

BY-LAWS
OF THE
NORTH BEND CITY HOUSING AUTHORITY

ARTICLE I – THE AUTHORITY

- Section 1. Name of Authority. The name of the Authority shall be the North Bend City Housing Authority.
- Section 2. Mission Statement: The Mission Statement of the North Bend City Housing Authority is to promote, preserve and provide residents of our community with safe, sanitary and affordable housing in good condition. North Bend City Housing Authority will assist in connecting residents with other resources which may enhance their quality of living. North Bend City Housing Authority will provide these services while treating the clients with dignity and respect.
- Section 3. Seal of Authority. The seal shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.
- Section 4. Office of Authority. The office of the Authority shall be at 1700 Monroe Street in the City of North Bend, Oregon, but the Authority may hold its meetings at such other places as it may designate.

ARTICLE II Commissioners

- Section 1. Appointments and Elections. The City of North Bend City Council shall appoint five commissioners to serve on the Housing Authority Board. The Commissioners appointed to the board shall include a variety of occupations. One Commissioner appointed shall be a resident of the Authority.
- A Commissioner of the Authority may not be an officer or employee of any city for which the Authority is created.
- Section 2. Commissioner Terms: Appointments for Commissioners shall consist of terms of four (4) years. Each Commissioner must be re-appointed at the expiration of each four-year term. There are no limits to the number of terms a Commissioner may serve consecutively.
- Section 3. Attendance. Failure to attend or be excused from three meetings of the board within a 12-month period may be considered a neglect of duty and be referred to the city council for appropriate action.
- Section 4. Subsequent Appointments. Commissioners shall be appointed by city resolution in the same manner as their original appointments for a term of four (4) years.
- Section 5. Vacancies. A Commissioner shall hold office during his term or until his successor has been appointed and qualified. All vacancies shall be filled for the remainder

of the unexpired term. Should the offices of the Chair or Vice Chair become vacant, the Commissioners of 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 6. Selection of Executive Director. The Commissioners are responsible for hiring a full time Executive Director, who shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He or she shall be charged with the management of the housing programs of the Authority.

Section 7. 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 Oregon housing Authorities Law and all other laws of the State of Oregon 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 Oregon.

ARTICLE III OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chair, a Vice-Chair, and a Secretary-Treasurer. The Chair and the Vice Chair 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. A temporary appointee selected from among the Commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses).

Section 2. Chair. The Chair shall be a Commissioner and shall preside at all meetings of the Authority. Except as otherwise authorized by the Authority, the Chair shall sign all contracts, deeds and other instruments made by the Authority. Chair can authorize Executive Director to sign contracts for the Authority. At each meeting, the Chair shall submit such recommendations and information as he or she may consider proper concerning the business, affairs and policies of the Authority.

Section 3. Vice Chair. The Vice Chair shall be a Commissioner and shall perform the duties of the Chair in the absence or incapacity of the Chair; and in the case of the resignation or death of the Chair, the Vice Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall select a new Chair.

Section 4. Secretary-Treasurer. The Secretary-Treasurer shall be the Executive Director of the Authority. The Secretary-Treasurer, 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 or her office. He or she shall keep in a 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-Treasurer 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 payment of money and shall pay out and disburse such monies 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 Chair. He or she shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each Regular Meeting or as otherwise requested an account of his or her transactions and also of the financial condition of the Authority. He or she shall give such bond for the faithful performance of his or her duties as the Authority may determine.

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.

ARTICLE IV - MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held as close as possible to the fourth Tuesday of April at a meeting place and time to be designated by the Authority.

Section 2. Regular Meeting. There will be eleven (11) Regular Meetings in a 12 month period, January, February, March, April, May, June, July, August, September, October and November, excluding December. Regular Meetings will be conducted as close as possible to the fourth Tuesday of each month at a meeting place and time to be designated by the Authority. In the event such date falls on a legal holiday, the meeting shall be held on the next succeeding business day.

Section 3. Special Meetings. The Chair of the Authority may, when he or she deems it expedient, call a Special Meeting of the Authority for the purpose of transaction any business. The call for a Special Meeting may be delivered, telephoned or mailed to the business or home address of each member of the Authority at least 24 hours prior to the date of such Special Meeting. Any or all Commissioners may participate in a Special Meeting of the Authority by, or conduct the meeting through the use of, any means of communications by which all Commissioners participating may simultaneously hear each other during the meeting.

A Commissioner participation in a meeting by this means is deemed to be present in person at 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 present at the Special Meeting, any and all business may be transacted at such Special Meeting.

All of the meetings of the Commissioners shall be open to the public, whether regular or special, except for executive sessions authorized by law.

Section 4. Quorum. The powers of the Authority shall be vested in the Commissioners. A majority of the qualified Commissioners shall constitute a quorum of the Authority for the purpose of conducting its business and exercising its powers. 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. The Order of Business at the Regular Meetings of the Authority will follow the agenda as determined by the Chair and Executive Director. Generally, the agenda will include:

1. Call to Order
2. Establishment of a Quorum
3. Pledge of Allegiance
4. Public Comments
5. Approval of the minutes of the previous meeting
6. Old Business
7. New Business
8. Secretary's Report
9. Executive Session
10. Date and Time of the next Board meeting
11. Adjournment

All Resolutions shall be in written 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 voice, and the AYES and NAYS shall be entered upon the minutes of such meeting, except on the election of officers which may be by ballot with no proxy voting allowed.

ARTICLE V – AMENDMENTS

Amendments to By-Laws. The By-Laws of the Authority shall be amended only with the approval of a majority of the Commissioners of the Authority at a Regular or a Special Meeting. But no such amendments shall be adopted unless at least seven day's written notice thereof has previously given to all Commissioners of the Authority.

Revised September 30, 2009

Revised May 31, 2016
Revised June 28, 2022