

**BY-LAWS
THE HOUSING AUTHORITY
OF THE TOWN
OF ROCKY HILL**

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The by-laws of the Local Housing Authority contain basic rules relating to the function of the organization. The by-laws should not include rules of order, standing rules, or recapitulate statutory provisions, unless necessary for clarity. Sample bylaws are attached. As a minimum by-laws should include the following:

1. Description and use of the seal
2. Election procedures, responsibilities and duties
3. Meetings;
 - a. Regular meeting schedule,
 - b. Special meetings,
 - c. Emergency meetings,
 - d. Annual meeting, and
 - e. Conduct of meetings
4. Quorum;
5. Order of business;
6. Resolutions; and
7. Amendments

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**ARTICLE I
The Authority**

Section 1. Name. The name of the Authority shall be “The Housing Authority of the Town of Rocky Hill.”

Section 2. Seal. 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 activation, and the word “Connecticut”.

Section 3. Composition. The Authority shall consist of five commissioners. The powers of the Authority shall be vested in the commissioners in office.

**ARTICLE II
Commissioners**

Section 1. Appointment. The commissioners shall be appointed in accordance with the provisions of Section 8-41, Connecticut General Statutes.

Section 2. Term. The term of each commissioner shall be five years, except that initially four of the five commissioners shall be appointed for terms of one, two, three and four years, so that the term of one commissioner will expire each year.

Section 3. 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 Bylaws, or which may arise by reason of their appointment to serve on committees functioning within the Authority or in cooperation with persons or groups outside the Authority.

Section 4. 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.

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**ARTICLE III
Officers and Employees**

Section 1. Officers. The officers of the Authority shall be a Chairman, a Vice Chairman, a Secretary, Treasurer, all of whom shall be commissioners.

Section 2. 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 successor is elected and qualified. The first Chairman of the Authority is selected by the officers of the Authority.

Section 3. 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.

Section 4. Duties of Officers:

a. Chairman. The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman shall sign all contracts, deeds, and other instruments made by 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.

b. 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.

c. 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 unless there is an Executive Director. 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. The Secretary shall keep the seal of the Authority and certify all copies of resolutions and other documents.

d. 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 unless there is an Executive Director.. 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 duties.

e. Tenant Commissioner: A Tenant Commissioner an individual selected in accordance with the General Statutes § 8-41 who will be appointed by the Town Council to RHHA Board of Commissioners, after 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.

Section 5. Executive Director. The Commissioners shall, at their discretion, appoint one person to fill the office of Executive Director for such term and for such compensation as they may fix. In the event of a vacancy occurring in the office of Executive Director, the Commissioners may designate one of their number to serve in such capacity on a pro tempore basis, without compensation, until such time as a replacement is appointed.

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**ARTICLE IV
Meetings**

Section 1. Regular Meetings. Regular meetings shall be held on the 4th Wednesday of each month in the calendar year, at The Housing Authority of the Town of Rocky Hill and at such time as may be.

designated by resolution, for the transaction of the business of the Authority. Meetings shall be conducted in accordance with the provisions of Chapter 3, Connecticut General Statutes.

Executive Session. An executive session of the Housing Authority is limited to the Commissioners and anyone designated by them to present testimony or opinion pertinent to the subject at hand. An executive session may be held provided two-thirds of the Commissioners present vote to do so, and the reason for the executive session is stated and recorded in the minutes.

Section 2. 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 Rocky Hill, at least 24 hours prior to the date set forth in the call for such meeting. No other business may be transacted at such special meeting.

Section 3. Emergency Special Meetings. Special meetings may be called in emergencies as in Section 2, 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.

Section 4. Annual Meetings. Annual meetings shall be held on the 4th Wednesday in March for the purpose of electing officers, receiving the annual report and for the conduct of such other business as may come before the meeting.

Section 5. Quorum. 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.

Section 6. Order of Business.

a. Regular Meetings. The order of business at regular meetings shall be as follows:

- (1) Roll call;
- (2) Reading and approval of the minutes of the previous regular meeting and any intervening special or emergency special meeting;
- (3) Bills and communications;
- (4) Report of the Executive Director;
- (5) Reports of committees;
- (6) Unfinished business;
- (7) New business; and
- (8) Adjournment.

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b. 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.

Section 7. 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 minute book, with the vote of each commissioner indicated therein. All resolutions shall be chronologically numbered on entry.

**ARTICLE V
Amendments**

The bylaws of The Housing Authority of the Town of Rocky Hill 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.