

BY-LAWS OF THE CITY OF TAYLOR HOUSING COMMISSION

Amended By-Laws City of Taylor Housing Commission.

Preamble

The following amended by-laws are adopted and intended to be in accordance with MCLA 125.651 as amended to carry out the objectives and to act in accordance with such state law.

ARTICLE I - THE COMMISSION

Section 1 - Name of Commission. The name of the Commission shall be the "City of Taylor Housing Commission".

Section 2 - Offices of Commission. The offices of the Commission shall be at 15270 Plaza South Drive (Maplewood Senior Citizen Apartments) in the City of Taylor, Michigan, but the Commission may hold its meetings at such other place or places as it may from time to time designate by resolution.

Section 3 - Appointment. The commission shall consist of (5) five members to be appointed by the mayor of the City of Taylor. One member of the Commission shall be a tenant of public or subsidized housing.

Section 4 - Term of Commissioners. The term of office of members of the Commission shall be (5) five years. Members of the first Commission shall be appointed for terms of 1 year, 2 years, 3 years, 4 years and 5 years respectfully, and annually thereafter (1) one member shall be appointed for a term of (5) five years.

ARTICLE II - OFFICERS

Section 1 - Officers. The officers of the Commission shall be President, Vice-President Director and a Secretary of the Commission.

Section 2 - A President, Vice-President, Secretary, shall be elected by the Commission.

Section 2a - The Commission may appoint or employ, and fix the compensation of a

Director, and other employees as necessary. However, prior to establishing the compensation of a Director or employee, the Commission will notify the Mayor of its' intention to establish such compensation. The Mayor will have fourteen (14) days to notify the Commission of the Mayor's intention to exercise the Mayor's prerogative with respect to such salary. The notification to the Mayor will indicate that the Mayor has fourteen (14) days to respond to such notice.

Section 2b - Upon recommendation of the Mayor, the City Council of Taylor may adopt a resolution either conditioning the establishment of any compensation of an officer or employee of a Commission upon the approval of the City Council or establishing compensation ranges and classifications to be used by the Commission in fixing the compensation of its Officers and employees.

Section 3 - President. The President shall preside at all meetings of the Commission. Except as otherwise authorized by resolution of the Commission, the President shall sign all contracts, deeds and other instruments made by the Commission. At each meeting, the President shall submit such recommendations and information as he may consider proper concerning the business, affairs and policies of the Commission.

Section 4 - Vice President. The Vice-President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice-President shall perform such duties as are imposed on the President until such time as the Commission shall elect a new President.

Section 5 - Director. The Director shall have general supervision over the administration of the business affairs of the Commission, subject to the direction of the Commission. The Director shall be charged with the management of the housing projects of the Commission.

The Director shall have the care and custody of all funds of the Commission and shall deposit the same in the name of the Commission in such bank or banks as the Commission may select. The Director shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Commission. Except as otherwise authorized by resolution of the Commission, all such orders and checks shall be countersigned by the President. The Director shall keep regular books of accounts showing receipts and expenditures and shall render to the Commission, at each regular meeting (or oftener when requested), an account of transactions and also of the financial condition of the Commission. The Director shall give such bond for the faithful performance of the duties as the Commission may determine.

Section 6 - Secretary. The Secretary of the Commission shall keep the records of the Commission and shall act as secretary of the meetings of the Commission and record all votes, and shall keep a record of the proceedings of the Commission in a journal of proceedings to be kept for that purpose, and shall perform all duties incident to the office of Secretary.

ARTICLE III - MEETINGS

Section 1 - Annual Meeting. The annual meeting of the Commission shall be held in conjunction with the regular meeting on the 4th Thursday in August at 7:00 p.m. at the regular meeting place. The business which the Commission may perform shall be conducted at a public meeting of the Commission held in compliance with the Open Meetings Act, Act 267 of Public Acts of 1976, as amended.

Section 2 - Regular Meetings. Meetings shall be held with public notice of the time, date, and place of the meeting in a manner required by the Open Meetings Act, Act 267 of Public Acts of 1976, as amended. Within ten (10) days after the first meeting of the Commission in each calendar year, a public notice stating the dates, times, and places of its regular meetings shall be posted at the offices of the Commission and any other locations considered appropriate by the body. Cable television may also be used for purposes of posting such notice. Meetings shall be held in compliance with the Open Meetings Act, Act 267 of Public Acts of 1976, as amended. The Secretary shall provide notice of all regular meetings as required by the Open Meetings Act.

Section 3 - Special Meeting. The President of the Commission may, when he deems it expedient, and shall upon the written request of two members of the Commission, call a special meeting of the Commission for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the proposed meeting to each member of the Commission or may be mailed to the business or home address of each member of the Commission or may be mailed to the business or home address of each member of the Commission at least two days 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 Commission are present at a special meeting any and all business may be transacted at such special meeting. The Secretary shall provide notice of all special meetings as required by the Open Meetings Act.

Section 4 - Quorum. At all meetings of the Commission, three members of the Commission 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 Commission the following shall be the order of business:

1. Roll Call.
2. Acceptance of Agenda.
3. Reading and approval of the minutes of the previous meeting.
4. Consent Agenda.

5. Bills.
6. Communications.
7. Public Participation.
8. Tenant Council.
9. Report of the Director.
10. Reports of Committees.
11. Unfinished Business.
12. New Business.
13. Adjournment.

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

Section 6- Consent Agenda. The items on the consent agenda will be introduced and summarized for the public by the presiding officer. The items on the consent agenda may be adopted with a single motion with support and affirmative vote of four (4) members of the Commission. Any item shall be removed from the consent agenda at the request of any member of the Commission. Removal of an item from the consent agenda shall not require a motion or support nor shall the removal of the item be subject to debate. The consent agenda shall apply to the following matters:

- A. Purchasing Action.
 - Bid or project awards with a value under \$5,000.00.
 - Contract executions with a value under \$5,000.00.
 - Authorization to seek bids.
 - Authorizations to prepare specifications and seek bids.
 - Ratifications or change orders under \$5,000.00.
- B. Finance Actions.
 - Budget Amendments.

Section 7 - Manner of Voting. The voting on all questions coming before the Commission shall be by a voice vote (aye and nay) and the ayes and nays shall be entered upon the minutes of such meeting.

ARTICLE IV - COMMITTEES

The commission may designate one (1) or more committees, each committee to consist of two (2) or more commissioners. The commission may designate one (1) or more commissioners as alternate members of the committee, who may replace an absent member at a meeting of the committee. In the absence of a member of a committee, the members thereof present at a meeting and not disqualified from voting, whether or not they constitute a quorum, may

unanimously appoint another member of the commission to act at the meeting in the place of any such absent or disqualified member.

ARTICLE V - AMENDMENTS

Section 1 - Amendments to By-Laws. The by-laws of the Commission shall be amended only with the approval of at least three of the members of the Commission at a regular or a special meeting.

REVISED BY-LAWS 6/23/83

REVISED BY-LAWS 5/25/00