

**AMENDED (6/18/20)
BYLAWS OF THE
HOUSING AUTHORITY
OF THE COUNTY OF CUMBERLAND**

ARTICLE I – THE AUTHORITY

- Section 1. Name of Authority.** The name of the Authority shall be **HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND.**
- Section 2. Seal of Authority.** The seal of the Authority shall be in the form of a 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 such place or places as the Authority may from time to time designate by resolution.

ARTICLE II – OFFICERS

- Section 1. Officers.** The officers of the Authority shall be Chairman, Vice Chairman, Treasurer, Secretary, and Assistant Secretary.
- Section 2. Chairman.** The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chairman shall submit such recommendations and information as he may consider proper concerning the business, affairs and policies of the Authority.
- Section 3. Vice Chairman.** The Vice Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman the Vice Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall appoint a new Chairman.
- Section 4. Treasurer.** The Treasurer shall have the custody of all funds of the Authority, and shall direct the staff of the Authority in the depositing of the same in the name of the Authority in such bank or banks as the Board of the Authority may select. The Treasurer shall sign all orders and checks for the payment of money and shall direct the staff of the Authority to pay out and disburse such monies under the direction of the Board of the Authority. Except as otherwise authorized by resolution of the Board of the Authority,

all such orders and checks shall be countersigned by the Executive Director or such other person so designated by the Authority. He shall direct the keeping of regular books of accounts showing receipts and expenditures, and shall render to the Board of the Authority at each regular meeting an account of the Authority's transactions and also the financial condition of the Authority. He shall give such bond for the faithful performance of his duties as the Board of the Authority may determine.

Section 5. Secretary. The Secretary 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 purposes, and shall perform all duties incident to his office. He 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.

Section 6. Assistant Secretary. The Assistant Secretary shall perform the duties of the Secretary in the Secretary's absence.

Section 7. Executive Director. The Executive Director of the Authority shall have general supervision over the administration of the business and affairs of the Authority, subject to the direction of the Board of the Authority. He shall be charged with the management of the housing projects of the Authority.

Section 8. 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 9. Election or Appointment. The Chairman, Vice Chairman, and Treasurer shall be elected at the annual meeting of the Board of the Authority from among the members of the Board of the Authority, and shall hold office for one (1) year or until their successors are elected and qualified. The Secretary and Assistant Secretary shall also be elected, provided however, that the Secretary and the Assistant Secretary need not be a member of said Board.

Section 10. Vacancies. Should the office of Chairman, Vice Chairman, or Treasurer become vacant, the Board of the Authority shall elect a successor from its membership, at its next regular meeting, and such election shall be for the unexpired term of said office. Should

the office of the Secretary or Assistant Secretary become vacant, the Board of the Authority shall elect a successor at the next regular meeting and such election shall be for the unexpired term of said office.

Section 11. 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 the Housing Authorities Law, and all other laws of the Commonwealth of Pennsylvania applicable thereto. The selection and compensation of such personnel shall be determined by the Authority subject to the laws of the Commonwealth of Pennsylvania.

ARTICLE III – MEETINGS

Section 1. Annual Meeting. The Annual Meeting of the Board of the Authority shall be held on the 3rd Thursday of July at 12:00 o'clock P.M., at the regular meeting place of said Board. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding secular day. Public notice shall be given in accordance with Act 175 of 1974 as amended, 68 P.S. §701 et seq., known as the open meeting law.

Section 2. Regular Meetings. Regular meetings may be held upon proper legal notice at such times and places as may from time to time be determined by resolution of the Authority.

Section 3. Special Meetings. The Chairman of the Board of the Authority may, when he deems it expedient, and shall, upon the written request of two members of the Board of the Authority, call a special meeting of the Board of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Board of the Authority by telephone or may be mailed or electronically mailed to the business or home address of each member thereof two (2) days or more prior to the date of such special meeting. 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. At all meetings of the Authority, three (3) of the members of the Authority shall constitute a quorum for the purpose of transacting business; provided that a smaller number may meet and adjourn to some other time or until a quorum is obtained.

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

1. Call to order
2. Public Comment
3. Approval of Minutes (for previous meeting(s))
4. Approval of List of Expenditures
5. Report of Treasurer
6. Report of Management
7. Report of Committees
8. Board Actions Required
9. General Discussion
10. Adjournment

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

Section 6. Manner of Voting. The voting on all questions coming before the Board may be by majority vote.

Section 7. Electronic Meetings. Any regular or special meeting of the Board of the Authority may be held in person, by telephone, or other electronic conference call, or electronic on-line conference meeting, by e-mail or in such other manner as the Board may approve, provided that notice of the meeting is given to all Board members and a quorum of the Board participates in such meeting.

ARTICLE IV - AMENDMENTS

Section 1. Amendment of 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, but no such amendment shall be adopted unless at least seven (7) days written notice thereof has been previously given to all of the members of the Authority.