

**BYLAWS OF THE
COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF БЕЛОIT**

ARTICLE I – THE AUTHORITY

Section 1 – Name of Authority. The name of the Authority shall be “Community Development Authority of the City of Beloit”.

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.

Section 3 – Offices of the Authority. The principal offices of the Authority shall be at the City Hall in the City of Beloit, Wisconsin. In addition, the Authority may from time-to-time have offices at such other place or places as it deems necessary. Offices for Public Housing and Housing Choice Voucher programs may be maintained at 210 Portland Avenue, Beloit, Wisconsin.

Section 4 – Housing Authority. To the extent required by Section 66.1201 and 66.1335, Wisconsin Statutes and Section 1.79(4)(c)(3) of the Code of General Ordinances of the City of Beloit, the five non-council members are designated to exercise the powers and duties of commissioners of the Housing Authority under Section 66.1201, Wisconsin Statutes. The officers of the Authority hereinafter designated shall be the officers of the Housing Authority.

ARTICLE II – OFFICERS

Section 1 – Officers. The officers of the Authority shall be a Chair, a Vice-Chair, and a Secretary (who shall be the Executive Director) who shall be elected or appointed as hereinafter set forth.

Section 2 – Chair. The Chair shall preside at all meetings of the Authority. The Chair and Executive Director are authorized to execute on behalf of the Authority all contracts, deeds, notes and other forms of obligations or instruments when duly authorized by the Commissioners of the Authority to do so. At each meeting, the Chair shall submit such recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the Authority.

Section 3 – Vice Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall elect a new Chair.

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 duties incident to his/her office. He/she shall keep in safe 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.

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. The Secretary shall sign all orders and checks for the payment of money and shall pay out and disburse such monies 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 Chair or Vice-Chair.

The Secretary 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/her transactions and also of the financial conditions of the Authority. The Secretary shall give such bond for the faithful performance of his/her duties as the Authority may determine.

Section 5 – Executive Director. The Executive Director shall serve as Secretary to the Authority and shall be the chief administrative officer of the Authority and shall direct, manage, and supervise the Authority's administrative operation and technical activities in accordance with and subject to the direction of the Authority.

Section 6 – Assistant Executive Director. An Assistant Executive Director may be approved by the Authority and shall serve as the Deputy Secretary to the Authority and shall perform the duties of the Executive Director and Secretary in his/her absence.

Section 7 – 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 8 – Election or Appointment. The Chair and Vice-Chair shall be elected from among the commissioners of the Authority immediately following adoption of those bylaws and thereafter at the first regular or special meeting of the Authority held in the month of January in each calendar year and shall hold office until their successors are elected and qualified.

The Executive Director and Assistant Executive Director shall be appointed by the Authority. Any persons appointed to fill the office of the Executive Director or Assistant Executive Director, or any vacancy therein, shall have such term as the Authority fixes, but no commissioners of the Authority shall be eligible to this office except as a temporary appointee.

Section 9 – Vacancies. Should the offices of Chair or Vice-Chair 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 foresaid.

ARTICLE III - MEETINGS

Section 1 – Regular Meetings. Regular meetings shall be held by the Authority on the fourth Wednesday of each month. When the regular meeting falls on a legal holiday, a special meeting may be called in lieu of a regular meeting. All regular and special meetings of the Authority shall be held in the City Hall of the City of Beloit, Wisconsin or in such other public place designated in the notice of the meeting. All regular and special meetings, hearings, records, and accounts of the Authority shall be open to the public and in compliance with Open Meeting Laws Sections 19.81 to 19.98, Wisconsin Statutes.

Section 2 – Special Meetings. The Chair of the Authority may, when he/she deems it expedient, and shall, upon written request of three members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the notice for the meeting. The notice for a special meeting may be delivered to each member of the Authority, may be mailed to the business or home address of each member of the Authority, or e-mailed to the Commissioner’s e-mail address on record with the Authority at least twenty-four hours prior to the commencement of the meeting, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be less than two hours in advance of the meeting. At such special meeting no business shall be considered other than as designated in the notice.

Section 3 – Quorum. Four Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. Action may be taken by the Community Development Authority upon the affirmative vote of a majority of the Commissioners present at any meeting at which a quorum is present.

Section 4 – Order of Business – Agenda. The Secretary shall prepare an agenda for each meeting. The order of business shall be as follows:

1. Roll Call.
2. Public Comment
3. Review and approval of the minutes of the previous meeting.
4. Beloit Housing Authority
5. Community and Housing Services
6. Such other matters as authorized by law.
7. Adjourn.

Section 5 – Motions. Motions shall be restated by the Chair before a vote is taken. The name of the maker of the motion and the second to the motion shall be duly recorded in the minutes of the meeting.

Section 6 – Voting. The voting on all questions coming before the Authority shall be by roll call and shall be recorded by “yeas” and “nays” in the minutes of the meeting.

Section 7 – Parliamentary Procedure. The parliamentary procedure in Authority meetings shall be governed by Robert’s Rules of Order, Newly Revised.


ARTICLE V – AMENDMENTS

Section 1 – Amendments to Bylaws. The bylaws of the Authority may be amended after an amendment has been introduced at any regular meeting or special meeting and referred to the next regular or special meeting. Adoption of an amendment shall be by vote of four members of the Authority. Pursuant to Section 1.79(13) of the Code of General Ordinances of the City of Beloit, the amendment shall be submitted to City Council for its approval.

Adopted on the 15th day of December, 2021.



Chairperson



Secretary

City Council approved on January 4, 2022