

BYLAWS OF THE OAK RIDGE HOUSING AUTHORITY

ARTICLE 1 – THE AUTHORITY

Section 1. Name of the Authority The name of the Authority shall be “Oak Ridge Housing Authority.”

Section 2. Seal of the Authority The seal of the Authority shall be in the forma of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of the Authority The official address of the Authority shall be 10 Van Hicks Road, in the City of Oak Ridge, Tennessee, but the Authority may hold its meetings at such other places as it may designate by resolution.

Section 4. Scope of the Authority The Oak Ridge Housing Authority shall exercise all of the responsibilities and powers conferred upon Housing Authorities by the State of Tennessee in Chapters 8 through 11, as amended, Tennessee Code Annotated. These chapters are referred to as “The Housing Authorities Law.”

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 board of Commissioners of the Authority. Except as otherwise authorized by resolution of the Board of Commissioners of the Authority, the Chairman shall sign all contracts, deeds and other instruments made by the Authority and shall act as official spokesman 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, the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as a new Chairman shall be selected.

Section 4. Secretary-Treasurer The Secretary-Treasurer and/or Assistant Secretary-Treasurer shall keep the records of the Authority, shall act as secretary of the meetings of the Board of Commissioners of the Authority and record all votes, shall keep a record of the proceedings of the Board of Commissioners of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his office. This Journal of Proceedings shall be filed with the City clerk of the City of Oak Ridge, and the public shall have reasonable access to this at all times. The Secretary-Treasurer shall keep in safe custody the 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 Board of Commissioners of the Authority may select. The Secretary-Treasurer and/or Assistant Secretary-Treasurer and Chairman shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Board of Commissioners of the Authority. He shall keep regular books

of accounts showing receipts and expenditures and shall render to the Board of Commissioners of 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 performance of his duties as the Board of Commissioners of the Authority may designate.

Section 5. Executive Director The Board of Commissioners of the Housing Authority may appoint an Executive Director to serve at the will of the Authority. The Executive Director shall have general supervision over the administration of the Authority's business and affairs, subject to the direction of the Board of Commissioners, and shall be charged with the management of the housing projects of the Authority. The Executive Director shall serve as Assistant Secretary-Treasurer of the Housing Authority, and shall give bond for the faithful performance of his duties as the Board of Commissioners of the Authority may designate. The compensation of the Executive Director shall be determined by the Board of Commissioners of 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 6. Additional Duties The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board of Commissioners of the Authority or by the Bylaws or rules and regulations of the Authority.

Section 7. Election or Appointment The Chairman, Vice-Chairman, and Secretary-Treasurer shall be elected at the annual meeting of the Board of Commissioners 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.

Section 8. Vacancies Should the office of Chairman, Vice-Chairman, or Secretary-Treasurer become vacant, the Board of 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.

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 the Housing Authorities Law of Tennessee and all other laws of the State of Tennessee applicable thereto. The selection and compensation of such personnel (including the Executive Director) shall be determined by the Board of Commissioners of the Authority subject to the laws of the State of Tennessee.

ARTICLE III – MEETINGS

Section 1. Annual Meeting The annual meeting of the Board of Commissioners shall be held on the first Thursday of July at 12:00 P.M. at the office of the Authority. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding secular day.

Section 2. Regular Meeting Monthly meetings shall be held without notice at the office of the Authority at 12:00 P.M. on the first Thursday of each month, unless the same falls on a legal holiday, in which event said meeting shall be held on the next succeeding secular

day; however, the place, date and time of holding regular meetings may be changed from time to time, by resolution, without the formality of amending this section.

Section 3. Special Meetings The Chairman of the Authority may, when he deems it expedient, and shall, upon the written request of two commissioners of the Authority, call a special meeting of the Board of Commissioners 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 commissioner of the Authority or may be mailed to the business or home address of each commissioner of the Authority at least three (3) days prior to the day of such special meeting unless agreed to by unanimous consent of the commissioners. At such special meeting, no business shall be considered other than as designated in the call, but if all of the commissioners 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 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 recess 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 meeting of the Board of Commissioners of the Authority, the following shall be the order of business:

1. Roll Call
2. Approval of the minutes of the previous meeting
3. Communications
4. Report of the Secretary-Treasurer
5. Report of the Executive Director
6. Reports of Committees
7. Unfinished business
8. New business
9. Adjournment

All formal actions of the Housing Authority shall be by resolution. These resolutions shall be in writing and shall be copied in a journal of the proceedings of the Board of Commissioners of the Authority.

Section 6. Matter of Voting The voting on all questions coming before the Board of Commissioners of the Authority shall be by roll call, and ayes and nays shall be entered upon the minutes of such meeting, except in election of officers when the vote may be by ballot.

Section 7. Public Meetings All regular and special meetings of the Housing Authority shall be open to the public, and citizens shall have a reasonable opportunity to be heard. The Housing Authority shall exercise its powers only at regular and special meetings.

Section 8. Voting Procedures The conduct of the Housing Authority's meetings shall be governed by Robert's Rules of Order unless stated otherwise in these Bylaws.

