

**BY-LAWS OF THE HOUSING AUTHORITY
OF THE City OF OROVILLE, WASHINGTON
September 19, 2018**

ARTICLE I - THE AUTHORITY

- Section 1. Name of Authority: The name of the Authority shall be "Housing Authority of the City of Oroville".
- 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 Authority. The office of Authority shall be at such place in the City of Oroville, Washington, as the Authority may from time to time designate by resolution.

ARTICLE II - COMMISSIONERS

- Section 1. General Powers: The powers of the Authority are vested in its Board of Commissioners, hereinafter "the Board".
- Section 2. Board Composition - Number, Qualifications & Tenure:
- 2.1 Board Composition: The Board will be comprised of five (5) Commissioners in accordance with RCW 35.82.040.
- 2.2 Tenure, Appointment & Vacancies: Commissioners serve five (5) year terms with no limit on the numbers of terms that may be served. Commissioners are appointed by the Mayor of the City of Oroville. If a vacancy shall occur, the Mayor shall appoint a new Commissioner to complete the remainder of the unexpired term.
- 2.3 Any Commissioner may resign at any time by giving written notice to the Chairperson of the Board and the Mayor of the City of Oroville. Such resignation takes effect at the time specified in the resignation, or if the time is not specified, upon receipt thereof. Unless otherwise specified in the resignation, the acceptance of the resignation is not necessary to make it effective.

ARTICLE III - OFFICERS

- Section 1. Officers. The officers of the Authority shall be a Chairperson, a Vice-Chairperson, and a Secretary who shall be Executive Director.
- 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 case of 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 be the Executive Director of the Authority and, as such, shall have general supervision direction of the Authority. He/she shall be charged with the management of the housing projects of the Authority.
- 4.1 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 a 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.
- 4.2 He/she 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. He/she shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by, a Commissioner. He/she 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 condition of the Authority. He/she shall give such bond for the faithful performance of his/her duties as the Authority may determine.

4.3 The compensation of the Secretary shall be determined by the Authority, provided that a temporary appointee selected from among the Commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses).

Section 5. 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 the by-laws or rules and regulations of the Authority.

Section 6. Election or Appointment. The Chairperson and 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; except that the first Chairperson who is designated by the Mayor, shall hold office as Chairperson until the expiration of his/her terms as Commissioner. The Secretary shall be appointed by the Authority. Any person appointed to fill the office of Secretary 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 7. Vacancies. Should the office of the 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 8. Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and function as prescribed by the Housing Authorities Law of Washington and all other laws of the State of Washington applicable thereto. The selection and compensation of such personnel (including the Secretary) shall be determined by the Authority subject to the laws of the State of Washington.

ARTICLE IV - MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held on the Third Wednesday of November at 5:00 o'clock p.m. at the regular meeting place of the Authority. In the event such date shall fall on a Sunday or a legal holiday, the annual meeting shall be held on the next succeeding business day.

Section 2. Regular Meeting. Regular meetings shall be held without notice at such time and place as may from time to time be determined by resolution of the Authority. In the event a day of regular meeting shall be a legal holiday, said meeting shall be held on the next secular day.

Section 3. Special Meeting. The Chairperson of the Authority may, when he/she deems it expedient, and shall, upon the written request of two Commissioners 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 Commissioner of the Authority or may be mailed to the business or home address of each Commissioner 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 Commissioners of the Authority are present at a special meeting, 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 from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a small number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of the majority of the Commissioners present.

Section 5. Order of Business. At the regular meeting of the Authority, the following shall be the order of business:

1. Call to order
2. Approval of the Minutes of the previous meeting
3. Old Business
4. New Business
5. Reports
6. Adjournment

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

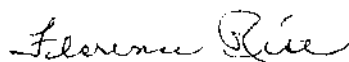
Section 6. Manner of Voting. The voting on all questions coming before the Authority shall be by roll call, and the ayes and nays shall be entered upon the minutes of such meeting, except on the election of officers which may be by ballot.

Section 7. Attendance by Telephone: Any Commissioner may attend any meeting of the Board by telephone when not otherwise able to attend, as long as all other persons present at the meeting can hear all comments made and questions asked by the Commissioner and the Commissioner can hear all comments made and questions asked by all other persons speaking at the meeting.

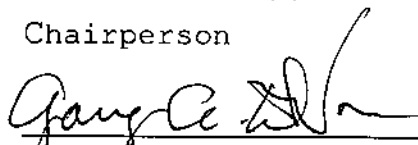
ARTICLE V -AMENDMENTS

Amendments to By-laws. The by-laws of the Authority shall be amended only with the approval of at least three of the Commissioners of the Authority at any regular or special meeting.

Adopted by the Housing Authority of the City of Oroville, Washington, at a meeting of its members the 19th day of September 2018.




Florence Rise
Chairperson



Gary DeVon
Vice-Chairperson

Attest:


Secretary