

CITY OF WILMINGTON HOUSING AFFORDABILITY ADVISORY COMMITTEE

Article I – Committee Established

There is hereby established an Advisory Committee to be known as the City of Wilmington Housing Affordability Advisory Committee (“WHAAC” or “Committee”), to be considered established effective January 6, 2026.

Article II – Purpose

The Committee shall be organized for the purpose of working with City staff to develop and update, as necessary, a comprehensive housing affordability plan, informing City Council and other organizations of the plan, working with the City to promote housing affordability initiatives and policies, and making recommendations, in an advisory capacity, to City Council.

Article III – Membership

The Committee shall be comprised of eleven (11) members.

City Council shall serve as the Appointing Authority, consistent with City policies governing appointments to boards and commissions. The members shall be appointed as follows:

- 1 member representing the Cape Fear Realtors Association;
- 1 member representing a developer of affordable housing units in the region;
- 1 member representing a homebuilder, preferably one who specializes in affordable housing;
- 1 member representing the Cape Fear Housing Coalition;
- 1 member representing the Wilmington Chamber of Commerce;
- 1 member representing the Wilmington Housing Authority;
- 1 member representing a nonprofit organization that provides housing services to the housing-insecure population;
- 3 members representing residents of a designated affordable housing unit; and,
- 1 member representing a commercial lender, preferably one who specializes in affordable housing.

Each Committee member shall be appointed to serve a term of three (3) years, or until a successor is appointed. Members shall serve no more than two (2) full successive terms, not including the initial term, unless there is a break of at least one (1) full year between appointments.

In the event that any member of the Committee resigns or terminates service for any cause, City Council shall appoint a qualified successor for the unexpired term.

Members shall be residents of the City and shall have a genuine commitment to housing issues.

Members serve at the pleasure of City Council and can be removed by City Council without cause.

Members shall serve without compensation.

Article IV – Officers

The Committee shall elect for one (1) year terms a Chair, a Vice-Chair, a Secretary, and such other officers as it shall deem necessary. Those elected to these positions may be reappointed to these positions.

The Chair, Vice-Chair, and Secretary shall be elected at the Committee's first meeting, and every July thereafter.

The Chair shall have the following duties:

Preside at meetings of the Committee.

Appoint all standing committee chairmen.

Coordinate with City communication staff on any releases relating to the work of the Committee.

The Vice-Chair shall act for the Chair in the Chair's absence.

The Secretary shall record and distribute the minutes of all regular and special meetings to Committee members and to the City Clerk.

The Secretary shall maintain attendance records for all regular and special meetings, and shall provide copies of such attendance records to the City Clerk.

Article V - Function, Powers, and Duties

The Committee shall have the following duties:

To procure and update, as necessary, an affordable housing plan, and assist the City with

any public awareness campaign on the topic of affordable housing.

To recommend, in an advisory capacity, to City Council any new procedures, programs, or policies to promote housing affordability and availability.

To provide City Council with an annual written report or presentation.

To conduct any other duties as assigned or requested by City Council.

Article VI - Meetings

At a minimum, the Committee shall meet quarterly. The time, date, and place of these meetings will be determined by the Committee at its first meeting and at every July meeting thereafter. A copy of the meeting schedule shall be provided to the City Clerk.

The City shall make space available for the Committee's meetings.

Special or emergency meetings may be called by the Chair, or the Vice-Chair in the Chair's absence.

A quorum shall consist of a simple majority of the current membership. A quorum is required for the Committee to take official action.

Robert's Rules of Order may provide guidance for all proceedings not otherwise provided for in these bylaws.

North Carolina Open Meetings laws shall govern the Committee meetings.

Article VII -Amendments

The Committee may amend these bylaws only with the approval of City Council.