BYLAWS OF THE
ANYTOWN HOUSING AUTHORITY
REVISED FEBRUARY 18, 2002
RESOLUTION #02-0218

ARTICLE 1 – THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the "City of Anytown Housing Authority".
Section 2. Seal of Authority. The Seal of the Authority shall be in the form of circle and shall bear the name of the Authority and the year of its organization.
Section 3. Office of Authority. The offices of the Authority shall be at 800 Elm Drive in the City of Anytown, State of Wisconsin, but the Authority may hold its meetings at such other place or places as it may designate by resolution.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chairperson, a Vice-Chairperson, and a Secretary.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority or as otherwise provided in these Bylaws, the Chairperson shall sign all contracts, deeds, and other instruments made by the Authority. At each meeting, the Chairperson shall submit such recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the Authority.

Section 3. Vice-Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson, until such time as the Authority shall select a new Chairperson.

Section 4. Secretary/Treasurer. The Secretary/Treasurer shall perform the duties of a Secretary/Treasurer for the Authority as provided for in these Bylaws.

Section 5. Executive Director. The Authority may employ an Executive Director who shall have general supervision over the administration of its business and affairs, subject to the discretion of the Authority. He/she shall be charge with the management of the housing projects of the Authority.

As Assistant to the Secretary/Treasurer, the Executive Director in his/her own name and title shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

He/she shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. The transfer or withdrawal of funds by the Authority in and from its bank accounts, whether by check or otherwise, shall be signed by the Executive Director, and countersigned by the Secretary/Treasurer, or, in either party's absence or incapacity, by the Chairperson. He/she shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or more often if requested), an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for the faithful performance of his/her duties as the Authority may determine. Further, all check signers shall be covered by bond. If the Anytown Housing Authority Chairperson and Vice-Chairperson or Secretary/Treasurer are not available, then the Executive Director is authorized to sign all EHA contracts and other official documents requiring immediate action.

The Board of Commissioners shall determine the compensation of the Executive Director.

Section 6. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the bylaws or rules and regulations of the Authority.

Section 7. Election or Appointment. The Chairperson, Vice-Chairperson, and Secretary/Treasurer shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

The Board of Commissioners shall appoint the Executive Director. Any person appointed to fill the office of Executive Director, or any vacancy therein, shall have such term as the Authority fixes, but no Commissioner of the Authority shall be eligible to this office.

Section 8. Vacancies. Should the office of Chairperson, Vice-Chairperson or Secretary/Treasurer become vacant, the Mayor of the City of Anytown shall appoint a successor and such appointee shall serve for the remainder of the term of said office. When the office of Executive Director becomes vacant, the Board of Commissioners of the Authority shall appoint a successor, as aforesaid.

Section 9. Additional Personnel. The Authority may from time to time employ such personnel, as it deems necessary to exercise its powers, duties and functions as prescribed by Laws of Wisconsin (Statutes ~66.40 to 66.404). The selection (other than the Executive Director) and compensation (other than the Executive Director) of such personnel shall be determined by the Executive Director and/or the Board of Commissioners subject to the laws of the State of Wisconsin.

ARTICLE III – MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held at 9:00 AM on the same day as the regular meeting for May at the regular meeting place of the Authority. In the event that such date shall fall on a legal holiday whereby the meeting is not held, the annual meeting shall be held on the next succeeding Monday.

Section 2. Regular Meeting. Monthly meetings shall be held with notice under the "Open Meeting Laws" of the State of Wisconsin Statutes~19.81 to 19.85), at the regular meeting place of the Authority, currently at 800 Elm Drive, Anytown, Wisconsin in the Rec Room of Building #1 on the Third Monday of each month, at 9:00 o'clock A.M. unless same shall be a legal holiday whereby the meeting is not held or the meeting is rescheduled with proper notice, in which event said meeting shall be held on the following Monday succeeding the regularly scheduled meeting.

Section 3. Special Meeting. The Chairperson, the Executive Director or two members of the Authority for the purpose of transacting any business designated in the call may call special meetings of the Authority. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the Authority or may be mailed to the business or home address of each member of the Authority at least two (2) days prior to the date of such special meeting. Such two (2) day notice minimum shall not apply, however, when the call for such a special meeting pertains to EHA litigation matters. At such special meeting, no business shall be considered other than as designated in the call, but if all of the members of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a small number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

Section 5. Order of Business. At the regular meetings of the Authority the following shall be the order of business:

1. Roll Call
2. Consent Agenda
3. Discussion Items
4. Old Business
5. New Business
6. Information Items
7. Adjournment

All resolutions shall be in writing and shall be copied in the journal of the proceedings of the Authority.

Section 6. Manner of Voting. The voting on all questions coming before the Authority shall be by roll call, and the ayes and nays shall be entered upon the minutes of such meeting.

Section 7. Commissioners Compensation. There is no compensation for the position of Commissioner (unless directed by the Common Council of the City of Anytown). Each Commissioner shall be entitled to receive necessary expenses, including traveling expenses, incurred in performance of duties.

ARTICLE IV – AMENDMENTS

Amendments to Bylaws. The bylaws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular or a special meeting.