

# **BY-LAWS OF THE HOUSING AUTHORITY OF THE COUNTY OF STANISLAUS**

## **ARTICLE I - THE AUTHORITY**

**Section 1.** Name of Authority. The name of the Authority shall be "Housing Authority of the County of Stanislaus".

**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 locations in the County of Stanislaus, State of California, as the Authority may from time to time designate by resolution. The Authority may hold its meetings at such places as it may from time to time designate by resolution.

## **ARTICLE II - OFFICERS**

**Section 1.** Officers. The officers of the Authority shall be a Chairman, a Vice Chairman and a 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 select a new Chairman.

**Section 4.** Secretary. The Secretary shall be the Executive Director of the Authority and, as Executive Director, he shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He shall be charged with the management of the housing projects of the Authority.

As Secretary, he shall keep the records of the Authority, shall set 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 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.

The Secretary shall also be the Treasurer of the Authority. As Treasurer, he 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. He shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Chairman. He shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or oftener when rested), an account of his transactions and also of the financial condition of the Authority. He shall give such bond for the faithful performance of his duties as the Authority may determine.

The compensation of the Secretary shall be determined by the Authority, provided that a temporary appointee selected from among the commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses).

**Section 5.** 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 6.** Election or Appointment. The Chairman and Vice Chairman 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; provided, however, that the first Chairman shall hold office until the expiration of his term as Commissioner.

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 as the Authority fixes, but no commissioner or the Authority shall be eligible to this office except as a temporary appointee.

**Section 7.** Vacancies. Should the offices of Chairman or Vice Chairman 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. When the office of Secretary becomes vacant, the Authority shall appoint a successor, as aforesaid.

**Section 8.** 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 of California and all other laws of the State of California applicable thereto. The selection and compensation of such personnel (including the Secretary) shall be determined by the Authority subject to the laws of the State of California.

## **ARTICLE III - MEETINGS**

**Section 1.**     *Annual Meeting.* The annual meeting of the Authority shall be held on the third Tuesday of September in each year at 5:30 o'clock p. m. at the regular meeting place of the Authority. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding day.

**Section 2.**     *Regular Meeting.* Regular meetings shall be held without notice at such times and places as the Authority may determine from time to time by resolution.

**Section 3.**     *Special Meetings.* The Chairman of the Authority may, when he deems it expedient, and shall, upon the written request of two members of the Authority, call a special meeting 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 Authority at any time prior to the meeting, or may be mailed to the business or home address of each member of the Authority at least two days prior to the date of such special meeting, or may be waived by written waiver signed by all the members of the Authority prior to the 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 pre-sent at a special meeting or have signed a waiver of notice of such 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. Four Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quo-rum 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. Reading and approval of the minutes of the previous meeting.
3. Bills and communications.
4. Report of the Secretary
5. Reports of Committees.

6. *Unfinished business.*

7. *New business*

8. *Adjournment*

*All resolutions shall be in writing and shall be entered in a 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 yeas and nays shall be entered upon the minutes of such meeting.*

#### **ARTICLE IV - AMENDMENTS**

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

IN, THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS,  
STATE OF CALIFORNIA.

Regular September Session, Tuesday, September 13th, 1949.

The Board of Supervisors of the County of Stanislaus, State of California, met pursuant to adjournment, there being present: Leo C. Hammett, Chairman, George E. Swatzel, Oliver W. Chance, Kenneth C. Ables, and F. R. Raines, Supervisors, and C. C. Eastin, Clerk, by M. V. Wilson, Deputy.

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RESOLUTION DECLARING THE NEED FOR A HOUSING AUTHORITY :  
IN THE COUNTY OF STANISLAUS, STATE OF CALIFORNIA. :  
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BE IT RESOLVED by the Board of Supervisors of the County of Stanislaus, State of California:

That the Board of Supervisors of the County of Stanislaus, State of California, hereby determines, finds and declares, in pursuance of the "Housing Authorities Law" of the State of California, that;

1. Insanitary and unsafe inhabited dwelling accommodations exist in the County of Stanislaus, California;
2. That there is a shortage of safe and sanitary dwelling accommodations the County of Stanislaus, California, available to persons of low income at rentals they can afford;
3. There is a need for a Housing Authority in the County of Stanislaus, California;
4. This resolution shall take effect immediately.

Supervisor, George E. Swatzel, moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Supervisor, Oliver W. Chance, and upon roll call the "Ayes" and "Nays", were as follows:

AYES: George E. Swatzel, Oliver W. Chance, Kenneth C. Ables, F. R. Raines and Leo C. Hammett.

NAYS: None.

ABSENT: None.

The Chairman thereupon declared said motion carried and said resolution adopted.