Lawrence-Douglas County Housing Authority

Resolution 1

October 3, 1968

BE IT RESOLVED that the Housing Authority of the City of Lawrence, Douglas County Kansas, be and it hereby is organized pursuant to the "Municipal Housing Law" of Kansas, and is now authorized to transact business and exercise its function in its area of operation as defined in said Law.

After discussion of the Resolution, Commissioner Faler moved that said resolution be finally adopted as introduced and read. The motion was seconded by Commissioner Hedrick. The question being put upon the final adoption of said resolution, the roll was called with the following result:

AYES: Hedrick, Calvin, Larkin, Faler, Barr.
NAYS: None.

The Chairman declared such motion carried and the resolution finally adopted. The following resolution was then introduced by Commissioner Hedrick, read in full and considered by the Authority:

Resolution 2

October 3, 1968

Amended

Resolution 36  September 5, 1972
Resolution 272  October 24, 1983
Resolution 350  September 28, 1987
Resolution 478  November 23, 1992
Resolution 645  September 22, 1997
Resolution 824  July 15, 2003
Resolution 978  September 24, 2007
Resolution 1016 December 15, 2008
Resolution 2010-04 January 25, 2010

BE IT RESOLVED by the Housing Authority of the City of Lawrence, Douglas County Kansas; that,

The following bylaws be and they are hereby adopted and approved as and for the bylaws of the Housing Authority of the City of Lawrence, Douglas County Kansas.

BYLAWS OF THE HOUSING AUTHORITY
OF THE CITY OF LAWRENCE, DOUGLAS COUNTY KANSAS

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be "The Lawrence-Douglas County Housing Authority" of the City of Lawrence, Douglas County Kansas."

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 location of the office and the regular meeting place of the Housing Authority shall be Edgewood Homes, 1600 Haskell Avenue, in the City of Lawrence, Kansas, but the Authority may hold its meetings at such other places in its area of operation as it may 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 pursuant to the powers granted thereto. 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 elect a new Chairman.

Section 4. Executive Director. The Executive Director shall be the Secretary of the Authority and shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority.

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 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.

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. The Secretary 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 any Commissioner. We shall keep 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 his transactions and also of the financial condition of the Authority. He shall give such bond for the faithful performances 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. The Chairman and Vice-chairman shall be elected at the annual meeting from among and by the Commissioners of the Authority and shall hold office until their successors are designated and qualified.

The Executive Director shall be employed by the Authority. Any person employed 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 except as a temporary employee.

Section 7. Vacancies. Should the offices of Chairman or Vice-chairman become vacant, such office shall remain vacant until the Authority shall elect a successor and he has qualified. When the office of Secretary becomes vacant, the Authority shall appoint a successor. Vacancies among commissioners are to be filled by appointment by the Mayor.

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 "Municipal Housing Law" of Kansas and all other laws of the State of Kansas applicable thereto. The selection and compensation of such personnel (including the Secretary) shall be determined by the Authority.

ARTICLE III - MEETINGS

Section 1. Annual Meeting. The Annual Meeting of the Authority shall be held on the fourth Monday in April at 5:30 p.m., at the regular meeting place of the Authority.

Section 2. Regular Meetings. Monthly meetings shall be held on the fourth Monday of each month at 5:30 p.m. at the regular meeting place of the Authority, provided that the Board may adopt another hour, date, and place for meeting by majority vote. All meetings shall be held in accordance with the provisions of the Kansas Open Meetings Act.

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 or may be mailed to the business or home address of each member of the Authority at least two days prior to 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. The powers of the Authority shall be vested in the Commissioners thereof in office from time-to-time. Three commissioners may constitute a quorum for the purpose of conducting the business and exercising its powers and for all other purposes, but a smaller number may adjourn from time-to-time until 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. Receive Comments from Tenants and Public.
5. Regular Agenda.
6. Calendar and Comments.
7. Adjournment.

All resolutions shall be in writing and shall be copied 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 ayes and nays shall be entered upon the minutes of such meeting except that the election of the Chairman and Vice-chairman may be by ballot.

Section 7. Absenteeism. If a Commissioner fails to attend three consecutive meetings he/she shall be deemed to have resigned. The Executive Director shall notify the Chairperson, or in the case where the Chairperson is the Commissioner deemed to have resigned, the Vice-Chairperson, of the resignation. The Chairperson shall direct the Executive Director to notify the Commissioner in writing that his/her resignation is effective upon the date of the third consecutive missed meeting. In the event that the absence is for good cause due to circumstances that could not be foreseen, the Commissioner shall ask the Board to waive Section 7 and upon approval of the Board the provision shall be waived.

In the event the provision is not waived the Executive Director will ask the appointing authority to fill the unexpired term by appointment.

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, but no such amendments shall be adopted unless at least seven days written notice thereof has been previously given to all of the members of the Authority.

After discussion Commissioner Calvin moved that said resolution be finally adopted as read; the Motion was seconded by Commissioner Larkin. The question being put upon the final adoption of said Resolution, the roll was called with the following result:
AYES: Larkin, Barr, Calvin, Hedrick, Faler.
NAYS: None.
The Chairman declared such motion carried and the resolution finally adopted.

