

BY-LAWS OF THE HOUSING AND REDEVELOPMENT
AUTHORITY OF ITASCA COUNTY, MINNESOTA

ARTICLE I — THE AUTHORITY

Section 1 — Name of Authority: The name of the Authority shall be **Housing and Redevelopment Authority (HRA) of Itasca County, Minnesota.**

Section 2 — Office of Authority: The office of the HRA is located within the City of Grand Rapids, Minnesota, and may be changed by resolution adopted at any regular or special meeting of the Authority.

ARTICLE II — BOARD MEMBERSHIP

Section 1 — Commissioners: Seven (7) HRA Commissioners shall be appointed by the Itasca County Board of Commissioners. All appointments must be residents of Itasca County.

Section 2 — Resident Commissioner: A Resident Commissioner will be eligible for the seventh Commissioner appointment. Such person must be either a resident of the HRA's public housing program or a recipient of Section 8 tenant based assistance. The Resident Commissioner must be a resident of Itasca County, must be at least 18 years of age and must be named on the lease agreement. The HRA will not require a Resident Commissioner but will annually solicit interest for the position. Such appointment is for a five year term or until the appointee is no longer a resident of the public housing or Section 8 programs, whichever comes first. If the appointee is no longer a resident, the appointee must resign and the position will be filled by another resident. If no interest is generated in the resident board position, the HRA will claim the exemption permitted under e\ederal law for a one-year period.

Section 3 — Term of Appointment and Unexpired Terms: A Commissioner term is for five years. If any appointment becomes vacant prior to the five-year term, the County Board of Commissioners will fill the unexpired term.

Section 4 — Duties and Compensation: The powers of the HRA shall be vested in the appointed Commissioners, who shall perform such duties as are incumbent upon them by election to any office or appointment to a committee. Commissioners may receive a monthly per diem in an amount determined at the annual meeting of the HRA in accordance with State law. Commissioners may receive compensation for necessary expenses as approved by the HRA.

Section 5 — Resignation and Absences: Resignation from the Authority must be in writing and received by the chair or secretary. A Commissioner may be terminated from the board due to excess absences, more than three from monthly meetings in a calendar year.

ARTICLE III — OFFICERS AND EMPLOYEES

Section 1 — Officers and Duties: There shall be three officers of the HRA, consisting of a chair, vice-chair and secretary. Their duties are as follows:

Section 2 — Chair: The chair shall convene and preside at all regularly scheduled board meetings. The chair shall initiate an annual evaluation of the executive director, appoint special committees of the HRA, and shall sign all contracts, deeds and other instruments of the organization.

Section 3 — Vice-Chair: The vice-chair shall perform the duties of the chair in the absence of the chair.

Section 4 — Secretary: The secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all meetings, distributing copies of minutes to each Commission member, and assuring that corporate records are maintained.

Section 5 — Vacancies of Officers: Should the office of chair, vice-chair or secretary become vacant, the Commission shall elect a successor from its membership at the time of the next regular meeting, and such election shall be for the unexpired term of said office.

Section 6 — Election of Officers: The chair, vice-chair and secretary shall be elected to one-year terms at the annual meeting of the HRA. Any one individual may serve no more than three consecutive years as chair, vice-chair or secretary of the Authority.

Section 7 — Executive Director: While Commissioners are responsible for overall policy direction of the organization, responsibility for the day-to-day operations is delegated to the staff headed by the Executive Director. The Executive Director shall have general supervision over the administration and management of the HRA. Duties include keeping the records of the Authority, acting as secretary at meetings of the Authority and recording all votes of the Commissioners. These proceedings shall be kept in a journal of the Authority. The Executive Director also 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 shall select. The Executive Director shall keep regular books of all accounts showing receipts and expenditures and shall render to the Authority at each monthly meeting an account of transactions and also of the financial condition of the Authority. He/she have power to hire additional staff with approval of the Authority. Compensation of the Executive Director shall be determined by the Authority.

ARTICLE IV — MEETINGS

Section 1 — Regular Meetings: The Authority shall meet monthly, at an agreed upon time and place. A yearly meeting schedule shall be voted upon at the January annual meeting of the HRA. Notices of meetings shall be sent to each Commissioner and the public at least two days in advance of such meetings.

Section 2 — Annual Meeting: Each year at the December regular meeting, the Board of Commissioners shall designate an annual meeting date, time and place in January of the following year. The annual reorganizational meeting shall include the election of officers, an annual report by the Executive Director and the conduct of other business.

Section 3 — Special meetings: Special meetings of the board shall be called at the request of the chair, or two members of the Authority. Notices of special meetings shall be sent to each Commissioner and the public at least two days prior to the date of the special meeting. No business other than that designated in the call for the meeting may be conducted at a special meeting.

Section 4 — Quorum: A majority of eligible Commissioners shall constitute a quorum for the purpose of conducting business, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken upon a vote of a majority of Commissioners present.

Section 5 — Conflict of Interest Policy: The organization shall maintain a conflict of interest policy and all members of the Authority must sign this document on an annual basis. Copies of the signed documents will be on file with the Executive Director.

Section 6 — Special Committees of the Authority: Special committees may be appointed by the chair of the Authority, with the concurrence of the members, for any special tasks required by the organization. A special committee shall limit its activities to the accomplishment of the task for which it is appointed and shall have no power to act except such as is specifically conferred by action of the Authority. Special committees must have at least one Commissioner member and must report to the full Authority.

Section 7—Alternate Meeting Methods: Meetings and actions of the Authority may be taken via electronic means between regular monthly meetings when an issue requires immediate action providing that prior notice is given to all board members and the public. All requirements for quorum and voting must be met and all actions and votes will be recorded in the official minute book of the Authority.

ARTICLE V — AMENDMENTS

Section 1 — Amendments to Bylaws: The by-laws of the Authority shall be amended with the approval of a 2/3 vote of Commissioners at a regular or special meeting. Notice shall be given in writing at one meeting with voting to follow at the next monthly meeting.