

**BY-LAWS OF THE HOUSING AUTHORITY
OF THE
CITY OF GARFIELD, 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 Garfield, 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 and the year of its organization.

Section 3. Office of Authority. The offices of the Authority shall be at 71 Daniel P. Conte Court in the City of Garfield, State of New Jersey, but the Authority may hold its meetings at such other place as it may designate by resolution.

Section 4. Jurisdiction of the Authority. Whereas the name of the Authority is the “The Housing Authority of the City of Garfield”, said Authority shall include All Conventional Housing Programs and any other HUD Programs that may be required or adopted by the Authority.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chairman, a Vice-Chairman and a Secretary – Treasurer.

Section 2. Chairman. The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman and/or Secretary-Treasurer 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 resignation or the death of the Chairman, the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time the Authority shall select a new Chairman.

Section 4. Secretary-Treasurer. The Secretary shall be the Executive Director of the Authority and, as such, 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.

The Secretary-Treasurer shall keep the records of the Authority, shall act as secretary of the meeting 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-Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such money 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 as requested) , 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-Treasurer 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 by-laws 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 (1) year or until their successors are elected and qualified.

The Secretary-Treasurer shall be appointed by the Authority. Any person appointed to fill the office of the Secretary-Treasurer, 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 appointee.

Section 7. Vacancies. Should the offices of the 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-Treasurer 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 Local Housing Authority's Law and all other laws of the State of New Jersey applicable thereto. The selection and compensation of such personnel (including the Secretary-Treasurer) shall be determined by the Authority subject to the laws of the state of New Jersey.

ARTICLE III – MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held on the third (3rd) Monday of November 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 with notice as determined by the Authority.

Section 2. Regular Meetings. Monthly meetings shall be held with notice at the regular meeting place of the Authority on the third (3rd) Monday of each month, unless the same shall be a legal holiday, in which event said meeting shall be held with notice as determined by the Authority. The regular meetings must comply with all New Jersey State Laws and provisions, Rules and Regulations set forth in New Jersey Open Public Meetings Act (Sunshine Law).

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, with notice, 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 72 hours (3 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.

Section 4. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Four (4) 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 quorum 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. Call to Order
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Bids
5. Approval of Minutes
6. Communications
7. Monthly Bills
8. Report of the Executive Director
9. Resolutions
10. Report of Committees
11. Unfinished Business
12. New Business
13. Commissioner Comments
14. Public Comments
15. 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 yeas and nays shall be entered upon the minutes of such meeting.

ARTICLE IV – AMENDMENTS

Section 1. Amendments to the By-Laws. The by-laws of the Authority shall be amended only with the approval of at least five (5) members of the Authority at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days written notice thereof has been previously given to all of the members of the Authority.