

BY-LAWS OF THE ALLEN PARK HOUSING COMMISSION

ARTICLE I – THE COMMISSION

Section 1. Name of Commission. The name of the Commission shall be the “Allen Park Housing Commission”.

Section 2. Offices of Commission. The offices and meetings of the Commission shall be at 17000 Champaign, in the City of Allen Park, Michigan, but the Commission may hold its meetings in accordance with the Michigan Open Meetings Act (MCL 15.261 et. al) at such other place or places, as it may from time to time designate by resolution.

ARTICLE II – EXECUTIVE DIRECTOR

Section 1. Executive Director. The Executive Director shall be appointed by the commission and shall agree to terms of employment and compensation as established by the Commission. The Executive Director shall have general supervision over the administration of the business and affairs of the Commission, subject to the direction of the Commission. He/she shall be charged with the management of the housing projects of the Commission.

Section 2.

The Executive Director may from time to time employ such persons he/she determines necessary for the efficient and effective administration of the Housing Commission, subject to the approval of the Commissioners.

Section 3.

The Executive Director shall have the care and custody of all funds of the Commission and shall deposit the same in the name of the Commission in such bank or banks as the Commission may select. He/she shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Commission. Except as otherwise authorized by resolution of the Commission, all such orders and checks shall be in accordance with the then existing check writing policy. The Executive Director shall sign all contracts, deeds and other legal documents made by the Commission, subject to the Commission's approval. The Executive Director shall keep regular books of accounts, receipts and expenditures and shall render to the Commission, at each regular meeting (or when requested). The Executive Director shall report all of his transactions and also the financial condition of the Commission. He/she will be insured under the Housing Commission's general liability insurance policy.

Section 4.

The Commission shall conduct a performance evaluation of the Executive Director in October for presentation at the annual organization meeting to be held in November. The compensation and employer contract of the Executive Director will be determined by the Commission. See (AFSCSME v. City of Detroit) 66ZNW2d695 (2003) Michigan Supreme Court Docket No. 122053 (2003). 2

Section 5.

The Executive Director shall be the Ex Officio Secretary of the Commission. He/she shall keep the records of the Commission. Also shall act as secretary of the meetings of the Commission and record all votes, and shall keep a record of the proceedings of the Commission in a minute book and resolution book to be kept for that purpose.

Section 6. No member of the commission shall be eligible to serve as the Executive Director.

ARTICLE III – OFFICERS

Section 1. Officers. The officers of the Commission shall be a President, a Vice President.

Section 2. President. The President shall preside at all meetings of the Commission, except as otherwise authorized by resolution of the Commissions. In the Executive Director's absence or incapacity to sign, on behalf of the Commission, the President is authorized to sign all contracts, deeds and other legal documents made by the Commission, subject to the Commission's approval. At each meeting, the President shall submit such recommendations and information as he may consider proper concerning the business, affairs and policies of the Commission.

Section 3. Vice President. The Vice President shall perform the duties of the President in the absence or incapacity of the President.

Section 5. Additional Duties. The Executive Director and the Officers of the Commission shall perform such other duties and functions required by the Commission or State and Federal regulations.

Section 6. Election or Appointment. The President and Vice President shall be elected at the annual meeting of the Commission from among the members of the Commission, and shall hold office for one year or until their successors are elected and qualified. The election shall be by roll call vote with ayes and nays recorded, unless a majority of the Commission votes to cast the vote by ballot.

Section 7. Vacancies. Should the offices of President or Vice President become vacant, the Commission shall elect a successor from its membership at the next scheduled meeting, and such election shall be for the unexpired term of said office.

Section 8

Should the office of Director become vacant; the Commission shall appoint a successor, as aforesaid.

ARTICLE IV – MEETINGS

Section 1. Annual Meeting. The annual organizational meeting of the Commission shall be held at the regularly scheduled November meeting. At the meeting the following shall be the order of business:

1. Roll Call
2. Elections (President, Vice President)
3. Appointment of Executive Director,
4. Appointment of Attorney
5. Designation of Bank Depositories
6. Appointment of Accounting
7. Appointment of Auditor
8. New Business / Schedule regular meeting dates for the year
9. Commissioner Comments
10. Adjournment

Section 2. Regular Meetings. Meetings shall be held at such time and place as may from time to time be designated by resolution.. All meetings shall be noticed and conducted pursuant to the Michigan Open Meetings Act. (MCL 15.261 et.al)

Section 3. Special Meetings. The President of the Commission may, when he deems it expedient, and shall, upon the written request of two members of the Commission, call a special meeting of the Commission for the purpose of transacting any business designated in the call. The notice of a special meeting shall be in accordance with the Michigan Open Meetings Act (MCL.15.261 et. al). At such special meeting no business shall be considered other than as designated in the call, but if all the members of the Commission are present at the special meeting any and all business may be transacted at such special meeting.

Section 4. Quorum. At all meetings of the Commission, three members of the Commission shall constitute a quorum for the purpose of transacting business; a smaller number may meet and adjourn to some other time or until a quorum is obtained.

Section 5. Order of Business. At the regular meetings of the Commission the following shall be the order of business:

1. Roll Call.
2. Approval of Consent Agenda
 1. Minutes of (Month Year) Regular Meeting
 2. (Month/Year) Bill/Check Register,
3. Communications.
4. Report of the Director.
5. Reports of Committees.
6. Unfinished business.
7. New business.
8. Commissioner Comments
9. Adjournment.

All resolutions shall be in writing and shall be copied in the resolution book of the Commission.

Section 6. Manner of Voting. The manner of voting shall be determined by the President or in the alternative, pursuant to Roberts Rules of Order.

ARTICLE V – AMENDMENTS

Section 1. Amendments to By-Laws. The by-laws of the Commission shall be amended only with the approval of at least three of the members of the Commission at a regular or a special meeting.

Amended: March 8, 2011

Resolution No. _____