

BY-LAWS
OF THE
HOUSING AUTHORITY OF THE CITY OF PASSAIC

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PASSAIC, NEW JERSEY

ARTICLE I - THE AUTHORITY

SECTION 1. NAME OF AUTHORITY. The name of the Authority shall be "The Housing Authority of the City of Passaic, New Jersey."

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.

SECTION 3. OFFICE OF AUTHORITY. The administrative offices of the Authority shall be at 333 Passaic Street in the City of Passaic, State of New Jersey, but the Authority may hold its meetings at such other place as it may designate by resolution.

ARTICLE II - OFFICERS

SECTION 1. OFFICERS. The Officers of the Authority shall be a Chairman/woman; a Vice-Chairman/woman; a Treasurer; and a Secretary, who shall be the Executive Director.

SECTION 2. CHAIRMAN/WOMAN. The Chairman/woman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman/woman shall sign all contracts, deeds and other instruments made by the Authority, except where the Executive Director has been designated as "Contracting Officer" authorized by resolution of the Authority. At each meeting the Chairman/woman shall submit such recommendation and information as he/she may consider proper concerning the business, affairs and policies of the Authority.

SECTION 3. VICE-CHAIRMAN/WOMAN. The Vice-Chairman/woman shall perform the duties of the Chairman/woman in the absence or incapacity of the Chairman/woman; and in case of the resignation or death of the Chairman/woman, the Vice-Chairman/woman shall perform such duties as are imposed on the Chairman/woman until such time as the Authority shall select a new Chairman/woman.

SECTION 4. TREASURER. The Treasurer shall have the care and custody of all funds of the Authority and will supervise the deposit of same in such bank or banks as the Authority may select. The Treasurer shall sign orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority. In case of the Treasurer's absence or disability, the Authority may name a temporary Treasurer, to serve until the Treasurer's return to duty or until another Treasurer has been chosen.

The Treasurer will supervise the keeping of regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or more often when requested) an account of transactions and also of the financial condition of the Authority. The Treasurer shall give such bond for the faithful performance of his/her duties as the Authority may determine.

Except as otherwise authorized by resolution of the Authority, all orders and checks shall be countersigned as follows: (a) when there is no Executive Director: by the Chairman/woman or Vice-Chairman/woman; (b) when there is an Executive Director: by the Executive Director, or the Chairman/woman or the Vice-Chairman/woman.

SECTION 5. SECRETARY. The Secretary shall be the Executive Director of the Authority and shall have supervision over the administration of its business and affairs, subject to existing policies of the Authority. He/she shall be charged with the complete management of the housing projects of the Authority.

The Secretary shall keep the records of the Authority, shall act as the secretary of the Board of Commissioners, shall act as the 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 this office. He/she shall keep in safe custody the Seal of the Authority and affix it to all contracts and instruments authorized to be executed by the Authority.

SECTION 6. ADDITIONAL DUTIES. The officers of the Authority shall perform such duties and functions as may from time to time be required by the Authority or the By-Laws of rules and regulations of the Authority or the laws of the State of New Jersey.

SECTION 7. ELECTION OR APPOINTMENT. The Chairman/woman, Vice-Chairman/woman, and Treasurer shall be elected at the annual meeting of the Authority in December from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected. Officers shall hold office for one year, not to exceed two (2) successive terms.

The Secretary shall be appointed by the Authority. Any person appointed to fill the office of Secretary or any vacancy therein, shall have such term, or without terms as the Authority fixes, but no Commissioner of the Authority shall be eligible to hold this office.

SECTION 8. VACANCIES. Should the officers of the Chairman/woman, Vice-Chairman/woman or Treasurer become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office.

SECTION 9. ADDITIONAL PERSONNEL. The Authority may from time to time employ such personnel as may be necessary to exercise its powers, duties and functions as prescribed by the Local Housing Authorities law and other laws of the State of New Jersey applicable thereto. The selection, appointment, compensation and termination of such personnel shall be subject to the laws of the State of New Jersey.

