

BY-LAWS
THE HOUSING AUTHORITY OF THE TOWN OF LEDYARD, CONNECTICUT

ARTICLE I - The Authority

NAME

The name of the Authority shall be the "Housing Authority of the Town of Ledyard, Connecticut."

SEAL OF AUTHORITY

The seal of authority shall be in the form of a circle and shall bear the name of the Authority and the year of its activation, and the word "Connecticut" and shall be in the custody of the Executive Director.

OFFICE OF AUTHORITY

The office of the authority shall be located within the Town of Ledyard at 60 Kings Highway, Gales Ferry, Connecticut and shall be designated by, and may from time to time be changed by resolution adopted at any regular or special meeting of the Authority.

COMPOSITION

The Authority shall consist of five commissioners and an Executive Director. The powers of the authority shall be vested in the commissioners in office.

ARTICLE II - COMMISSIONERS

APPOINTMENT

The Commissioners shall be appointed by the Council of the Town of Ledyard and in accordance with the provisions of Section 8-41, Connecticut General Statutes.

TERM

The term of each commissioner shall be five years.

DUTIES

The commissioners shall perform such duties as are incumbent upon them by reason of appointment under the Connecticut General Statutes and shall perform such other duties and functions as may from time to time be required by the Authority or by the By-Laws, or which may arise by reason of their appointment to serve on committees

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functioning within the Authority or in cooperation with persons or groups outside the Authority.

COMPENSATION

The commissioners shall serve without compensation. From time to time the commissioners may incur expenses incidental to their duties, which may be reimbursed by the Authority.

ARTICLE III - OFFICERS AND EMPLOYEES

OFFICERS

The officers of the Authority shall be a Chairman, a Vice Chairman, a Secretary, and a Treasurer, all of whom shall be commissioners.

SELECTION OF OFFICERS

The Chairman, Vice Chairman, Secretary and Treasurer shall be elected at the annual meeting of the Authority and shall hold office for one year, or until his/her successor is elected and qualified.

The commissioners may appoint one person to fill the office of Executive Director for such term and for such compensation as they determine.

VACANCIES

In the event of a vacancy occurring in the Authority prior to the normal expiration date of a term, the appointing authority of the municipality shall appoint a replacement who shall serve for the remaining portion of the vacated term.

In the event of a vacancy occurring in the office of Executive Director, the commission may designate one of its members to serve in such capacity on a pro tempore basis without compensation until such time as a replacement is appointed.

DUTIES OF OFFICERS

Chairman

The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of 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.

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Vice- Chairman

The Vice- Chairman shall perform the duties of the Chairman in the absence or incapacity of the chairman, and in the case of a vacancy in the office of the Chairman.

Secretary

The Secretary shall record the minutes of all meetings of the Authority and shall perform all other duties normally incident to the office of secretary. At any regular or special meeting, in the absence of the Secretary, a Secretary pro tempore shall be appointed by the Chairman from among the other Commissioners present.

Treasurer

The 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. The Authority may, by resolution, designate one or more Commissioners to countersign such orders and checks, and from time to time qualify, change or cancel any such designation, The Treasurer shall give bond for the faithful performance of his/her duties.

Tenant Commissioner

A Tenant Commissioner, an individual selected in accordance with the General Statutes 8-41 who will be appointed by the Town Council of Ledyard, after the appointee selection process is completed by the Authority and the Board of Commissioner's approval. A Tenant by definition is entitled under a rental agreement to occupy dwelling unit or premises to the exclusion of others or as is otherwise defined by law. Their primary role is to provide the tenants perspective to the Board of Commissioners and Executive Director. He/she shall not act as a representative on behalf of another tenant or vote on any tenant related issues.

Executive Director

The Executive Director shall have general supervision over the administration of the business and affairs of the Authority, subject to the direction of the Authority. He/she shall be charged with the management of the housing projects of the Authority. He/she shall have 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. He/she shall keep regular books of accounts, showing receipts and expenditures, and shall render to the Authority, at regular meeting, or as requested, an account of his/her transactions and also the financial condition of the Authority. He/she shall submit a full report on all such matters at the annual meeting of the Authority. He/she shall serve as

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custodian of the Seal of the Authority and shall have power to affix such seal to contracts and instruments authorized to be executed by the Authority. The Executive Director shall furnish an adequate bond for the faithful performance of his duties, the cost of said bond to be paid for by the Authority.

Employment of Additional Personnel

The Authority may from time to time employ such additional personnel as it deems necessary for the proper exercise of its powers, duties, and functions, as prescribed by the applicable Statutes of the State of Connecticut. The selection and compensation of such additional personnel shall be determined by the Authority.

ARTICLE IV - MEETINGS

Regular Meetings

Regular meetings shall be held on the 1st Monday of each month in the calendar year, at the community room, Kings Corner Manor, 60 Kings Highway, Gales Ferry, CT. at 7:00 PM. Meetings shall be conducted in accordance with the provisions of Chapter 3, Connecticut General Statutes.

Special Meetings

The Chairman and two consenting commissioners may call a special meeting for the purpose of transacting any business designated in the call. Notice of a special meeting shall be given not less than 24 hours prior to the time of such meeting by posting a notice of the time and place thereof in the office of The Housing Authority of the Town of Ledyard. No other business may be transacted at such special meeting.

