



BYLAWS OF THE CITY OF ANOKA HOUSING & REDEVELOPMENT AUTHORITY

BE IT RESOLVED BY THE HOUSING AND REDEVELOPMENT AUTHORITY OF ANOKA, MINNESOTA:

That the following Bylaws be and they are hereby adopted and approved as and for the Bylaws of the Housing and Redevelopment Authority of Anoka, Minnesota:

ARTICLE 1 – THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the “Housing and Redevelopment Authority of Anoka, Minnesota”.

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 the year of its organization.

Section 3. Office of the Authority. The offices of the Authority shall be at 2015 First Avenue North, City Hall.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chairperson, Vice-Chairperson, and a secretary.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairperson shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chairperson shall submit such recommendations and information as he/she may consider proper concerning the 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 select a new Chairperson.

Section 4. Secretary. The Secretary shall keep the records of the Authority, shall as Secretary at 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 a seal to all contracts and instruments authorized to be executed by the Authority. With the consent of the Authority, the Secretary may delegate duties to a designated employee of the City of Anoka.

Section 5. Election or Appointment. Chairperson, Vice-Chairperson, and Secretary 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 Treasurership function shall be delegated to the City of Anoka Finance Director who shall have the care and custody of the funds of the Authority and shall deposit them for the Authority in such bank or banks as the Authority directs. The City Manager and the City Finance Director/Treasurer shall sign all orders and checks for payment of the money and shall pay out and disburse such monies only upon appropriate authorization by the Authority. The City Finance Director/Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render quarterly to the Authority, and when requested an account of the transactions and of the financial condition of the Authority.

Section 5A. Member Responsibilities. Members are expected to be interested in housing and redevelopment matters as they relate to the overall general welfare and development of the community. It is realized that at times absence from meetings is unavoidable. However, any member absent from three consecutive regular meetings, or a total of six regular meeting annually, shall be subject to vacation of his/her office and the Housing and Redevelopment Authority shall request that the City Council appoint someone to fill any vacated seat. The City staff shall notify, in writing, any person removed from his position in the above-described manner.

Section 6. Vacancies. Should the office of Chairperson, Vice-Chairperson, or Secretary 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.

Section 7. Additional Personnel. The Authority may from time to time employ an Executive Director and such other personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Municipal Housing and Redevelopment Act of Minnesota and

all other laws of the State of Minnesota applicable thereto. The selection and compensation of such personnel shall be determined by the Authority subject to the laws of the State of Minnesota.

ARTICLE III – MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held at the regular January meeting.

Section 2. Regular Meetings. Regular meetings shall be held with notice of the offices of the Authority on a monthly basis at a specified time and date as designed by the Authority. Regular meetings may be held at such other places as the Authority by resolution designates. All meetings of the Authority shall be open to the public.

Section 3. Special Meetings. The Chairperson or Acting Chairperson of the Authority may, when deemed expedient, orally call a special meeting of the Authority, and a special meeting may also be called by written request of any two members of the Authority, for the purpose of transacting any business designated in the call. The call for a special meeting shall designate the date, time, and place of meeting, and the business to be transacted. Said call may be delivered or mailed to each member of the Authority at least two days prior to the date of such special meetings, said mailing to be directed to either the business or home address of each member of the Authority. At such special meeting, only business designated in the call shall be considered. However, if all members of the Authority are present and unanimously agree, any and all business may be transacted at such special meeting.

Section 4. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office at any time. Four Commissioners shall constitute a quorum for the purpose of conducting business, but a smaller number may adjourn from time to time until quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present, except that in matters of condemnation, borrowing of money and issuance of bonds or other evidence of indebtedness, action may be taken only upon a vote of 5/7's of all Commissioners. In the event of a matter requiring 5/7's vote, absent members may vote by written proxy.

Section 5. Order of Business. The order of business will be determined by the Chairperson.

All resolutions shall be in writing and copies shall be retained 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 voice vote except for proxy votes permitted in Section 4.

ARTICLE IV – AMENDMENTS

Amendments to Bylaws. The Bylaws of the Authority shall be amended only with the approval of at least five of the members of the Authority at a regular or special meeting.

The motion for adoption of the foregoing Bylaws was unanimously carried.