

# **BY-LAWS OF THE HOUSING AUTHORITY OF THE CITY OF LAREDO, TEXAS**

## **ARTICLE I – THE AUTHORITY**

**Section 1 - Name of Authority**- The name of the Authority shall be the HOUSING AUTHORITY OF THE CITY OF LAREDO, TEXAS

**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 a Texas Star in the center.

**Section 3-Office of Authority**- The offices of the Authority shall be as established from time to time by the Board of Commissioners, in the City of Laredo, Texas.

## **ARTICLE II – OFFICERS**

**Section 1-Officers**- The officers of the Authority shall be a Chairperson, a Vice—Chairperson, and a Secretary who shall be the Authority's Executive Director.

**Section 2-Chairperson**-The Chairperson shall preside at all meetings of the Authority. Except as otherwise authorized by Resolution of the Board of Commissioners, the Chairperson shall sign all contracts, deeds and other instruments made by the Authority. In the absence or unavailability or incapacity of the Chairperson and in the Vice Chairperson's absence or unavailability or incapacity, any other Commissioner who is available shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chairperson shall submit such recommendations and information, as the Chairperson may consider proper concerning 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 elect a new Chairperson.

**Section 4-Secretary**-The Secretary shall keep the records of the Authority, shall act as Secretary of the meetings of the 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 other duties incident to the office of Secretary. The Secretary shall keep in safe custody the seal of the Authority and shall affix such seal to all contracts and instruments authorized to be executed by the Authority, which may require such seal to be affixed thereto.

The Secretary 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 may select. All orders and checks for the payment of money shall be signed by the Chairperson or by the Executive Director, and/or by such other persons as may be properly authorized, from time to time, by Resolution of the Authority to sign same. Except as otherwise authorized by Resolution of the Authority, all such orders and checks shall be countersigned by the Vice-Chairperson, or Chairperson and/or such other persons as may be properly authorized, from time to time, by Resolution of the Authority to countersign the same.



The Secretary shall keep regular books of accounts showing all receipts and expenditures and shall render to the Authority, as required, an account of the financial condition of the Authority together with a report of transactions. The Secretary shall give such bond for the faithful performance of the duties of Secretary-Executive Director as the Authority may determine.

The compensation of the Secretary shall be determined by the Authority.

**Section 5- Executive Director**-The Secretary shall be the Executive Director of the Authority and shall have general supervision over the administration of the business and affairs of the Authority, subject to the direction of the Authority, and shall be charged with the management of the housing project of the Authority.

**Section 6- Additional Duties**-The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or by the bylaws or rules and regulations of the Authority.

**Section 7- Election or Appointment**-The Chairperson or Vice- Chairperson shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified. The Authority shall appoint the Secretary. Any person appointed to fill the office of Secretary, or any vacancy therein, shall have such term, as the Authority fixes, but no Commissioner of the Authority shall be eligible to this office.

**Section 8-Vacancies**-Should the office 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. When the office of Secretary becomes vacant, the Authority shall appoint 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 the Housing Authorities Laws of the State of Texas and all other laws of the State of Texas applicable thereto. The selection and compensation of such personnel shall be determined by the Authority, or under its direction subject to the laws of the State of Texas.

### **ARTICLE III -MEETINGS**

**SECTION 1- Annual Meetings**-The Annual Meeting of the Authority shall be held on the fourth Thursday of each February, at a time and place to be determined by the Board of Commissioners. In the event such a day falls on other than a regular business day, the Annual Meeting shall be held on the next regular business day or as otherwise determined by the Board of Commissioners.

**Section 2- Regular Meetings**-The regular meetings of the Board of Commissioners of the Housing Authority of the City of Laredo, Texas, shall be held on the second Thursday of each month or as determined by the Board of Commissioners at a time and place to be determined by the Board of Commissioners. The LHA Bylaws were amended to schedule the board meeting quarterly. Revised 8/6/2012



**Section 3- Special Meetings**-The Chairperson of the Authority may, when (s)/he deems it expedient, and shall, upon the written request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Authority or may be mailed to the business or home address of each member of the Authority at least two days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the members of the Authority are present at a special meeting, any and all business may be transacted at such meeting consistent with the Laws of the State of Texas and these Bylaws.

**Section 4- Public Notice**-Public Notice of all meetings of the Commissioners of the Housing Authority shall be governed by the Open Meetings Act of the State of Texas, Article 6252-17 of the Civil Statutes of the State of Texas.

**Section 5-Open Meetings**-All meetings of the Board of Commissioners shall be open to the public, provided that upon majority vote the Board of Commissioners may retire into executive session as provided by the Open Meetings Act of the State of Texas, Article 6252-17 of the Civil Statutes of the State of Texas.

**Section 6-Quorum**-At all meetings of the Authority, a majority 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 to some other time or until a quorum is obtained.

**Section 7-Order of Business**-The order of business at meetings of the Authority shall be in accordance with the agendas for such meetings. The agendas shall be prepared by the Chairperson and posted by the Executive Director with notice of the meetings as provided by Article III Section 4 above. The agendas shall give full disclosure of all matters to be considered by the Board of Commissioners.

**Section 8-Manner of Voting**-The voting on all questions coming before the Authority shall be by voice vote. The ayes and nays shall be entered upon the Minutes of such meeting. The minutes shall also show the question determined by unanimous vote.