Emergency Special Meetings

Special meetings may be called in emergencies as above but without 24 hours notice. The minutes of emergency special meetings must be filed and must describe the nature of the emergency which precluded 24 hours notice, and the proceedings of the meeting.

Annual Meetings

Annual meetings shall be held on the 1st Monday of May for the purpose of electing officers, receiving the annual report and for the conduct of such other business as may come before the meeting.

Quorum

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Three commissioners shall constitute a quorum for the purpose of conducting the business of the Authority and exercising its powers, and for all other purposes, but a smaller number may meet and adjourn from time to time until a quorum is obtained.

Order of Business

The order of business at regular meetings shall be as follows:

1. Call to order
2. Roll call
3. Opening and closing the floor to tenants
4. Opening and closing the floor to residents & property owners
5. Board member comments
6. Reports of Committees
7. Reports of the Chairman
8. Reports of the Director
9. Tenant Representative comments
10. Approval of Minutes
11. Old business
12. New business
13. Adjournment

Special and Emergency Special Meetings

The order of business at special meetings and emergency special meetings may follow that set forth above or may be restricted to action upon the business for which the special meeting is called, as the commissioners shall determine by vote.

Manner of Voting

All questions coming before any meeting of the commissioners shall be presented in the form of motions or resolutions. Questions of substance shall be determined by resolutions, the vote on such resolutions to be by roll call. All resolutions shall be submitted in written form and shall be entered in full in the minutes, with the vote of each commissioner indicated therein. All resolutions shall be chronologically numbered on entry. Votes by proxy are prohibited.

ARTICLE V - AMENDMENTS

The by-laws of The Housing Authority of the Town of Ledyard shall be amended only by resolution adopted by the affirmative vote of at least three commissioners of the Authority at a regular or special meeting, held after seven days' notice in writing of the

substance of the proposed amendment. Written notice shall be sent to each commissioner.

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BOARD OF COMMISSIONERS

The Commissioners shall be appointed by the Town Council of Ledyard, CT. Such a body shall appoint five persons who are residents of the municipality as Commissioners of the Authority.

The term of each Commissioner shall be (5) five years. One Commissioner shall be a resident/tenant of the Authority.

The Commissioners shall perform such duties as are incumbent upon them by reason of appointment under the Connecticut General Statutes and shall perform such other duties and functions as may from time to time be required by the Authority or by the By-laws, or which may arise by reason of their appointment to serve on the committees functioning within the Authority or in cooperation with persons or groups outside the Authority.

The Commissioners shall serve without compensation, From time to time the commissioners may incur expenses incidental to their duties, which may be reimbursed by the Authority.

What a commissioner should know: Federal and state laws regarding public housing authorities, the policies and procedures, mission and history of the Ledyard Housing Authority. The composition of board and meeting process.

What is the role of a commissioner: to manage, execute and govern by establishing policies and ensuring oversight.

The Board of Commissioners monitor the housing authority's ability to meet statutory and contractual obligations.

The Board of Commissioners make decisions to ensure financial stability of the housing authority while preventing fraud, waste and mismanagement.

The Board of Commissioners approve internal controls to ensure safety of the housing authority's assets.

The Board of Commissioners approve, review and monitor budgets, contracts and any other financial documents.

The Board of Commissioners ensure that legal and ethical guidelines be adhered to.

In order to have a well-run agency, it is important to have a good working relationship between the Board and the Executive Director. To this end a commissioner should:

Allow the Executive Director to his/her job without interference. Support the Executive Director in his/her relationships with outside groups or individuals.

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TENANT COMMISSIONER

A tenant Commissioner appointee is an individual selected in accordance with the General Statutes 8-41 who will be appointed by the Town Council to Ledyard Housing Authority Board of Commissioners after appointee selection process is completed by the Authority and the Board of Commissioners approval. A tenant by definition is entitled under a rental agreement to occupy a dwelling unit or premises to the exclusion of others or as is otherwise defined by law.

A Tenant Commissioner is at least 18 years old, and resides in Ledyard Housing Authority jurisdiction for at least one year.

The Tenant Commissioner may not hold public office in the Town of Ledyard and must take an oath that he/she will faithfully discharge his/her duties according to the law to the best of his/her abilities.

The Tenant Commissioner shall serve without compensation but is entitled to reimbursement for his/her actual and necessary expenses incurred in the performance of his/her duties.

A Tenant Commissioner holds office until his/her successor is appointed and has been qualified or removed from office.

A Tenant Commissioners primary role is to provide the tenants perspective to The Board of Commissioners and Executive Director. He/she shall not act as a representative on behalf of another tenant.

In order to have a well-run agency, it is important to have a good working relationship between the Board and the Executive Director. To this end, a Commissioner should:

Allow the Executive Director to his/her job without interference.

Always be open and honest about any problems or concerns that arise in the community with the Executive Director.

Never ask for special favors of the staff, including requests for information, unless you have consulted with the Executive Director.

Refrain from taking it upon yourself to meet with staff, discuss Housing Authority business with constituents or seek any public forum on an individual basis. Always ask for information from, and through, the Executive Director, preferably not at a Board Meeting.

Support the Executive Director in his/her relationships with outside groups or individuals.

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