

BY-LAWS
of the
ILION HOUSING AUTHORITY

AS REVISED AND REWRITTEN
FOR APPROVAL AT ANNUAL MEETING ON 10/20/15

Board Chairperson _____
(signature)

Date _____

Executive Director _____
(signature)

Date _____

BY-LAWS
of the
ILION HOUSING AUTHORITY

SECTION I. ANNUAL MEETING: An annual meeting of the members of the Village of Ilion Housing Authority, shall be held on the third Tuesday of October in each year, at the principal office of the Authority at 5:00 PM, or such other time as the Board of Commissioners may designate, and agree to. Should the day appointed for such an annual meeting fall on a legal holiday, the meeting shall be held on the next Tuesday at a time designated by the members.

Notice of such meeting, stating the time, place and purpose thereof, shall be served either personally or by mail upon each member of the Authority not less than three (3) days before the meeting. If mailed, such notice shall be directed to each Commissioner, unless such a member shall have filed with the Secretary a written request that notices be sent to some other address, in which case the notice shall be sent to the address so designated.

SECTION II. The official seal of the Ilion Housing Authority shall be as follows:

Two concentric circles, between their circumferences the name of the Authority, "Village of Ilion Housing Authority", and within the inner circle, the words "Established May 24, 1965."

SECTION III. REGULAR MEETING: A regular meeting of the authority Board of Commissioners shall be held on the third Tuesday of each month, at the principal office of the Authority, at 5:00 o'clock in the afternoon. Should the day appointed for holding such a regular meeting fall upon a holiday, then such meeting shall be held at the principal office and at the same hour on the succeeding Tuesday. Notice of each such meeting, stating the time and the place, shall be served either personally or by mail on each member of the Authority at the address designated by each Commissioner.

SECTION IV. SPECIAL MEETINGS: Special meetings of the Authority may be called at any time by a majority of the members on the Board of Commissioners or by the Chairperson or Vice Chairperson. Every special meeting shall be held at such time and place as shall be designated in the notice thereof. When such a special meeting is called, it shall be held not less than one hour after notice thereof has been given to all members of the Board of Commissioners. The call for a special meeting shall set forth the object of the meeting and no other business may be transacted at such meeting(s), except upon consent of all members of the Authority.

SECTION V. QUORUM: At any meeting(s) of the Authority, all questions shall be determined by a viva voice of the members present or by proxy, provided however, that upon any question, any member of the Authority may call a vote by ballot, in which case such a vote must be ordered by the presiding officer. The presiding officer may vote at any meeting. The secretary shall act as teller whenever a ballot vote is ordered, or the Authority may select two persons, not connected with the Authority, to act as tellers.

SECTION VI. VOTING: At all meetings of the Authority, all questions shall be determined by a voice vote of the members present or by proxy, provided however, that upon any question, any member of the Board of Commissioners may call for a vote by ballot, in which case, such a vote must be ordered by the presiding officer. The presiding officer may vote at any meeting, but usually only uses his voting privilege to break a tie vote. The Secretary shall act as teller whenever a ballot vote is ordered, or the Authority may select two persons, not connected with the authority, to act as tellers.

SECTION VII. ORDER OF BUSINESS: At all meetings of the Authority, the following order of business shall be observed, so far as is consistent with the purposes of the meeting, vis:

1. Call to order, roll call/pledge to the flag.
2. Reading of the minutes of the last regular meeting.
3. Executive Director's Report (Management Report)
4. Tenant Advisory Report.
5. Committee Reports.
6. Old Business.
7. New Business.
8. Open Discussion.
9. Executive Session for personnel matters.
10. Adjournment.

SECTION VIII. OFFICERS AND QUALIFICATIONS: The officers of the Authority shall be a Chairperson, a Vice Chairperson, a Treasurer and a Secretary as provided these by-laws, and such other officers, agents and employees, permanent and/or temporary, as it may require and from time to time authorize, and the Authority shall determine the qualifications, duties and compensation of all officers and employees. The Treasurer and Secretary will not *have* to be members of the Authority.

SECTION IX. ELECTION OF OFFICERS. The officers of the Authority shall be elected by the Board of Commissioners at the Annual Meeting of the Authority and shall hold office until their successor(s) are duly chosen and qualify. The Authority may contract with any officer(s) or employee(s) for a term of service longer or shorter than one year, at its discretion.

