

RESOLUTION No. 1

**RESOLUTION APPROVING
BY-LAWS OF THE HOUSING AUTHORITY OF
BOROUGH OF HIGHTSTOWN**

WHEREAS, the By-Laws of the Housing Authority of the Borough of Hightstown have been submitted to the Commissioners, read in full and considered,

NOW THEREFORE BE IT RESOLVED that the By-Laws be and they hereby are adopted, as follows:

BY-LAWS

ARTICLE 1 – The Authority

Section 1: Name of Authority

The name of the Authority shall be the “Housing Authority of the Borough of Hightstown.”

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 office of the Authority shall be a 131 Rogers Avenue, in the Borough of Hightstown, State of New Jersey, but the Authority may hold its meetings at such other place as it may be designate by resolution.

Article 2 – Officers

Section 1: Officers

The officers of the Authority shall be a Chairperson, a Vice Chairperson and a Secretary-Treasurer.

Section 2: Chairperson

The Chairperson shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairperson shall sign all contracts, deeds and other instruments made by the Authority except where the Executive Director has been designated as the “Contracting Officer” authorized by resolution of the Authority. At each meeting the Chairperson shall submit such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority.

Section 3: Vice Chairperson

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

Section 4: Secretary-Treasurer

The Secretary-Treasurer 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. She/he shall be charged with the management of the housing projects of the Authority. The Secretary-Treasurer shall keep the records of the Authority, 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. She/he shall keep in a safe place custody of 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. She/he shall have 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 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 Chairperson or designee. She/he shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or more often when requested) an account of the transactions and also of the financial condition of the Authority. She/he shall give such bond for faithful performance of his or her 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 other such 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 Chairperson and Vice Chairperson shall be elected at the annual meeting of the Authority from the Commissioners of the Authority, and shall hold office for one year or until their successors are elected. Officers may not serve in their respective roles for more than three consecutive terms except in the case of unanimous consent of the Commission and for the Secretary-Treasurer who shall be appointed by the Authority. Any person appointed to fill the office of 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 Chairperson or Vice Chairperson 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.

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 Authorities 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.

Section 9: Committees

The Chairperson shall appoint committees and their members, as he/she deems necessary, from commissioners of the Authority. Committees shall act only in an advisory capacity and may be terminated by the Chairperson. The Chairperson and Executive Director shall be an ex-officio of all committees. The Chairperson shall make all good efforts to include non-commissioners on each committee as he/she deems appropriate.

Section 9A: Committees

- **Personnel-** Shall recommend personnel policies, as needed, and review personnel actions for compliance with adopted policies.
- **Finance-** Oversees all financial transaction of the Authority and assures their compliance with State and Federal laws and or regulations. Interacts with the Executive Director in the preparation of the annual budget and the long term commitment of funds.
- **Buildings and Construction-** Oversees the planning and development of capital projects for the buildings and grounds.
- **Development-** Oversees the vision and process in the development of new properties and programs.
- **By Laws and Policy-** Shall oversee the regular review of the By-Laws and other policies of the Housing Authority to ensure they remain current
- **Resident Council Liaison-** Shall be the Resident Commissioner to oversee and organize the resident council and report on a regular basis the concerns of the residents.

Article 3 – Meetings

Section 1: Annual Meeting

The annual meeting of the Authority shall be held on the First Wednesday of January at 5:00PM 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 on the next succeeding business day.

Section 2: Regular Meetings

Monthly meetings shall be held with Public Notice on the third Wednesdays of the month at 7:00 PM. If the third Wednesday fall on a legal holiday the meeting shall be held at the next agreed upon date. The July or August meeting will be cancelled at the Commissioners discretion and will be decided at the May meeting. All meetings shall be conducted using Robert’s Rules of Order.

Section 3: Attendance

In order to be considered a Commissioner in good standing, at least eight meetings a year must be attended. If more than three meetings are not attended, the board will meet to review the circumstances involved and render a decision.

Section 4: Special Meetings

The Chairperson of the Authority may request a special meeting of the Authority when he/she deems it expedient and shall, upon the written request of four members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the call. All members must receive notice of the special meeting at least 24 hours in advance. The call for a special meeting must be advertised.

Section 5: Quorum

The powers of the Authority shall be vested in the Commissioners thereof in the office from time to time. Four 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 must adjourn until a quorum is obtained. When a quorum is in attendance action may be taken by the Authority upon a vote of the majority of the Commissioners present.

Section 6: Order of Business

At the regular meetings of the Authority the following should be the order of business:

1. Meeting called to order by Chairperson
2. Open Public Meeting Act Statement:
3. Roll Call:
4. Approval of minutes
5. Open public meeting
6. Resident Council* (January 2017 amemdment)
7. Committee Reports:
8. Resolutions:
9. Discussion Items:
10. Executive Director Report
11. Adjournment

All resolutions shall be in writing and shall be copied in a journal of the proceeding 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 the nays shall be entered upon the minutes of such meeting.

Section 7: New Jersey Open Public Meetings Act. All meetings of the Authority shall be held in accordance with N.J.S.A. 10: 4-6 et.seq. (Sunshine Laws)

Article 4 – AMENDMENTS

Section 1: Amendments to the By-Laws:

The by-laws of the Authority shall be amended only with approval of at least four of the members of the Authority at a regular meeting 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 members of the Authority.

Amended:

November 20, 2013

February 17, 2016

January 4, 2017