

PASSED

IN THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY OF
LANE COUNTY, OREGON

ORDER/Resolution No.

02-4-3-1H

)In the Matter of Amending the By-Laws
)Governing the Housing Authority and
)Community Services Agency

WHEREAS, the Housing Authority and Community Services Agency of Lane County, Oregon, adopted by-laws in accordance with ORS 456.120 on May 18, 1983, by Board Resolution No. 83-5-18-1H; and

WHEREAS, the Federal government has enacted enabling legislation requiring at least one person receiving Agency services to be a voting member of the Agency's governing board, and the State of Oregon has amended the Agency's enabling legislation, specifically the Oregon Revised Statutes Chapter 456, to conform Oregon Law to the federal legislation, and

WHEREAS, the Agency desires to change its name to the Housing Authority and Community Services Agency of Lane County doing business as the Housing and Community Services Agency of Lane County; and

WHEREAS, the Board of Commissioners of the Housing Authority and Community Services Agency recognize the need to amend and adopt the revised by-laws; NOW THEREFORE IT IS HEREBY

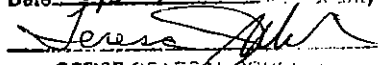
ORDERED/Resolved, that the amended by-laws are hereby adopted and approved as the by-laws of the Housing Authority and Community Services Agency of Lane County, Oregon; and it is further

ORDERED/Resolved, that those by-laws adopted by the Housing Authority and Community Services Agency of Lane County, Oregon, as contained in Resolution No. 83-5-18-1H signed May 18, 1983, are hereby repealed.

DATED this 3rd day of April, 2002


Chairperson, HACSA Board of Commissioners

APPROVED AS TO FORM

Date 3/25/02

OFFICE OF LEGAL COUNSEL

In the Matter of Amending the By-Laws Governing the Housing Authority and Community Services Agency

BY-LAWS OF THE HOUSING AUTHORITY AND COMMUNITY SERVICES
AGENCY OF LANE COUNTY, OREGON

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority: The name of the Authority shall be the "Housing Authority and Community Services Agency of Lane County" **doing business as "Housing and Community Services Agency of Lane County."**

Section 2. Seal of Authority: The seal of the Agency shall be and shall bear the name of the organization and the year of its creation.

Section 3. Office of Authority: The offices of the Agency shall be at such a place in Lane County, State of Oregon, as the Agency from time to time may designate by resolution. *On April 3, 2001 the office is located at 177 Day Island Road, Eugene Oregon 97401.*

Section 4. Board Composition: *As authorized under ORS 456.095, the Lane County Board of Commissioners has elected to exercise the powers of a housing authority with the addition of one appointed person selected from a pool of residents who receive direct assistance from the Agency. Elected commissioners shall serve as long as they remain Lane County Commissioners. Terms and conditions of the appointed non-elected commissioner is governed by current State law, specifically ORS 456.095, ORS 456.100 and ORS 456.110. The appointed non-elected commissioner shall be chosen and appointed by the Lane County Commissioners by majority vote and shall serve a term of four (4) years.*

Notwithstanding, the above paragraph, the term of office for the first appointed non-elected commissioner shall run from the appointment date until January 5, 2005. Terms of office for succeeding appointed non-elected commissioners shall run for approximately four (4) years to be appointed at the first regular Board of County Commissioners meeting in January.

ARTICLE II - OFFICERS

Section 1. Officers: The officers of the Agency shall be a Chairperson, a Vice Chairperson, and a Secretary (Executive Director).

Section 2. Chairperson: The Chairperson of the Lane County Board of Commissioners is selected to be the Chairperson of the Housing and Community Services Agency of Lane County, Oregon. He/she shall preside at all meetings of the Agency. The Chairperson has the authority to sign all contracts, deeds and other instruments made by the Agency, except as otherwise authorized by resolution of the Agency. At each meeting, the Chairperson shall submit such recommendations and information as he may consider proper concerning the business, affairs, and policies of the Agency.

Section 3. Vice Chairperson: The Vice Chairperson of the Lane County Board of Commissioners is selected to service as the Vice Chairperson of the Housing and Community Services Agency of Lane County, Oregon, and shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson.

Section 4. Secretary (Executive Director): The Secretary shall be the Executive Director, who shall serve as the Chief Executive Officer and head of the administrative branch of the Agency, and shall be responsible to the Agency for the proper administration of all affairs of the Agency in accordance with federal, state, and local laws.

