

The following resolution was introduced by McFarland, read in full and considered:

BE IT RESOLVED by the Mansfield Metropolitan Housing Authority that the following By-Laws be and there are hereby adopted and approved as and for the By-Laws of the Mansfield Metropolitan Housing Authority:

**BY-LAWS OF THE MANSFIELD METROPOLITAN HOUSING AUTHORITY**

**(UPDATED – May 24, 2022)**

**ARTICLE I – THE AUTHORITY**

Section 1 – Name of Authority. The name of the Authority shall be Mansfield Metropolitan Housing Authority.

Section 2 – Seal of the 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 1938 and the words “Corporate Seal, Ohio.”

Section 3 – Office of Authority. The offices of the Authority shall be located within the city limits of Mansfield, Ohio at such place as the Authority may designate.

**ARTICLE II – OFFICERS**

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

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. 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 appoint a new Chairman.

Section 4 – Director. A director of the Authority shall be employed who shall have general supervision over the administration of the business and affairs of the Authority, subject to the direction of the Authority. He shall be charged with the management of the housing projects of 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 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 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 when 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 Director 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 – Secretary. The Director of the Authority shall be ex-officio Secretary of the Authority and 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 position. 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.

Section 6 - Additional Duties. The officers of the Authority and the Director shall perform such other duties and functions as may from time to time be required by statute, by the Authority or the by-laws or rules and regulations of the Authority.

Section 7 – Election or Appointment. The Chairman and Vice Chairman shall be elected during the annual meeting of the Authority from among the members of the Authority, and shall hold office for one year or until their successors are elected and qualified.

The Director shall be appointed by the Authority. Any person appointed to fill the position of Director, or any vacancy therein, shall have such term as the Authority fixes, but no member of the Authority shall be eligible to this office.

Section 8 – Vacancies. Should the offices of 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 position of Director becomes vacant, the Authority shall appoint a successor.

Section 9 – 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 Sections 1078-29 et esq. of the General Code of Ohio, and all other laws of the State of Ohio applicable thereto. The selection and compensation of such personnel (including the Director), shall be determined by the Authority subject to the laws of the State of Ohio.

### **ARTICLE III – MEETINGS**

Section 1 – Annual Meeting. The Annual meeting of the Authority shall be held on the fourth Tuesday of the month prior to the beginning of the fiscal year (Currently July 1-June 30) at the regular meeting place of the Authority. If for any reason, business cannot be done on this date, the annual meeting shall be held as soon after as can be reasonably scheduled.

Section 2 – Regular Meetings. Regular meetings may be held without notice at such times and places as may from time to time be determined by resolution of the Authority.

Section 3 – Special Meetings. The Chairman of the Authority may, when he deems it expedient, and shall, upon 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 shall be delivered to each member of the Authority 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 Authority are present at a special meeting any and all business may be transacted at such special meeting.

Section 4 – Quorum. At all meetings of the Authority a majority of the Authority shall constitute a quorum for the purpose of transacting business but a smaller number may meet and adjourn to some other time or until a quorum is obtained; provided, that notice of adjournment by less than a majority shall be given to absent members in the same manner as notice of a special meeting.

Section 5 – Order of Business. At the regular meeting 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. Bills and Communications.
4. Report of the Director.
5. Reports of the Committees.
6. Unfinished Business.
7. New Business.
8. 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.

#### **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 three of the members of the Authority at a regular or a special meeting.