Committee.

Required Reports. The Committee may provide periodic reports or recommendations to the Board of Supervisors as requested.

Amendments. Any amendments to the Charter shall be submitted to the Board of Supervisors for approval.

Effective Date. The Charter is effective upon passage.

Ned L. Gallaway, Chair
Albemarle County Board of Supervisors

Jeffrey B. Richardson, County Executive
Albemarle County