



Sample Forms for Resident Council Meetings



These sample forms and notices can be customized for your resident council and board meetings.



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This document is part of the **Public Housing Resident Organizing and Participation Toolkit**. The full toolkit includes topical guides, customizable resident council documents and forms, tools related to tenant participation funds, and case studies of resident organizations around the country. To see the full toolkit go to: <https://www.hudexchange.info/programs/public-housing/resident-toolkit/>

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Protecting Resident Council Members Information and Privacy

At times resident councils need to collect personal information from members, particularly contact information in order to stay in touch with members. Resident councils have a responsibility to safeguard members' personally identifiable information whether that information is stored on paper or electronically.

Tips related to the collection of personally identifying information:

- **Only collect information about individuals that is relevant and necessary. For example:**
 - » If the resident council wants to acknowledge members' birthdays, consider only collecting their month of birth and not their full birthdate.
 - » If demographic information (age, race, employment) is being collected for a survey, consider making the survey anonymous.
- **Ensure that records (electronic and paper) are stored with safeguards, including:**
 - » Only share and discuss personal information with those who need to know it.
 - » Do not distribute personal information, including contact information, to anyone without that person's prior agreement. Only consider requests if you are first convinced that the release of contact information is authorized, proper and necessary.
 - » Clearly label all files containing sensitive information (example "for Board use only).
 - » Lock up all paper files and media (thumb drive or other electronic storage) containing personal information in a file cabinet or case.
 - » Password protect computers, or specific electronic files, and ensure only people who need the information have the password.
 - » Keep accurate records of where personal information is used and maintained.
 - » Restrict access to offices where information is stored by only providing keys to those who need them to carry-out their roles.
 - » Destroy records once they are no longer needed.

Generally, the personal information that resident councils will have is limited to contact information that the resident willingly provides. If the resident council is carrying out a program or activity that requires more personal (birthdate, place of birth) or sensitive information (driver's license number, medical records, etc) the resident council should consult the housing authority regarding applicable rules and seek training.

Providing Notice to Members

When collecting personally identifying information, the resident council should let members know what information is needed, why it is needed, and that sharing information is optional.

Example statement:

At times resident councils need to collect personal information from members, particularly contact information in order to stay in touch. The resident council board takes seriously the responsibility of safeguarding your personally identifiable information both on paper and electronically. Your information will never be shared with outside parties without your permission. Providing your personal information, is optional. However, there are times when sharing personal information will be necessary in order to participate in resident council activities such as running for the Board or voting in an election.

For more information: Consult your housing authority and/or an attorney (such as someone from Legal Aid).

Space Use Agreement Form

Community Space(s) at _____

Name of Resident Requesting Space _____

Resident Phone _____

Resident Building / Apartment # _____

On behalf of the Resident Council, the undersigned, request the use of the following:

Dining Room Kitchen Community Room Other _____

Date: _____ Time _____ am or _____ pm (check one) to _____ am or _____ pm (check one)

Purpose: _____

Conditions of agreement:

The **RESIDENT** will make the reservation at least 14 days in advance of the date requested. An exception to this may be requested for special circumstances (i.e. emergency meeting, memorial service for a resident).

- Only residents and guests invited by the resident council may attend a reserved event.
- Members of the Resident Council Board will be present at all times that the meeting space is in use and guests are present.
- All guests (adults & children) must remain in the reserved space.
- The kitchen may only be used for reheating and serving food. It may not be used for food preparation.
- The Resident Council will leave the space in clean condition, all furnishings replaced to the original placement and all trash removed to assigned receptacles.
- The Resident Council will be held responsible for any damage to PHA property.
- The PHA may assess the Resident Council 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.**

Date: _____

Signed, Resident Council Officer:

Form accepted by management office

Signed: _____

Date: _____

Notice of Membership Meeting of the Resident Council

The Resident Council will hold a membership meeting. All residents are encouraged to attend!

Day and Date: _____

Time: _____ AM / PM (check one)

Location: _____

Agenda Items:

Accessibility: The meeting room is wheelchair accessible. If you need other accommodations in order to participate, let the Board know.

Language Access: Interpretation and translated materials will be provided for the following languages:

(languages) if you have additional language access needs, please let the Board know.

Board Contact: _____
(Board member name and contact information)

Virtual attendance: Members can attend this meeting virtually.

(Include instructions and contact information for tech support, if available).

This document was posted / distributed on: _____



Resident Council Membership Meeting

All residents are encouraged to attend!

When:

Time:

Location:

Agenda Items:

Accessibility: The meeting room is wheelchair accessible. If you need other accommodations in order to participate, let the Board know.

Language Access: Interpretation and translated materials will be provided for the following languages:

(languages) if you have additional language access needs, please let the Board know.

Board Contact: _____
(Board member name and contact information)

Virtual attendance: Members can attend this meeting virtually.

(Include instructions and contact information for tech support, if available).

This document was posted / distributed on: _____

Agenda for Membership Meeting of the Resident Council

Date of meeting: _____

Meeting start time: _____

Meeting end time: _____

I. Call to Order / Opening Activity / Introductions

II. Minutes of last meeting (read by the secretary)

III. Treasurer's Report (read by the treasurer)

IV. Reports

Time allotted: _____ minutes for each report

Board of Directors

Housing authority Staff and Other Staff Reports

Committees

V. Old Business (unfinished from last meeting or previous meetings)

Time allotted: _____ minutes

•

VI. New Business (anything not previously discussed)

Time allotted: _____ minutes

•

VII. Issues and Concerns (final opportunity to speak)

Time allotted: _____ minutes

VIII. Closing Activity (announcements, birthdays, etc.)

Time allotted: _____ minutes

IV. Adjournment

Sign-in Form for Membership Meeting

_____ (Name of Resident Council)

Date: _____

Members must sign in for all meetings. Your contact information is optional but the Board asks that you share it, especially if it has changed. We want to keep you updated!

