

# CONCORD HOUSING AUTHORITY BY-LAWS

## Article I – The Authority

Section 1. Name of Authority: The name of the Authority is the CONCORD HOUSING AUTHORITY.”

Section 2. Address of Authority: The principal office of the Authority is located at 34 Everett St., Concord, MA 01742

Section 3. Seal of Authority: The Authority seal shall be in the form of a circle and shall bear the name of the Authority and year of its organization.

## Article II – Authority Members, Officers and Personnel

Section 1. Members: There shall be five Members of the Authority, appointed and elected as required under Massachusetts General Laws, chapter 121B, section 5 & 5a.

Section 2. Officers: The officers of the Authority shall be a Chair, Vice Chair, Treasurer, and Secretary. The Chair, Vice Chair and Treasurer shall be elected from the Membership. The Authority shall employ an Executive Director who shall serve ex officio as Secretary.

Section 3. Chair: The Chair shall preside at all meetings of the Authority. The Chair will present the agenda and submit recommendations regarding the business affairs and policies of the Authority.

Section 4. Vice Chair: The Vice Chair shall perform the duties of the Chair if the Chair is absent, incapacitated, or if the position is vacant.

Section 5. Treasurer & Asst. Treasurer: The Treasurer or Asst. Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such monies according to policies of the Authority except as otherwise authorized by resolution of the Authority. Two signatures are required on all checks. Any Member or the Executive Director may co-sign orders and checks. The Authority may from time to time qualify, change, or cancel the “co-sign” designation.

Section 6. Secretary: The Secretary shall keep the records of the Authority. At Board meetings, the Secretary shall record all votes and keep a record of the minutes. Additionally, the Secretary will keep custody of the Authority seal, and affix the seal to all instruments authorized to be executed by the Authority. If the Secretary is absent from any meeting, a Member shall temporarily assume the Secretary’s responsibilities.

Section 7. Executive Director: The Executive Director supervises the daily administration of the Authority. The Executive Director manages all housing projects, receives and deposits all Authority funds (keeping regular accounts of expenditures for inspection by the Board), and upon request, reports to the Authority on all financial transactions and on the financial condition of the Authority. The Executive Director shall serve as the contract officer and the procurement officer and as such shall sign all contracts, deeds and other instruments made by the Authority except where DHCD (Executive Office of Communities and Development) regulations or Massachusetts law requires Board or DHCD signatures. The Members of the Authority may, from time to time, designate a different contract officer and/or procurement officer.

Section 8. Duties and Powers of Members: Each officer shall have in addition to the duties and powers herein set forth, such duties and powers as are commonly incident to their office, and such additional duties and powers as the Board of the Authority may from time to time designate.

Section 9. Election or Appointment: The Chair, Vice Chair and Treasurer shall be elected at the Annual Meeting of the Authority from among the Members of the Authority, and shall hold office for one year. The Members of the Authority shall appoint an Executive Director.

Section 10. Compensation: members (including any Member serving as the Executive Director in a temporary capacity) shall serve without compensation other than payment of necessary expenses. The Members of the Authority shall set the terms and compensation schedule for the Executive Director.

Section 11. Vacancies: If the Chair, Vice Chair or Treasurer's office becomes vacant, the Authority shall elect a successor from its membership at the next meeting, and such election shall be for the unexpired term of said office.

Section 12. 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 Authority Law of the Commonwealth of Massachusetts, as amended, and all other laws of the Commonwealth of Massachusetts applicable thereto.

Article III – Meetings of the Authority

Section 1. Place: Annual meetings and regular meetings for the Authority shall be held at such time and place as may be originally designated or subsequently changed by resolution adopted by the Authority at any regular or special meeting. A notice of every meeting held by the Authority is to be filed with the Clerk of the Town of Concord, and the notice or a copy of the notice will be posted on the CHA website at least 48 hours before the meeting. Special Meetings of the Authority including Emergency Meetings shall meet the requirements of notice and conduct as spelled out in the Open Meeting Law of the State of Massachusetts.

Section 2. Annual Meetings: Annual meetings of the Authority, shall be held for purposes of electing officers, receiving the annual report of the Executive Director, and for the conduct of such other business as may come before the meeting. The annual meeting shall be held in the first month of the Authority's fiscal year.

Section 3. Regular Meetings: Regular meetings of the Authority, as voted I the resolution, shall be held at least once in each calendar month for the transaction of business of the Authority.

Section 4. Special Meetings: The Chair of the Authority, when she/ he deems it expedient, and/or, upon the written request of two Commissioners of the Authority, shall call a Special Meeting for the purpose of transacting any business designated in the call. At such Special Meeting, no business shall be considered other than as designated in the notice. The call for a Special Meeting may be hand delivered to any Commissioner of the Authority or may be mailed Return Receipt to his/her business or home address to be received at least two days prior to the date of such Special Meeting.

Section 5. Notice of Meetings: Notice for all meetings (annual, regular, special or emergency) will be provided according to the provisions of Massachusetts General Laws chapter 30A, section 18-25 (the Open Meeting Law).

Section 6. Quorum: Three Members shall constitute a quorum for purposes of conducting Authority business. Action may be taken by the Authority, only after a quorum is present.

Section 7. Order of Business: At regular meetings of the Authority, the order of business shall be as follows:

- a. Roll Call
- b. Approval of Minutes from Previous Meetings
- c. Correspondences
- d. Finances
- e. Old Business
- f. New Business
- g. Public Comment
- h. Adjournment

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Section 8. Manner of Voting: All questions deliberated on by the Authority shall be presented as motions. A roll call vote on each motion shall be taken and recorded in the minutes.

Article IV – Amendments to By-Laws

The Members of the Authority may amend the By-Laws at a regular or special meeting when seven days written notice (containing a summary of the substance of the proposed amendment) is given to each Member.

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Approved by CHA Board of Commissioners, September 2, 2021