**Section 9- Majority Vote**-All actions of the Board of Commissioners will be by a majority vote of those Commissioners present. All Commissioners shall be entitled to vote on all matters coming before the Board, unless otherwise disqualified.

#### **ARTICLE IV- DEPOSITORY**

**Section 1- Depository Contract**-The Board of Commissioners shall enter into a written depository contract with a duly chartered banking institution authorized to do business in the State of Texas, for the depository of all funds of the Housing Authority, which depository contract shall call for a term not exceeding 2 years in duration, unless otherwise extended to accommodate the calling of new bids where the original tender is unacceptable to the Authority.

**Section 2-Taking of Bids**-The Depository contract shall be executed by the Board of Commissioners only after inviting all banking institutions located in Laredo, Texas, to submit sealed bids to the Board of Commissioners and after considering all bids submitted thereunder.



**Section 3-Advertising of Bids**-The Executive Director shall advertise for bids for the depository contract by inviting all banking institutions located in Laredo, Texas, to submit their bid by registered mail at least 5 days prior to the date for submission. The Executive Director may also advertise for bids as directed by the Board of Commissioners from time to time.

**Section 4-Specifications**-The Board of Commissioners may specify the form of bid which will be considered for a depository contract, in which case only those bids submitted in the form specified will be considered, or the Board of Commissioners may call for bids to be submitted in a form at the discretion of the applicants. But in all cases, the Board of Commissioners may reject all bids and call for the submission of new bids, as the Board of Commissioners may feel is in the best interests of the Authority.

**Section 5-Interested Commissioners**-No banking institution shall be eligible to bid for a depository contract with the Authority where an officer or Commissioner of the Authority is also a stockholder of such banking institution with an interest exceeding 10% of all shares outstanding, or is an employee of said banking institution acting in an executive capacity.

**Section 6-Effect**-The Executive Director is hereby directed to call for bids for the Authority's depository contract within 10 days from passage of these Bylaws, and for the granting of a depository agreement pursuant to the terms of these Bylaws.

## **ARTICLE V – MISCELLANEOUS**

**Section 1-Interested Commissioners**-The Authority shall not enter into contract with any person, association, partnership, corporation or other business entity, in which a commissioner officer or employee of the Authority holds a pecuniary interest, except as otherwise provided herein.

**Section 2-Nepotism**-The Authority shall not hire, appoint or confirm the appointment of any person related within the second degree of affinity or within the third degree by consanguinity to a commissioner or officer of the Authority. Provided that this section shall not affect any person hired, appointed or confirmed or the date of its passage, or any person hired, appointed or confirmed prior to the appointment of the affected commissioner.

**Section 3-Purchase by Bid**-The Authority shall not make any contract calling for more than \$5,000.00 out of any fund or funds of the Authority, without first submitting said contract to competitive bids. Provided that contracts for professional services are excluded from this provision. Advertisement for such bids shall be conducted in accordance with Section 2(c) of Article 236a of the Civil Statutes of the State of Texas. Provided further that this provision shall not prevent the Authority from entering into contract at its discretion pursuant to a federal or state government sponsored sale or contract. Provided further, that in case of a bona fide emergency, or determined by the Executive Director, this provision may be disregarded at his or her discretion.

**Section 4-Open Records**-All records' of the Housing Authority shall be open for public inspection as provided by the Open Records Act of the State of Texas, Article 6252-17 of the Civil Statutes of The State of Texas provided that those records deemed confidential by the Open Records Act shall be treated as such by the Authority.

## **ARTICLE VI –AMENDMENTS**

**Section I-Amendments to Bylaws**-The Bylaws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular or special meeting, but not such amendment shall be adopted unless at least fourteen days written notice thereof has been previously given to all of the members of the Authority.



**HOUSING AUTHORITY OF THE CITY OF LAREDO**

**RESOLUTION NO.12-R-17**

**HOUSING AUTHORITY OF THE CITY OF LAREDO BY-LAWS AMENDMENT**

Date: August 6, 2012

WHEREAS, the Housing Authority of the City of Laredo shall amend the agency's current BYLAWS, Article III-Meetings Section-2 Regular Meeting revised June 22, 2010. The regular meeting of the Board of Commissioners of the Housing Authority of the City of Laredo shall be held on the 2<sup>nd</sup> Thursday at a time and place to be determined by the Board of Commissioners or as determine by the Board of Commissioners.

NOW THEREFOR BE IT RESOVLED by the Commissioners of the Housing Authority of the City of Laredo, Texas that,


The Housing Authority of the City of Laredo shall amend the agency's BYLAWS Article III-Meetings Section-2 Regular Meetings is changed from the Second Thursday of the month to Quarterly.


Commissioner Vice-Chairman Carranza moved that Resolution No.12-R-17 is adopted as introduced and read. The motion was seconded by Commissioner Comm. Simpson and on roll call the following vote was recorded. This resolution shall be in full force and effect from and upon its adoption.

PASSED on this 6<sup>st</sup> day of August 2012 BY THE FOLLOWING VOTE:

AYES: 4      NAYS:           ABSTAIN:           ABSENT: 1

ATTEST:

  
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RAYMOND A. BRUNI  
BOARD CHAIRMAN

  
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LAURA LLANES  
SECRETARY/EXECUTIVE DIRECTOR