



Ledyard Housing Authority

## Tenant Commissioner

### Tenant Commissioner Duties

A Tenant Commissioner Appointee is an individual selected in accordance with the General Statutes § 8-41 who will be appointed by the Town Council to the Ledyard Housing Authority. A Tenant by definition is entitled under a rental agreement to occupy a dwelling unit, is at least 18 years old; and resides in Kings Corner Manor for at least one year.

The Tenant Commissioner may not hold public office in the Town of Ledyard and must take an oath that he/she will faithfully discharge his/her duties according to the law to the best of his/her abilities.

The Tenant Commissioner shall serve without compensation but is entitled to reimbursement for his/her actual and necessary expenses incurred in the performance of his/her duties.

A Tenant Commissioner holds office until his/her successor is appointed or is removed from office by the Town Council.

A Tenant Commissioners primary role is to provide the tenants' perspective to the Ledyard Housing Authority and Executive Director. He/she shall not act as a representative on behalf of another tenant.

In order to have a well-run agency, it is important to have a good working relationship between the Ledyard Housing Authority and the Executive Director. To this end, a Tenant Commissioner should:

Allow the Executive Director to do his/her job without interference.

Always be open and honest about any problems or concerns that arise in the community with the Executive Director.

Never ask special favors of the staff, including requests for information, unless you have consulted with the Executive Director.

Refrain from taking it upon yourself to discuss Housing Authority business with constituents, tenants or staff or seek any public forum on an individual basis with other tenants. Always ask for information from, and through, the Executive Director and support the Executive Director in his/her relationships with outside groups or individuals.

## **Tenant Commissioner Eligibility**

To Apply/Nominate: the tenant must reside in Kings Corner Manor for at least one year. The seat that is open for this election is **Republican/Democrat/Independent/Unaffiliated**, and you must be a registered voter in Ledyard.

You must submit your name / tenant's name in writing within 30 days of receipt of this notice. Once names are received, a ballot card, see enclosure 1, will be distributed with respective names of candidates.

The ballot card is to be returned within 10 days of receipt, to the Executive Director. The tenant who has the most votes will be notified. Tenants located at 60 Kings Hwy can place petition cards/ballot cards in a sealed box in The Executive Directors office during normal work hours.

Reasonable accommodations can be made to comply under the Americans with Disabilities Act for any tenant who places a request with LHA.

## **Tenant Commissioner Appointee Selection Process**

The Housing Authority of the Town of Ledyard consists of five members, one which is a Kings Corner Manor Tenant.

The Executive Director, acting as a Selection Administrator, is in charge of overseeing the Tenant Commissioner Appointee Selection process. The Executive Director will announce in writing to all tenants, when there is a vacancy. For efficiency reasons, the announcement will provide nomination instructions and candidate eligibility and ask for any interested parties to notify the Executive Director in writing within thirty (30) days. A notice will be posted and will be visible in the community building located at 60 Kings Hwy Gales Ferry, CT.

Requirements for the completion of the petition card will be as follows: printed name of Tenant they are nominating and or self, address, signature and date.

The Selection Administrator has the right to reject any petitions received from anyone whom is not a LHA Tenant, any signature on the petition card that is not authentic, any duplicates/copies, any petition that is received after the date listed for cut off, any Tenant who is in arrearage with LHA or any Tenant who has had serious lease violations. Only tenants residing at Kings Corner Manor are eligible to vote.

Reasonable accommodations can be made to comply under the Americans with Disabilities Act for any tenant who places a request with LHA.

Once names are received and party affiliation is identified, a ballot card will be disseminated to all tenants including all respective names on it. Each Tenant will have the opportunity to select a Tenant whom they would like to appoint as Tenant Commissioner and return the ballot card within 10 days to the Executive Director. Tenants who reside at 60 Kings Hwy can return the ballot card to the Executive Directors office and place it in a sealed box during normal work hours.

Once selection process is completed and votes are tallied, The Selection Administrator will notify the Tenant who received the greatest number of votes. The name will be submitted to the Town Council for their appointment. *Adopted*

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