- A. The Executive Director shall coordinate the activities of the Agency with the County Administrator of Lane County. The Executive Director shall ensure the uniform enforcement between the Agency and Lane County of ordinances, orders, rules, regulation procedures and policy adopted by the Board, as appropriate. The Executive Director shall prepare a report on the status of Agency operations annually for presentation to the Board of Commissioners.
- B. He/she shall cause to have prepared plans, reports, and other necessary matters concerning any given housing project; and shall report from time to time to the agency on the status of the housing program.
- C. He/she shall have general supervision and control over all personnel directly employed by the Agency on a full-time or part-time basis, and shall carry out all duties required of the position by the adopted personnel rules and regulations of the Agency.

- D. He/she shall have authority to sign all contracts at which the Housing and Community Services Agency is to be a party, shall attest the authorized signature on authority bonds and shall see that all contracts are carried out in the best interest of the authority under appropriate law.
- E. The Executive Director shall be selected by the Agency Board of Commissioners by majority vote, using a selection procedure of their choice.

Section 5. Additional Duties: The officers of the Agency shall perform such other duties and functions as may from time to time be required by the Executive Director, by by-laws or rules or regulations of the Agency.

Section 6. Additional Personnel: The Agency may from time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the laws of the State of Oregon applicable thereto. The creation and compensation of positions shall be determined by the Agency as prescribed in the currently adopted Personnel Rules and Regulations.

ARTICLE III - MEETINGS

Section 1. Annual Meeting: The annual meetings of the Agency shall be held on the second Wednesday in January at 9:00 a.m. In the event such day shall fall on a legal holiday, or cannot be held on that day, the annual meeting shall be held on the next succeeding Wednesday.

Section 2. Regular Meetings: Regular meetings shall be held on the second Wednesday of each month, at 9:00 a.m. unless the same shall be on a legal holiday, in which event said meeting shall be held on the next succeeding Wednesday, or at such other time as agreed upon by a majority of the Agency Board.

Section 3. Special Meetings: Special meetings may be called at the discretion of the Chairperson and/or Executive Director, or shall be called upon the written request of three Commissioners of the Agency. The call for a special meeting of the Agency shall be for the purpose of transacting any business designated in the call. Notice of any special meeting shall be given in accordance with ORS Chapter 192.610-710.

Section 4. Quorum: The powers of the Governing Board of the Housing and Community Services Agency shall be vested in the *Housing Authority Commissioners, comprised of the elected Lane County Commissioners and an appointed non-elected*

commissioner/board member as outlined in Article 1, Section 4 of these by-laws. The Governing Board shall be known as the Board of the Housing and Community *Services* Agency of Lane County. *Four* Agency Board members shall constitute a quorum for the purpose of conducting its business and exercising its powers for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. Action may only be taken by the Agency upon a vote approving such action by a majority of the Agency Board.

Section 5. Order of Business: At the regular meeting of the Agency the following shall be the order of business:

- A. Approval of Minutes
- B. Resolutions and Orders
- C. Reports of Executive Director
- D. Other business, at the discretion of Agency Commissioners or the Executive Director
- E. Adjournment

All resolutions shall be in writing and attached to and thereby incorporated in the journal of the proceedings of the Agency.

Section 6. Recording Secretary: The Recording Secretary for the County Commissioners of Lane County or another designated person shall serve Ex-Officio as Recording Secretary at the meetings of the Agency. He/she shall record all votes and shall keep a record of all proceedings of the Agency.

Section 7. Manner of Voting: Voting on all matters coming from the Agency shall be by voice, except that if the presiding officer doubts the result of a vote or if three Agency Board members request a call of the roll, a roll call vote shall be taken and the ayes, no's and names of the Agency Board members who have disqualified themselves shall be entered upon the journal.

Section 8. Robert's Rules: All rules of order not herein provided for shall be determined in accordance with "Robert's Rules of Order." However, since the Agency Board has an obligation to be as clear and simple in its procedures as possible, members shall avoid overuse of technical points in parliamentary rules.

ARTICLE IV - AMENDMENTS

Amendments to By-Laws

The by-laws of the Agency shall be amended only with the approval of at least *four members* of the Agency Board at a regular 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 of the Commissioners of the Agency. Such notice shall identify the section or sections of the by-laws proposed to be amended.

ADOPTED by the Housing Authority and Urban Renewal Agency of Lane County, Oregon and the Lane County Community Services Program on this

_____ day of _____, 2002.

Chairperson

ATTEST: _____
Secretary