

T. 4. C.
HACSA

HACSA MEMORANDUM

TO: HACSA Board of Commissioners
FROM: Dorothy Cummings, Deputy Director
AGENDA ITEM TITLE: ORDER/RESOLUTION/In the Matter of Amending the By-Laws Governing the Housing And Community Services Agency
AGENDA DATE: July 12, 2011

I MOTION

IT IS MOVED THAT THE ORDER/RESOLUTION BE APPROVED WHICH AMENDS THE BY-LAWS GOVERNING THE HOUSING AND COMMUNITY SERVICES AGENCY.

II ISSUE

The HACSA Board of Commissioners has informed staff that they want the ability to select an appointed commissioner to preside over HACSA Board meetings.

III DISCUSSION

A. Background/Analysis

The By-Laws state the Chairperson of the Lane County Board of Commissioners is selected to be the Chairperson of the Housing And Community Services Agency. In order to make the requested change, the By-Laws require amending. The By-Laws will be amended to state that the Chairperson of the Housing And Community Services (HACSA) shall be elected annually by majority vote at the first regular HACSA Board meeting in January.

B. Alternatives/Options

Adopt the Order and approve the revisions to HACSA's By-Laws.
Reject the Order and return the By-Laws for additional revisions.

C. Recommendation

Approval

D. Timing

Upon approval by the Board, the By-Laws will go into effect immediately.

IV IMPLEMENTATION/FOLLOW-UP

Same as item III D.

V ATTACHMENTS

Proposed Article II HACSA By-Laws.

**IN THE BOARD OF COMMISSIONERS OF THE
HOUSING AND COMMUNITY SERVICES AGENCY OF
LANE COUNTY, OREGON**

ORDER/RESOLUTION NO. **)IN THE MATTER OF AMENDING THE
)BY- LAWS GOVERNING THE HOUSING
)AND COMMUNITY SERVICES AGENCY**

WHEREAS, the Housing And Community Services Agency of Lane County, Oregon, adopted by-laws in accordance with ORS 456.120 on *April 17, 2002*, by Board Resolution No. 02-4-17-IH; and

WHEREAS, the HACSA Board of Commissioners desires that the Chairperson of the HACSA Board be voted on rather than selecting the Lane County Board Chair as the HACSA Board Chair, and

WHEREAS, the Board of Commissioners of the Housing And Community Services Agency recognize the need to amend and adopt the revised by-laws; NOW THEREFORE IT IS HEREBY

RESOLVED/ORDERED, that the amended by-laws are hereby adopted and approved as the by-laws of the Housing And Community Services Agency of Lane County, Oregon; and it is further

RESOLVED/ORDERED, that those by-laws adopted by the Housing And Community Services Agency of Lane County, Oregon, as contained in Resolution No. *02-4-17-IH* signed *April 17, 2002*, are hereby repealed.

DATED this _____ day of _____, 2011

IN THE MATTER OF AMENDING THE BY-LAWS GOVERNING THE HOUSING AND COMMUNITY SERVICES AGENCY

ARTICLE II - OFFICERS

Section 1. Officers: The officers of the Agency shall be a Chairperson, a Vice Chairperson, and a Secretary (Executive Director).

Section 2. Chairperson: The Chairperson of the Housing And Community Services Agency (HACSA) of Lane County, Oregon shall be elected annually by majority vote of the HACSA Board at its first meeting in January. He/she shall preside at all meetings of the Agency. The Chairperson has the authority to sign all contracts, deeds and other instruments made by the Agency, except as otherwise authorized by resolution of the Agency. At each meeting, the Chairperson shall submit such recommendations and information as he may consider proper concerning the business, affairs, and policies of the Agency.

Section 3. Vice Chairperson: The Vice Chairperson of the Lane County Board of Commissioners is selected to service as the Vice Chairperson of the Housing and Community Services Agency of Lane County, Oregon, and shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson.

Section 4. Secretary (Executive Director): The Secretary shall be the Executive Director, who shall serve as the Chief Executive Officer and head of the administrative branch of the Agency, and shall be responsible to the Agency for the proper administration of all affairs of the Agency in accordance with federal, state, and local laws.

- A. The Executive Director shall coordinate the activities of the Agency with the County Administrator of Lane County. The Executive Director shall ensure the uniform enforcement between the Agency and Lane County of ordinances, orders, rules, regulation procedures and policy adopted by the Board, as appropriate. The Executive Director shall prepare a report on the status of Agency operations annually for presentation to the Board of Commissioners.
- B. He/she shall cause to have prepared plans, reports, and other necessary matters concerning any given housing project; and shall report from time to time to the Agency on the status of the housing program.
- C. He/she shall have general supervision and control over all personnel directly employed by the Agency on a full-time or part-time basis, and shall carry out all duties required of the position by the adopted personnel rules and regulations of the Agency.
- D. He/she shall have authority to sign all contracts at which the Housing And Community Services Agency is to be a party, shall attest the authorized signature

on authority bonds and shall see that all contracts are carried out in the best interest of the authority under appropriate law.

- E. The Executive Director shall be selected by the Agency Board of Commissioners by majority vote, using a selection procedure of their choice.

Section 5. Additional Duties: The officers of the Agency shall perform such other duties and functions as may from time to time be required by the Executive Director, by By-Laws or rules or regulations of the Agency.

Section 6. Additional Personnel: The Agency may from time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the laws of the State of Oregon applicable thereto. The creation and compensation of positions shall be determined by the Agency as prescribed in the currently adopted Personnel Rules and Regulations.

