

DESIGNATED BY LAWS OF THE
COUNTY OF LUZERNE

DESIGNATED BY LAWS OF THE
HOUSING AUTHORITY OF THE COUNTY OF LUZERNE

ARTICLE I - THE AUTHORITY

Section 1 - Name of Authority. The name of the Authority shall be "Housing Authority of the County of Luzerne".

Section 2 - Seal of Authority. The seal of the Authority shall be in the form of the seal impressed in the margin hereof, opposite this section. Said seal shall contain the words "Housing Authority of the County of Luzerne".

ARTICLE II - OFFICERS

Section 1 - Officers. The officers of the Authority shall be Chairman, a Vice-Chairman and a Secretary-Treasurer, and an Executive Director, who shall also be an Assistant Secretary of the Authority, and who shall be compensated for his services and appointed by the members of the Housing Authority of the County of Luzerne. The Executive Director shall not be a member of the Authority.

Section 2 - Chairman. The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chairman shall submit such recommendations and information as he may consider proper concerning the business, affairs and policies 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; and in case of the resignation or death of the Chairman the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority

Section 4 - Secretary-Treasurer. The Secretary-Treasurer shall keep the records of the Authority, shall act as Secretary of the meetings of Authority and 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. He shall keep in custody 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. 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 Authority shall select. The Secretary-Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such money 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 Chairman. He shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or oftener when requested) an account of his transactions and a statement of the financial condition of the Authority. He shall give such bond for the faithful performance of his duties as the Authority may determine.

Section 5 - Executive Director - Duties. The Executive Director shall act as the administrator and co-ordinator of the affairs of the Authority, including projects and business affairs thereof, subject to the direction of the members of the Authority. He shall supervise the management and selection of tenants. He shall keep the accounts of the projects and have supervisory control over the finances of the Authority insofar as they relate to the projects. He shall maintain and administer the office of the projects as well as the office of the Authority, and shall devote full time to said duties. He shall carry on the correspondence necessary for the administration of said projects. He shall execute such documents on behalf of the Authority as shall be delegated to him by resolution of the Authority and shall maintain all records of the Authority in a safe and proper manner. He shall perform such other duties as the Authority may deem necessary and may determine from time to time.

ed by the Authority or the by-laws or rules and regulations of the Authority.

Section 7 - Election or Appointment. The Chairman and the Vice-Chairman shall be elected at the annual meeting of the Authority from among the members of the Authority, and shall hold office for one year or until their successors are elected and qualified.

The Secretary-Treasurer shall be elected by the Authority. Any person elected to fill the office of Secretary-Treasurer, or any vacancy therein, shall have such term as the Authority fixes.

Section 8 - Vacancies. Should the offices of Chairman or Vice-Chairman become vacant, the Authority shall elect a successor from its membership at the next regular meeting. Such election shall be for the unexpired term of said office. When the office of Secretary-Treasurer becomes vacant, the Authority shall elect a successor, as aforesaid.

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 Act No. 265, Laws of 1937 and all other laws of the Commonwealth of Pennsylvania 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 Commonwealth of Pennsylvania.

ARTICLE III - MEETINGS

Section 1 - Annual Meeting. The annual meeting of the Authority shall be held on the second Tuesday of September at 12:00 o'clock p.m., at the regular meeting place of the Authority. In the event such date shall fall on a Sunday or legal holiday, the annual meeting shall be held on the next succeeding secular day.

Section 2 - Regular Meetings. Regular meetings may be held without notice at such times and places as may from time to time be determined by resolution of the Authority.

Section 3 - Special Meetings. The Chairman of the Authority may, when he deems it expedient, and shall, upon the written request of two members

business shall be considered other than as designed in this charter, and if a majority of the members of the Authority are present at a special meeting any and all business may be transacted at such special meeting.

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

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

1. Roll Call
2. Reading and approval of minutes of the previous meeting.
3. Bills and communications
4. Report of the Secretary-Treasurer
5. Reports of Committees
6. Unfinished business
7. New business
8. Adjournment

All resolutions shall be in writing and shall be copies in a journal of the proceedings 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 nays shall be entered upon the minutes of such meeting, unless the vote is unanimous of all members present, and in that case the minutes shall so indicate.

ARTICLE IV - AMENDMENTS

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

I hereby certify that this is a true copy of the By-Laws, and Jan 26, 195

*M. J. Shannon
Secretary*