

# MEMORANDUM

CITY OF GRAND RAPIDS

**DATE:** December 7, 2022

**TO:** Chair Washington, Affordable Housing Fund Board Members

**FROM:** Kate Berens, Deputy City Manager

**SUBJECT:** Affordable Housing Fund Board Officer Elections

The Affordable Housing Fund Board will select a Chair and Vice Chair to act as officers of the Board. Pursuant to the Board's by-laws, this election should take place in December, and the officers will commence their duties in January, serving for one year.

At the November meeting, Eric Brown, Jim Talen and Maurice Townsend were nominated for both the position of Chair and Vice Chair. The Board also approved the paper ballot method of voting, wherein ballots will be filled in by members and read aloud by the Chair to determine the successful candidate for the positions.

Prior to distributing ballots and describing the final method of balloting for each position at the meeting, the Chair will ask for any additional nominations for either position. Once any new candidates are identified (if any) voting will proceed with paper ballots and the results determined at the meeting.