Section 9. Attendance Policy

1. Attendance Record

The Secretary-Treasurer shall record the full names of those members present and absent in the minutes of each scheduled meeting and shall provide the Oak Ridge City Clerk with a signed copy of the minutes upon their approval by the Board. The Secretary-Treasurer shall also maintain a separate attendance record which shall be provided to the Chairman of the Board and the City Clerk within seven (7) days after each meeting. The attendance record form will be provided by the City Clerk who shall establish a format that will meet the need to provide a continuous attendance record for periodic reporting to City Council and allow attendance problems to be identified and addressed in a timely manner.

2. Absence from Meetings

When a member of the Board of Commissioners of the Oak Ridge Housing Authority is absent from three (3) regularly-scheduled meetings during the Commissioner's term year which is a one-year period beginning on the date of term commencement, the Chairman shall request that the member provide a written explanation of the absences. The Board shall determine whether to accept or reject the explanation by majority vote. If the Board votes to accept the explanation, the absences shall be considered "excused" and will not accrue for purposes of removal from the Board. If the Board votes to reject the explanation, the absences will accrue for purposes of removal. If a member is absent from three (3) meetings and makes no effort to comply with the Chairman's request for an explanation, those absences will accrue for purposes of removal. Accrual of four (4) unexcused absences shall result in removal from the Board as outlined in Article III, Section 9, Item 3.

3. Removal Due to Absences

When a member is absent from four (4) regularly-scheduled or regularly-called meetings during the Boards' term-year and, consistent with the procedure set forth in Article III, Section 9, Item 2, the Board rejects the explanation of absences or no explanation is forthcoming, the Chairperson shall notify the Mayor, in writing, of the circumstances related to the Board determination. The Mayor will provide the member at least ten (10) days notice of the intent to remove the member. A hearing on the charges against the member is then scheduled to provide the member an opportunity to be heard.

The removal policy of the Oak Ridge Housing Authority shall be consistent with the Tennessee Code Annotated 13-20-411.

4. Incorporation of Attendance Policy into Bylaws

The attendance policy established by City Council shall be incorporated into the bylaws of those Boards and Commissions authorized by City Council for which bylaws have been adopted. The Bylaws will be subject to approval by City Council.

5. Provision of Attendance Policy and Other Information to new members

Each newly-elected member of a Board or Commission authorized by the City Council shall be provided a general orientation to the board by its members and shall be provided an information packet which contains, at a minimum:

City Charter;

Local enabling legislation (ordinance, City Code excerpt, or resolution creating the Board or Commission);

Excerpts from the Tennessee Code as applicable;

Open Meetings (Sunshine) Law requirements;

Bylaws, rules and procedures, if applicable;

Attendance Policy;

Indemnification Policy;
Booklet, "City of Oak Ridge Board and Commissions";
Membership roster; and
Meeting schedule, if applicable

The information packet shall be provided by the City Clerk when the newly-elected member takes the required oath. Additional information, as needed, shall be provided by the City staff member who serves as liaison to the Board or Commission, or its chief executive officer.

ARTICLE IV – AMENDMENTS

Amendments to Bylaws The Bylaws of the Authority shall be amended only with the approval of at least three (3) of the commissioners of the Authority at a regular or a special meeting, but no such amendment shall be adopted unless at least seven (7) days' written notice thereof has been previously given to all of the commissioners of the Authority.

RECORD of AMENDMENTS

Amendment Number

1. **Resolution #124,** **Dated:** October 26, 1977
 Article III, Section 2, - Changing the regular meeting time from 8:00 P.M. to 7:30 P.M.
2. **Resolution #131,** **Dated:** January 19, 1978
 Article II, Section 4, - Changing "Secretary-Treasurer" to "Secretary-Treasurer and/or Assistant Secretary-Treasurer"
3. **Resolution #136,** **Dated:** May 9, 1978
 Article II, Section 2, - Changing the authority to "sign all orders and checks for the payment of money..." from "Secretary-Treasurer" to "Secretary-Treasurer and/or Assistant Secretary-Treasurer and Chairman"
4. **Resolution #284,** **Dated:** November 11, 1987
 Article I, Section 3, - Changing the official address of the Authority from "The Municipal Building to "10 Van Hicks Road"
5. **Resolution #457,** **Dated:** November 10, 1993
 Article III, Section 2, - Changing the time of the Regular Meeting from 7:30 P.M. to 5:30 P.M. on the second Wednesday of each month.
6. **Resolution #499,** **Dated:** September 13, 1995
 Article III, Section 9, - The addition of an attendance policy for commissioners in accordance with City of Oak Ridge policy
7. **Resolution #640,** **Dated:** September 13, 2000
 Article III, Section 2, - Changing the time of the Regular Meeting from 5:30 P.M. to 5:00 P.M. on the second Wednesday of each month.
8. **Resolution #721,** **Dated:** January 8, 2003
 Article III, Section 3, - Changing the time of the Regular Meeting from 5:00 P.M. to 4:45 P.M. on the second Wednesday of each month
9. **Resolution #779,** **Dated:** June 9, 2004
 Article III, Section 3, - Changing the time of the Regular Meeting from 5:00 P.M. on the second Wednesday of each month to 12:00 P.M. on the second Thursday of each month

10. **Resolution #890, Dated: May 10, 2007**
Article III, Section 3, - Changing the time of the Regular Meeting from 12:00 P.M. on the second Thursday of each month to 12:00 P.M. on the first Thursday of each month