

## **Citizens Advisory Commission on Housing Homeownership Subcommittee Bylaws**

**Purpose / Mission:** The Homeownership Subcommittee of the Citizens Advisory Commission on Housing is an advisory group that provides input to the Housing Commission and County staff on the direction of the County's homeownership programs. The Subcommittee will also help coordinate and lead the County's Homeownership Study.

**Function and Scope:** The Homeownership Subcommittee of the Citizens Advisory Commission on Housing provides input to County staff on the County's homeownership goals, as expressed in the Affordable Housing Master Plan and through other planning efforts, and the homeownership programs that are available or proposed in Arlington County.

**Membership:** The Homeownership Subcommittee is comprised of two Housing Commission members and three members of the public, to be appointed by the Homeownership Subcommittee Chair. A quorum consists of two of the currently sitting Subcommittee members.

**Meeting Frequency:** The Homeownership Subcommittee of the Citizens Advisory Commission on Housing meets monthly or as needed to adequately fulfill its role and responsibilities outlined in these bylaws.

### **Electronic Meeting Policy:**

Occasions may arise when the Homeownership Subcommittee of the Citizens Advisory Commission on Housing is unable to form a physical quorum to conduct a public meeting. Under certain circumstances, Virginia law permits certain public bodies to hold all-virtual public meetings using electronic means such as telephone or video conferencing, in which no physical quorum is otherwise required.

For the purposes of electronic meetings, the Homeownership Subcommittee will follow the [\*Policy Governing Electronic Meetings and Electronic Participation in Meetings for the Citizens Advisory Commission on Housing\*](#), which was adopted at the September 2022 Housing Commission meeting.

### **Homeownership Subcommittee's Role Related to County's Homeownership Study**

The Homeownership Subcommittee of the Citizens Advisory Commission on Housing will provide input to County staff during the course of the planning period for the County's Homeownership Study. More specifically, the Subcommittee will:

1. Act as a conduit between Homeownership Study planning staff and the Housing Commission. This will include providing updates at regular Housing Commission meetings about progress of the Homeownership Study. Feedback from Housing Commission meetings will be shared with Homeownership Study staff.
2. Offer a diverse perspective and guidance to staff through the application of a racial equity lens to ensure that racial equity is being considered and that the Homeownership Study furthers the County-wide priority to eliminate, reduce, and prevent disparities.
3. Offer feedback about the Homeownership Study. This will include:
  - Review homeownership data, trends, and analysis from staff-led Barriers Analysis.

- Review performance of Arlington County’s existing homeownership programs as part of the Homeownership Program Review.
- Provide guidance on community engagement efforts.
- Advise staff in the development of Arlington’s homeownership goals and vision.
- Offer guidance on the homeownership program recommendations, including modifications to existing programs and considerations for new programs, as developed by staff and/or the consultant(s).
- Offer implementation considerations for program recommendations that are developed through the Homeownership Study.

During the course of the Homeownership Study, the Subcommittee will be open to participation from non-Commission members, including (but not limited to) Arlington residents, private lenders, real estate agents, realtors, local developers, other practitioners / stakeholders, prospective or recent homebuyers, advocates, representatives from civic groups, and representatives from other Arlington County Advisory Boards and Commissions.