SECTION X. POWERS AND DUTIES OF OFFICERS: The duties and powers of the officers of the Authority shall be as follows:

- CHAIRPERSON:
- (a) To preside at all meetings of the Authority and Board of Commissioners.
 - (b) To present at each Annual Meeting a report of the condition of the business and affairs of the Authority.
 - (c) To call regular and special meetings of the Authority or to instruct the Secretary to call special meetings in accordance with these by-laws.
 - (d) To execute, or to delegate authority to the Executive Director to execute, all contracts, agreements, bonds, mortgages, deeds, leases, or

deeds of trust in the name of the Authority and to see that the same are properly executed.

- (e) To see that all books, reports, statements and certificates required by statute are properly kept, made and filed according to law.
- (f) To make emergency appointments to the staff and fix the salary of the same during the period of emergency.
- (g) To enforce these by-laws and perform all duties incidental to the position of Chairperson, which are required by law.

VICE CHAIRPERSON: During the absence or disability of the Chairperson to perform his/her duties or exercise his/her powers, as set forth in these by-laws, or in the laws under which this Authority is organized and in being, including the approval of internal vouchers, when in addition to absence or disability of the Chairperson, the convenience of the Authority and the prompt execution of its business will be served by such action. Then, the Vice Chairperson shall have the powers and be subject to the responsibilities hereby given to or imposed upon the Chairperson.

- TREASURER:**
- (a) The Treasurer shall have the care and custody of and be responsible for all funds and/or securities of the Authority and shall assure the deposit of the funds of the Authority in such a bank or trust company as the Authority may designate to the Executive Director.
 - (b) To countersign the checks, notes or other instruments for payment of funds of the Authority, and to approve all payrolls, authorize travel orders and approved vouchers therefor.
 - (c) The Treasurer shall render a statement of the condition of the finances of the authority once each month, and at any other such meeting(s) as the Authority may require. He/she shall sign all checks of the Authority when a proper voucher is presented, and then, only when such check is countersigned by the Chairperson, Executive Director, or Vice Chairperson. In the event of the disability, absence, resignation or of the Treasurer to act, the Chairperson shall discharge, protempore, the duties of the Treasurer, and the signature of the Chairperson, when made in pursuance of such circumstances, shall be honored, provided that the voucher, check or other instrument so signed or executed is countersigned by the Executive Director or Vice Chairperson, or any other member of the Authority.
 - (d) The Treasurer may prescribe the form of vouchers to be used for rendering of services, travel expenses, and all other disbursements and for the certification of payrolls. He/she shall also have charge of the Finance Section and prescribe the rules and regulations for its administration and supervise its activities.
 - (e) The Treasurer shall exhibit at all reasonable times the books and accounts of the Authority to any member of the Authority upon application, at the office of the Authority during normal business hours.

- (f) The Treasurer shall assure that the books and accounts of all the Authority business and transactions are kept at the office of the Authority.

- SECRETARY:
- (a) To keep the minutes of all meetings of the Authority.
 - (b) To give and serve all notices required by law or by these by-laws.
 - (c) To put before the Board of Commissioners, at the stated meetings, all communications addressed to him officially by the Chairperson or any other officer of the Authority.
 - (d) He shall attend to all correspondence and perform all the duties incidental to the office of Secretary.

SECTION XI. VACANCIES, HOW FILLED: Should any vacancy among the officers of the Authority occur by death, resignation or otherwise, the same shall be filled as provided for by the Public Housing Law, and in any case, not covered by such a law, the vacancy shall be filled by the Authority at an ensuing meeting.

SECTION XII. ADMEMDMENTS: These by-laws may be altered, amended, repealed or added to by the affirmative vote of a majority of the Authority, at any meeting or the Authority, provided that a written notice shall have been sent to each member of the Authority, at the address to which notices of meetings are sent, at least three days before the date of the meeting at which such amendment, alteration, or repeal of such by-laws is to be considered, provided, however, that if an emergency shall arise which, in the judgement of a majority of the members of the Board of Commissioners, requires the immediate repeal, alteration or amendment of any section of the by-laws, such change may be made temporarily at any meeting of the Authority, and immediately following such meeting, notice of each action shall be sent to member of the Authority not present at such meeting, together with a notice that at the next Regular Meeting such action shall be reviewed for confirmation, amendment or repeal. Any action taken by the Authority or its officers or employees, acting in good faith on such emergency order shall be deemed the legal, valid and authorized act of the Authority.

SECTION XIII. WAIVER OF NOTICE: Whenever under the provisions of these by-laws any member of the Authority is entitled to notice of any regular, special, emergency, or other meeting of the Authority, or of any action to be taken by the Authority such meeting may be held or such action may be taken without the giving of such notice, provided every member of the Authority entitled to such notice, shall in writing waive the requirement of these by-laws in respect thereto.