

Bylaws of the Boyne City Housing Commission

ARTICLE I: THE COMMISSION

Section 1

The name of the Commission shall be the Boyne City Housing Commission (BCHC). Hereinafter referred to as the Board or the Commission.

Section 2

The Offices of the Commission shall be at 829 South Park Street in the City of Boyne City, Michigan.

ARTICLE II: APPOINTMENTS TO THE BOARD

Section 1

Appointments to the Board are made by the City of Boyne City, City Manager (Hereinafter referred to as City Manager). The Board must notify the City Manager of vacancies on the Board. The Board may recommend appointments to the City Manager. A Commissioner must reside in the jurisdiction that BCHC serves.

Section 2

Resignations from the Board must be acknowledged by the Board and then provided to the City Manager. City Manager accepts resignations.

Section 3

The Federal Department of Housing and Urban Development (HUD) and the State of Michigan both mandate that a resident of Low Rent Housing or Section 8 must serve as a Commissioner on the Board. The Resident Board Member shall have all the rights held by all other Commissioners, including voting and the right to hold office.

ARTICLE III: TERMS OF OFFICE FOR MEMBERS OF THE BOARD

Section 1

Members of the Board are appointed by the City Manager to serve five-year terms. Through the election process, the Board may limit the length of time members of the board may serve as officers of the Board.

ARTICLE IV: OFFICERS

Section 1: Officers

The Officers of the Commission shall be a President, Vice President, and Secretary. There shall be two additional members on the Board.

Section 2: President

The President shall preside at all meetings of the Commission. Except when authorized by resolution of the Commission, the President shall sign all Contracts with HUD. The President is also required to be the certifying official for HUD's LOCCS and REAC system. At each meeting, the President shall submit such recommendations and information as they 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; and in case of the resignation or death of the President, the Vice President shall perform the duties as are imposed on the President, until such time as the Commission shall elect a new President.

Section 4: Secretary

The Secretary shall keep the records of the Commission, act as Secretary of the Commission, record all votes, keep the minutes of the meetings in a journal of proceedings, and shall perform all duties incidental to the office of the Secretary. The Commission may designate a representative to carry out the duties of the Secretary.

Section 5: Executive Director

- A. The Executive Director (Hereinafter referred to as the Director) shall have general supervision over the administration of the business and affairs of the Commission, subject to the direction of the Board.
- B. The Director shall have care and custody of all of the funds of the Commission and shall deposit the same in the name of the Commission in such banks or banks as the Board may select. The Director shall be authorized to sign

all checks for the payment of money and shall pay out and disburse such money under the direction of the Commission. Except as otherwise authorized by resolution of the Board, all such orders and checks shall be countersigned by any member of the Board.

- C. The Director shall keep regular books of accounts showing receipts and expenditures and shall render to the Commission, at each regular meeting (or more often when requested), an account of transactions and also of the financial condition of the Commission.
- D. The compensation of the Director shall be determined by the Board.
- E. The Board shall evaluate the Director's performance annually.
- F. The Director shall evaluate the performance of all other employees annually.
- G. While the Director is not a Commissioner on the Board and has no vote on same, the Director serves as an officer of BCHC. As an officer of BCHC, the Director may sign checks, agreements, contracts, and other documents as approved by the Board.

Section 6: Duties

All members of the Board shall perform such duties and functions as may be required by the governing agencies. If a commissioner is unable to perform the duties as necessary, they may be removed as a commissioner as stated in the Housing Facilities Act 18 of 1933.

Section 7: Election and Appointment

The election of officers of the Board shall be held at the Annual Meeting of the Commission. The Annual Meeting is held at the September Board meeting. The President, Vice President, and Secretary shall be elected at the annual meeting from among the members of the Board and shall serve for one year or until their successor is elected. The election shall be held by a roll call vote with yeas and nays recorded. The Director shall be hired by the Board. Any person hired, or contracted, to serve as an Interim Director shall serve in that capacity until a Director is hired. No member of the Board shall be hired, contracted, or appointed to the position of Director.

Section 8: Vacancies

Should the office of President or Vice President become vacant, the Commission 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 Director shall assume the secretarial duties until the next annual meeting, at which time the Commission may elect a new Secretary.

Section 9: Additional Personnel

The Commission may employ such personnel as it deems necessary to exercise its powers, duties, and functions. Such personnel shall be selected and hired/contracted by the Director. Should the hiring of such personnel cause the fiscal year wage or salary allocation to be exceeded, the fiscal year budget must be revised.

ARTICLE V: MEETINGS

Section 1: Annual Meeting

The Annual Meeting of BCHC shall be held on the fourth Wednesday of September at the regular meeting place of the Commission. In the event such date falls on a legal holiday, such meeting time shall be determined at the previous month's regular meeting.

Section 2: Regular Meeting

Regular meeting times, date, and place will be established at the start of the fiscal year. No items needing Board action will be discussed if a quorum is not present.

Section 3: Special Meeting

Special meetings shall be calling in the following manner:

1. By the President
2. By any two members of the Commission
3. Notice of special meetings shall be given to members at least forty-eight (48) hours prior to such meeting and shall state the purpose, time, date, and location of the meeting.

Section 4: Quorum

At all meetings of the Commission, three members of the Commission shall constitute a quorum for the purposes of transacting business, provided that a smaller number may meet and adjourn to another time or until a quorum is obtained.

Section 5: Order of Business:

At regular meetings of the Commission the following items shall be the order of business:

- A. Call to order and Roll Call
- B. Citizen comments 5 minutes allowed per speaker.
- C. Approval of the minutes of previous meetings, special and regular, that have not been approved by the Commission.
- D. Transaction Detail Report
- E. Financial reports
- F. Executive Director Reports
- G. Old business
- H. New business
- I. Good of the Order
- J. Adjournments

All resolutions shall be in writing, signed by the presiding officer and the Director, and shall be copied in a journal of the proceedings of the Commission. Actions taken by formal motions must be recorded in the minutes.

Section 6: Rules of Conduct for Meeting/Robert's Rule of Order

The Commission follows Roberts Rules of Order for the format and conduct of the meeting, this includes the time limits of citizens comments and other areas. The Board may invite a member of the public to address the Board at any time during the meeting, to provide input on agenda topics.

Section 7: Manner of Voting

The President, Vice President, and Secretary and the two additional members have one vote each.

ARTICLE VI: AMENDMENTS TO THE BYLAWS

All Bylaws are subject to Federal, State and Municipal regulation governing Public Meetings. The Bylaws of the Commission shall be amended only with the approval of at least three of the members of the Commission at a regular meeting or a special meeting.

Amended:

November 3, 1994

June 9, 2005

May 11, 2006

November 20, 2008

January 24, 2013

January 22, 2014

September 22, 2021

January 26, 2022

June 22, 2022

May 22, 2024