SECTION 10. COMMITTEES. The Chairman/woman shall appoint committees and their members, as he/she may deem necessary, from Commissioners of the Authority. Committees shall act only in an advisory capacity and may be terminated by the Chairman/woman. The Chairman/woman shall be an ex-officio of all committees. The Chairman/woman shall make all good efforts to include non-Commissioners on each Committee as he/she deems appropriate.

SECTION 11. ADVISORY COMMITTEES. The Chairman/woman shall establish at least three (3) Advisory Committees to assist the Board of Commissioners in its work. The Chairman/woman shall appoint all members and he/she shall be an ex-officio of all Committees. Committees shall act only in an advisory capacity. The Chairman shall appoint six (6) members to each Committee, three (3) of whom shall be Commissioners and three (3) of whom shall be non-Commissioners. Each Committee will be assisted in its work by a staff professional. The Three (3) Advisory Committees shall be:

Finance: Oversees all financial transactions of the Authority and assures their compliance with state and federal laws and/or regulations. Interacts with staff in the preparation of the annual budget and the short and long term commitment of funds.

Planning and
Future Development: Oversees and interacts with staff and residents in the development of long range planning.

Housing Manage-
ment and Resident
Services: Shall recommend action and policy with respect to buildings and grounds issues.

SECTION 12. WORKING COMMITTEES. Each committee and any special purpose committee as the Chairman/woman may suggest will be composed of three Commissioners and one staff person, and the Commissioners will be appointed by the Chairman/woman for a period of one (1) year. These appointments will be made at the Annual Meeting of the Authority, or as needed.

Nominations: Proposes to the Board as a whole Commissioner Candidates for the positions of Chairman/woman, Vice-Chairman/woman and Treasurer, at least two months prior to the Annual Meeting.

By-Laws: Shall review By-Laws annually to consider changes.

Personnel: Shall recommend personnel policies, as needed, and review personnel actions for compliance with adopted policies.

ARTICLE III - MEETINGS

SECTION 1. ANNUAL MEETING. The Annual Meeting of the Authority shall be held in December of each year.

SECTION 2. REGULAR MEETINGS. Meetings shall be held once each month and the calendar for said meetings shall be published each January indicating date, time, and place of meetings for the year.

SECTION 3. SPECIAL MEETINGS. The Chairman/woman of the Authority may call a special meeting of the Authority when he/she deems it expedient, and shall call a special meeting upon the written request of four members. Such special meetings, however, shall be upon notice given to the members, at least twenty-four hours in advance of said special meeting.

SECTION 4. SCHEDULE OF MEETINGS. All meetings of the Board of Commissioners and its Committees shall be held in the City of Passaic. Place of meeting will be established at the December meeting at which a time Schedule of Meetings will be adopted by Resolution and published in the Record and the Herald, or their successors.

SECTION 5. QUORUM. The powers of the Authority shall be vested in the Commissioners thereof in the office from time to time. Four Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its power; but if a quorum is not present, a majority of those present 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 an affirmative vote of the majority, but not less than four of the members present.

SECTION 6. MANNER OF VOTING. The voting on all questions coming before the Authority, other than the election of officers, shall be by roll-call; and the yeas and nays shall be entered in the minutes of such meeting.

SECTION 7. NEW JERSEY OPEN PUBLIC MEETINGS ACT. All meetings of the Authority shall be held in accordance with N.J.S.A. 10: 4-6 et. seq. (Sunshine Laws).

SECTION 8. PROCEDURES. Meetings will be conducted in accordance with Robert's Rules of Order.

ARTICLE IV - AMENDMENTS

SECTION 1. AMENDMENTS TO BY-LAWS. The By-Laws of the Authority shall be amended with the approval of five members of the Board of Commissioners of the Authority at a regular meeting, but no such amendment shall be adopted unless at least seven days written notice thereof has been previously given to all members of the Authority.

Adopted: 5/15/96