A corporate seal, in the form of a circle and bearing the name of the Authority and the year of its organization, was then submitted to the meeting. The following resolution was then introduced by Commissioner Hedrick, read in full by the Secretary pro tem, and considered by the Authority:

October 3, 1968
Resolution 3

BE IT RESOLVED by the Lawrence-Douglas County Housing Authority that the seal submitted to this meeting is hereby adopted as the seal of this Authority.

After discussion of the resolution, Commissioner Faler moved that said resolution be finally adopted as introduced and read. The motion was seconded by Commissioner Calvin. The question being put upon the final adoption of said resolution, the roll was called with the following result:
AYES: Lakin, Barr, Calvin, Hedrick, Faler.
NAYS: None.
The Chairman declared such motion carried and the resolution finally adopted.

September 5, 1972
Resolution 36

BE IT RESOLVED by the Lawrence-Douglas County Housing Authority that the location of the regular meeting place of the Authority be changed from City Hall to Edgewood Homes, 1600 Haskell Avenue.

Commissioner Faler moved that said resolution be adopted as read. Commissioner Salisbury seconded the motion and upon roll call was adopted with the following vote:
AYES: Barr, Faler, Calvin, Hedrick and Salisbury.
NAYES: None.

September 28, 1987
Resolution 350

BE IT RESOLVED by the Lawrence-Douglas County Housing Authority that the pronouns in the bylaws be changed to encompass both genders and that Section 7 be removed.

Commissioner Anderson moved to amend the bylaws by removing Section 7 on absenteeism and informing HUD that the Board had given consideration to its finding and the Board decided not to include such a provision in its bylaws. Commissioner Timmer seconded the motion and upon roll call was adopted with the following vote:
AYES: Spearman, Collins, Timmer and Anderson.
NAYES: DeLaTorre.

November 23, 1992
Resolution 478

BE IT RESOLVED by the Lawrence-Douglas County Housing Authority that Section 5 of the Agency’s bylaws be changed to amend the “Order of Business” of meetings.

Commissioner Scanlan moved to approve the bylaws revision providing for a Consent Agenda for matters requiring perfunctory approval and not requiring discussion and to include a Calendar and Comments section for matters not a part of the Regular Agenda. Commissioner Sheppard seconded the motion. Upon call of roll the motion was adopted with the following vote:
AYES: Little, Scanlan, Jackson, Sheppard and Little.
NAYES: None

September 22, 1997
Resolution 645

BE IT RESOLVED by the Lawrence-Douglas County Housing Authority that the time and date of regular meetings be changed.

Commissioner Montgomery moved to change the ARTICLE III-MEETINGS to state the time for regular meetings as 5:30 p.m. and the date of the meetings to fall on the fourth
Tuesday of each month. Commissioner Randel seconded the motion and upon call of roll the motion was adopted with the following vote:

AYES: Jackson, Randel, Patterson, Immel, and Montgomery.
NAYES: None

July 15, 2003
Resolution 824

BE IT RESOLVED by the Lawrence-Douglas County Housing Authority that the meeting day of the regular meetings be changed.

Commissioner Oury moved to change the ARTICLE III-MEETINGS to state the day of the meetings to fall on the fourth Monday of each month and to change ARTICLE I – THE AUTHORITY, Section 1: Name of the Authority to the Lawrence-Douglas County Housing Authority to reflect the merger of the Lawrence Housing Authority and the Douglas County Housing Authority. Commissioner Helfert seconded the motion and upon call of roll the motion was adopted with the following vote:

AYES: Helfert, Gonzales, Oury, and Helfert.
NAYES: None

September 24, 2007
Resolution 978

BE IT RESOLVED by the Lawrence-Douglas County Housing Authority that the time of regular meetings be changed.

Commissioner Clark moved to change the ARTICLE III-MEETINGS to state the start time for regular meetings as 5:45 p.m. each month. Chairman Smith seconded the motion and upon call of roll the motion was adopted with the following vote:

AYES: Gonzales, Clark, O’Keefe, Johnson, and Smith.
NAYES: None

December 15, 2008
Resolution 1016

BE IT RESOLVED by the Lawrence-Douglas County Housing Authority that Section 7 be added.

Commissioner Fleming moved to change the ARTICLE III-MEETINGS to add Section 7. Commissioner Johnson seconded the motion and upon call of roll the motion was adopted with the following vote:

AYES: O’Keefe, Clark, Johnson, Dominguez, Fleming.
NAYES: None
January 25, 2010
Resolution 2010-04

BE IT RESOLVED by the Lawrence-Douglas County Housing Authority that the time of regular meetings be changed and to amend the “Order of Business” of meetings.

Chairman Clark moved to change ARTICLE III-MEETINGS Section 1 to state the start time for the annual meeting as 5:30 p.m.; Section 2 to state the start time for regular meetings as 5:30 p.m. each month; and that Section 5 of the Agency’s bylaws be changed by striking number 4: Financial Statements, moving the Financial Statements to the Consent Agenda and changing the numbering of the Order of Business accordingly. Commissioner Dominguez seconded the motion and upon call of roll the motion was adopted with the following vote:

AYES: Clark, Dominguez, O’Keefe, Hack.
NAYES: None