



BY-LAWS OF THE HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY OF LANE COUNTY, OREGON

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority: The name of the Authority shall be the "Housing Authority and Community Services Agency of Lane County" doing business as "Homes for Good Housing Agency."

Section 2. Seal of Authority: The seal of the Agency shall be and shall bear the name of the organization and the year of its creation.

Section 3. Office of Authority: The offices of the Agency shall be at such a place in Lane County, State of Oregon, as the Agency from time to time may designate by resolution. As of April 30, 2020, the Agency's offices are located at 100 W 13th Avenue in Eugene, Oregon 97401.

Section 4. Board Composition: As authorized under ORS 456.095, the Lane County Board of Commissioners has elected to exercise the powers of a housing authority with the addition of two appointed persons selected from a pool of residents who receive direct assistance from the Agency. Elected commissioners shall serve as long as they remain Lane County Commissioners. Terms and conditions of the appointed non-elected commissioners are governed by current State law, specifically ORS 456.095, ORS 456.100 and ORS 456.110. The appointed non-elected commissioners shall be chosen and appointed by the Lane County Commissioners by majority vote and shall serve a term of four (4) years.

Notwithstanding, the above paragraph, the term of office for the first appointed non-elected commissioners shall be as follows: One appointed commissioner's term shall run from the appointment date until January 2004; One appointed commissioner's term shall run from the appointment date until January 2006. Terms of office for succeeding appointed non-elected commissioners shall run for approximately four (4) years to be appointed at the first regular Board of County Commissioners meeting in January.

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 Agency shall be elected annually by majority vote of the Agency Board at its first meeting in January. They shall preside at all meetings of the Agency Board. 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 they 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 Agency 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 administrative head 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.
- B. They shall cause to have prepared plans, reports, and other necessary matters concerning any given housing program, housing project and key Agency activities; and shall report from time to time to the Agency Board on the status of Agency activities.
- C. They 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. They shall have authority to sign all contracts to which the 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 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 and Collective Bargaining Agreement.

ARTICLE III - MEETINGS

Section 1. Annual Meeting: The annual meetings of the Agency Board shall be held on the third Wednesday in January at 1:30 p.m. In the event such day shall fall on a legal holiday, or cannot be held on that day, the annual meeting shall be held on the next succeeding Wednesday.

Section 2. Regular Meetings: Regular meetings of the Agency Board shall be held on third or fourth Wednesday (at 1:30 p.m.), when deemed necessary by the Executive Director or four Commissioners.

Section 3. Special Meetings: Special meetings may be called at the discretion of the Chairperson or Executive Director or may be called upon the written request of four Commissioners. The call for a special meeting of the Agency Board shall be for the purpose of transacting any business designated in the call. Notice of any special meeting shall be given in accordance with ORS Chapter 192.610-710.

Section 4. Quorum: Four Commissioners shall constitute a quorum for the purpose of conducting Agency Board business and exercising its powers for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. Action may only be taken by the Agency Board upon a vote approving such action by a majority of the Agency Board.

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

- A. Approval of Minutes
- B. Executive Director Report
- C. Resolutions and Orders
- D. Other business, at the discretion of Agency Board Commissioners or the Executive Director
- E. Adjournment

All resolutions shall be in writing and attached to and thereby incorporated in the journal of the proceedings of the Agency.



Section 6. Recording Secretary: The Secretary or another person designated by the Secretary shall serve Ex-Officio as Recording Secretary at the meetings of the Agency Board. They shall record all votes and shall keep a record of all proceedings of the Agency Board.

Section 7. Manner of Voting: Voting on all matters coming from the Agency Board shall be by voice, except that if the presiding officer doubts the result of a vote or if three Agency Board Commissioners request a call of the roll, a roll call vote shall be taken and the ayes, nays and names of the Agency Board Commissioners who have disqualified themselves shall be entered upon the journal.

Section 8. Robert's Rules: All rules of order not herein provided for shall be determined in accordance with "Robert's Rules of Order." However, since the Agency Board has an obligation to be as clear and simple in its procedures as possible, Commissioners shall avoid overuse of technical points in parliamentary rules.

ARTICLE IV- AMENDMENTS

Amendments to By-Laws:

The by-laws of the Agency shall be amended only with the approval of at least four Commissioners at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days written notice thereof has been previously given to all of the Commissioners. Such notice shall identify the section or sections of the by-laws proposed to be amended.