Name	Address	Email	Phone

The board takes safeguarding your personal information seriously. Your information will never be shared with outside parties without your permission. Providing personal information is optional. However, at times sharing personal information is necessary to participate in resident council activities such as running for the Board or voting in an election.

Minutes Form for Membership Meeting

Name of Resident Council: _____

Date: _____

Type of meeting: regular special emergency requested by petition of members

Meeting start time _____ AM / PM (check one)

Number of members (represented units) in attendance: _____

A quorum was was not present or a quorum was not required for this meeting.

The minutes of the last meeting were read by _____ (full name)

The minutes were accepted as read accepted after corrections.

Reports

The Treasurer's Report was read by _____ (full name)

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

The Board of Director's Report was given by _____ (full name)

PHA / Management Report was given by _____ (full name)

Other Reports and Speakers, including Committee Reports (note the speaker, any organization or committee they represent, and the topic):

Decisions / Motions

Motion 1: _____ (topic)

Full name of person making motion: _____

There was was not a second.

Exact wording of the motion as proposed:

Amendments: If there were any amendments accepted, record the exact wording of the amendment(s) and the full name of the person proposing the amendment below:

Decision: The final vote tally was _____ in favor and _____ against. The motion was:
accepted / passed defeated delayed for final vote on another date (date _____)
referred to a committee (name of committee: _____)

Motion 2: _____ (topic)

Full name of person making motion: _____

There was was not a second.

Exact wording of the motion as proposed:

Amendments: If there were any amendments accepted, record the exact wording of the amendment(s) and the full name of the person proposing the amendment below:

Decision: The final vote tally was _____ in favor and _____ against. The motion was:
accepted / passed defeated delayed for final vote on another date (date _____)
referred to a committee (name of committee: _____)

Further notes: Record any other notes below:

Adjournment: The meeting was adjourned at _____ (time).

The following documents should be attached to, or saved with, the minutes:

- Notice (flyer)
- Agenda (if distributed separately from the notice)
- Participant sign-in sheet

Schedule of Board of Directors Meetings

The Board of Directors of the _____ Resident Council will meet regularly according to the schedule below.

If a regularly-scheduled meeting will not occur as planned, the Board will give at least 3 days notice to all members.

The Board will meet monthly on the _____ (for example: 1st Tuesday, etc).

Time: _____

Location: _____

What happens at a Board meeting?

The Board of Directors makes some decisions and coordinates the work of the resident council. However, certain major decisions can only be made by the Resident Council. The Board will always work to make decisions with input from the Resident Council. If you have items you would like to see on the agenda, please let the Board know.

Who can attend?

Board members are required to attend. Other Members are welcome to attend. You can also wait for the regular Membership meetings, which will be noticed separately.

Questions?

You can contact the Board if you have questions about the Resident Council or about attending meetings. Meetings will be held in a wheelchair accessible location. Please contact us if you have other accessibility or language access questions.

Contact the Board President:

Name: _____

Email: _____

Phone: _____

Contact the Board Secretary:

Name: _____

Email: _____

Phone: _____

(Another Board member can be the point of contact instead. List below if so:)

This document was posted / distributed on: _____

Sign-in Form for Board of Directors Meeting

_____ (Name of Resident Council)

Date: _____

Board members:

Board Position	Name	Present?	
		yes	no
		yes	no
		yes	no
		yes	no
		yes	no

Members must sign in for all meetings. Your contact information is optional but the Board asks that you share it, especially if it has changed. We want to keep you updated!

Name	Address	Email	Phone

The board takes safeguarding your personal information seriously. Your information will never be shared with outside parties without your permission. Providing personal information is optional. However, at times sharing personal information is necessary to participate in resident council activities such as running for the Board or voting in an election.

Minutes Form for Board of Directors Meeting

Name of Resident Council: _____

Date: _____

Meeting start time _____ AM / PM (check one)

Number of Board Members in attendance: _____

A quorum was was not present.

The minutes of the last meeting were read by _____ (full name)

The minutes were accepted as read accepted after corrections.

Decisions / Motions

Motion 1: _____ (topic)

Full name of person making motion: _____

There was was not a second.

Exact wording of the motion as proposed:

Amendments: If there were any amendments accepted, record the exact wording of the amendment(s) and the full name of the person proposing the amendment below:

Decision: The final vote tally was _____ in favor and _____ against. The motion was:

accepted / passed defeated delayed for final vote on another date (date _____)

referred to a committee (name of committee: _____)

Motion 2: _____ (topic)

Full name of person making motion: _____

There _____ was _____ was not a second.

Exact wording of the motion as proposed:

Amendments: If there were any amendments accepted, record the exact wording of the amendment(s) and the full name of the person proposing the amendment below:

Decision: The final vote tally was _____ in favor and _____ against. The motion was:
accepted / passed _____ defeated _____ delayed for final vote on another date (date _____)
referred to a committee (name of committee: _____)

Further notes: Record any other notes below:

Adjournment: The meeting was adjourned at _____ (time).

The following documents should be attached to, or saved with, the minutes:

- Notice (flyer) or schedule of meetings
- Participant sign-in sheet