

# **Girdwood Housing and Economic Committee**

## **Operating Procedures**

The Girdwood Housing and Economic Committee (GHEC) is an advisory body with specific responsibility for housing and economic stability to address the housing crisis and its impact on economic stability of the Girdwood Valley Service Area. The GHEC reports to the Girdwood Board of Supervisors (GBOS).

### **I. Meetings**

- Regular meetings are held monthly. Meetings that are re-scheduled will be properly noticed at least one week in advance of the meeting date.
- Special Meetings may be called with a minimum of 24 hours advance notice. Special Meetings are open to the public and must be properly noticed 24 hours in advance of the meeting.
- Meetings are public and open to all interested members of the community or other observers.
- A previously published agenda is followed at each meeting. Draft Minutes of the prior Meeting will be posted along with the draft agenda at least one week in advance of the meeting date.
- The chair or designee leads the meeting; staff or designee takes and publishes minutes of the meeting.
- Roles of Chair and co-chair are voted upon in January each year.
- Robert's Rules of Order will be followed when necessary.
- Public Comment will be an agenda item at all Regular and Special meetings.

### **II. Selection of Voting Membership and Term of Service**

- Voting members of the GHEC are selected to serve by a system of application to the Girdwood Board of Supervisors.

- Voting members of the GHEC must be registered to vote in the Girdwood Valley Service Area.
- Voting members are required to attend 75% of meetings. Members who are not able to meet this commitment will be replaced through a system of application to and selection by the GBOS.

### **III. Voting Membership**

- The GHEC consists of 7 full voting members
- A quorum of at least 4 of the 7 voting members is required in order for the meeting to be held.

### **IV. Decision Making**

- Any member may entertain, propose or second a motion.
- Once seconded, a motion will be discussed by members then the public will be invited to comment on the motion.
- All motions are passed by a majority of the full voting members
- In the event of a tie vote, members may immediately re-vote once. If the re-vote is tied then the motion will fail.

### **V. Modifications to this document**

- Members may modify this document with a majority vote following the decision-making process described above.

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GBOS  
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