

BY-LAWS OF THE FERNDALE HOUSING COMMISSION

**ARTICLE I – THE COMMISSION**

**Section 1-** *Name of the Commission.* The name of the Commission shall be the “Ferndale Housing Commission”.

**Section 2-** *Offices of the Commission.* The offices of the Commission shall be at 415 Withington in the City of Ferndale, Michigan, but the Commission may hold its meetings at such other place or places as it may from time to time designate by resolution.

**Section 3-** *Commissioners.* The Commission shall be comprised of five (5) Board Members appointed by the Mayor of Ferndale, Michigan, with confirmation by the Ferndale City Council for staggered five (5) year terms so that there is one vacancy each year. At least one (1) Board Member must be a Commission resident or program participant.

**ARTICLE II – OFFICERS**

**Section 1-** *Officers.* The officers of the Commission shall be a President and a Vice-President.

**Section 2-** *President.* The President shall preside at all meetings of the Commission. As authorized by the Commission, the President, in the absence of the Executive Director, may sign all contracts, deeds and other instruments made by the Commission. At each meeting, the President shall submit such recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the Commission.

**Section 3-** *Vice President.* The Vice-President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President the Vice-President shall perform such duties as are imposed on the President until such time as the Commission shall select a new President.

**Section 4-** *Additional Duties.* The officers of the Commission shall perform such other duties and functions as may from time to time be required by the Commission or the by-laws or rules and regulations of the Commission.

**Section 5-** *Election or Appointment.* The President and Vice-President shall be elected at the annual meeting of the Commission from among the members of the Commission, and shall hold office for a two year term or until their successors are elected and qualified. The election shall be by voice vote of the Commission.

**Section 6- Vacancies.** The Executive Director shall inform the Mayor of the approaching end of term of any Commissioner. A Commissioner shall continue to serve as a voting member of the Commission after the expiration of his/her term of office until the Commissioner has been reappointed or a successor has been appointed to fill the expired term. When a vacancy on the Commission occurs, the President of the Commission shall inform the Mayor. The Mayor will be requested to fill such vacancies within ninety (90) days. Appointments will be made in accordance with City of Ferndale Ordinance No. 548, and with Public Act 18 of the State of Michigan. Upon a vacancy, the Commission and/or Executive Director may recommend a potential Commissioner to the Mayor. In accordance with Public Act 18 of the State of Michigan, at least one Commissioner shall be a resident of the Commission's Public Housing facilities or a participant of the Commission's Section 8 Rental Assistance Program.

**Section 7- Additional Personnel.** Upon recommendation by the Executive Director, the Commission may from time to time employ such personnel as it deems necessary to exercise its power, duties, and functions. Such personnel shall be selected by and responsible to the Executive Director at such compensation as set by the Commission in the financial records of the Commission. No member of the Commission or no member of the Council of the City of Ferndale shall be eligible for employment by the Commission.

### **ARTICLE III – MEETINGS**

**Section 1- Annual Meeting.** The annual meeting of the Commission shall be held at such time and place designated by the Commission during the month of June of each year.

**Section 2- Regular Meeting.** Meetings shall be held at such time and place as may from time to time be designated by resolution. In the event any such date shall fall on a legal holiday, the meeting shall be held on the next succeeding business day.

**Section 3- Special Meeting.** The President of the Commission may, when he/she deems it expedient, and shall, upon the approval of two or more members of the Commission, call a special meeting of the Commission for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the proposed meeting to each member of the Commission or may be mailed to the business or home address or emailed to each member of the Commission 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 members of the Commission are present at a special meeting any and all business may be transacted at such special meeting.

**Section 4- Quorum.** At all meetings of the Commission, three members of the Commission shall constitute a quorum for the purpose of transacting business;

provided that a smaller number may meet and adjourn to some other time or until a quorum is obtained.

**Section 5-** *Order of Business.* At the regular meetings of the Commission the following shall be the order of business:

1. Roll Call.
2. Approval of Minutes.
3. Disbursements.
4. Approval of Agenda.
5. Appearances and Communications.
6. Open Call
7. Director's Report.
8. Old Business.
9. New Business.
10. Open Call
11. Adjournment.

All resolutions shall be recorded in writing and shall be copied in a journal of the proceedings of the Commission or maintained electronically. All Communications shall be limited to three minutes in length when presented verbally. Written Communications shall be limited to one letter page in length.

**Section 6-** *Manner of Voting.* The voting on all questions coming before the Commission shall be by voice vote unless a Commissioner requests a roll call vote. The ayes and nays and abstentions on all roll call votes shall be entered upon the minutes of such meeting.

**Section 7-** *Attendance.* Members of the Commission are expected to attend the meetings of the Commission. Members of the Commission shall be allowed three (3) excused absences per annum. Commissioner shall notify either the President of the Commission or the Executive Director if unable to attend a regularly scheduled meeting. If a Commissioner exceeds three (3) excused absences from regularly scheduled meetings, the Commission may ask him /her to explain before the Commission and the Commission reserves the right to recommend to the Mayor if the Commissioner shall be relieved of his/her duties and a new Commissioner appointed by the Mayor.\

#### **ARTICLE IV – AMENDMENTS**

**Section 1-** *Amendments to By-Laws.* The by-laws of the Commission shall be amended only with the approval of at least three of the members of the Commission at a regular or special meeting. The by-laws shall be reviewed at each annual meeting of the Commission for needed revision or amendments.

**ARTICLE V – Executive Director**

**Section 1- Executive Director.** The compensation and benefits of the Executive Director shall be determined by the Commission. The Executive Director shall be appointed by the Commission. Any person appointed to fill the office of Executive Director, or any vacancy therein, shall have such term as the Commission fixes. Should the offices of the President or Vice-President become vacant, the Commission shall elect a successor from its membership at a regular meeting held within sixty (60) days of when the vacancy occurs, and such election shall be for the unexpired term of said office. When the office of Executive Director becomes vacant, the Commission shall appoint a successor, as aforesaid, and if necessary the Commission shall appoint an individual to serve in the capacity of Executive Director during the interim period the office is vacant.

**ARTICLE VI – Secretary**

**Section 1- Secretary.** The Commission shall endeavor to have a secretary who is outside of the FHC staff. The duties of the Secretary shall be to take the minutes at the Commission meetings.