



BY-LAWS OF THE
HOUSING AUTHORITY OF THE CITY OF SAN BUENAVENTURA

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be "Housing Authority of the City of San Buenaventura". The Authority's governing body is the Board of Commissioners (referred to hereafter as the "Board," "Commission," or "Authority").

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 the Authority. The main office of the Authority shall be located at 995 Riverside Street, in the City of San Buenaventura, California. The satellite office is located at 11122 Snapdragon Street in the City of San Buenaventura.

Section 4. Meeting Place of the Authority Commission. The meeting place of the Authority Commission, effective May 23, 2007, is 995 Riverside Street, in the City of San Buenaventura, California.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chairman, a Vice-Chairman and a Secretary/Treasurer.

Section 2. Chairman. The Chairman shall preside at all meetings of the Authority; the Chairman shall sign all contracts, deeds and other instruments made by the Authority or delegate that authority to the Chief Executive Officer. At each meeting the Chairman shall submit such recommendations and information, as s/he may consider proper concerning the business affairs and policies of the Authority.

Section 3. Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman. The Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall select a new Chairman.

Section 4. Secretary/Treasurer.

- (a) The Secretary/Treasurer shall be the Chief Executive Officer of the Authority. As Chief Executive Officer, s/he shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. S/he shall be charged with the operation and management of the housing projects of the Authority.
- (b) The Chief Executive Officer acting as Secretary shall: keep the records of the Authority; act as Secretary of the meetings of the Authority; record all votes and keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose; and perform all duties incident of his office. S/he shall keep in 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 this Authority.
- (c) The Chief Executive Officer acting as Treasurer 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. S/he 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. S/he shall be bonded for the faithful performance of his/her duties.

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 Chairman or action of the Authority.

Section 6. Election or Appointment.

- (a) The Chairman and Vice-Chairman 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.
- (b) The Secretary/Treasurer shall be appointed by the Authority and shall serve at the pleasure of the Authority, but no Commissioner of the Authority shall be eligible for this office except as a temporary appointee.

Section 7. Vacancies. Should the offices of Chairman or Vice-Chairman 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/Treasurer becomes vacant the Authority shall appoint a successor.

Section 8. Additional Personnel. The Authority may employ such other officers, agents and employees as it requires and shall determine their qualifications, duties, terms of employment and compensation.

ARTICLE III – MEETINGS

Section 1. Ralph M. Brown Act. The Ralph M. Brown Act (California Open Meeting Law), commencing at California Government Code Section 54950 *et seq.* (“Brown Act”) shall apply to the Board of Commissioners and any legislative body meetings, e.g., standing committees, of the Board.

Section 2. Annual Meetings. Starting in 2016, the annual meeting of the Authority shall be held on the second Wednesday of October of each year at 3:00 p.m., at the regular meeting place of the Authority. In the event such date shall fall on a legal holiday the meeting shall be held on a date mutually agreed upon by a quorum of Commissioners.

Section 3. Regular Meetings. Starting in December of 2015, Regular Meetings shall be held at the regular meeting place of the Authority at 3:00 p.m. on the second Wednesday of each month, unless the same shall be a legal holiday in which event said meetings shall be held on a date mutually agreed upon by a quorum of Commissioners. No more than two consecutive regular meetings may be cancelled by a majority vote.

Section 4. Adjourned Meetings. Whenever the business, as itemized in the agenda, cannot be fully transacted at a regular or annual meeting, such meetings may be adjourned to a time and place specified in the order of adjournment.

Section 5. Postponed Meetings. If communications with members of the Commission reveal that a quorum will not be present on the date set for regular or annual meetings, then such meetings may be postponed to another date and time that is convenient to a quorum of Commissioners.

Section 6. Special Meetings. Special meetings may be called by the Chairman or by two of the commissioners. The call for a special meeting is accomplished by delivering written notice to each member of the Authority and to each local newspaper of general circulation and radio or television station requesting notice in writing. The notice shall be delivered personally or by any other means and shall be mailed to commissioners at least 48 hours, and received at least 24 hours, before the time of the meeting as specified in the notice. [Government Code section 54956; Health & Safety Code section 34283.] The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the Commission. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the Commission a written waiver of notice. The waiver may be given by telegram. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

Section 7. Notices Required of Meetings. Posting of notices, at a minimum, shall be in accordance with the Brown Act.

- (a) Regular Meetings. At least 72 hours prior to each meeting, agendas shall be:
 - (1) Delivered to the City Clerk. Agendas may also be delivered to a local newspaper of general circulation and shall be delivered to any person who has filed a written request for same, in accordance with Government Code Section 54954.1.
 - (2) Posted at both of the Offices of the Housing Authority.
 - (3) Posted on the Housing Authority's website
- (b) Adjourned (Continued) Meetings. A copy of the order of adjournment shall be posted on or near the door where the meeting was held within 24 hours of adjournment in addition to postings required in "a" above. If the meeting is to reconvene in less than 24 hours a copy of the order shall be posted immediately following the adjourned meeting.
- (c) Special Meetings. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall be posted at least 48 hours prior to the special meeting in a location that is freely accessible to members of the public and shall be delivered to each local newspaper of general circulation and radio or television station requesting notice in writing.

Section 8. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Four Commissioners shall constitute a quorum for the purpose of conducting business and exercising powers with a seven-member commission.

Section 9. Order of Business. At regular meetings of the Authority, the following shall be the order of business:

- 1. Call to Order
- 2. Roll Call
- 3. Adopt Agenda
- 4. Public Comment on Agenda (Closed Session) Item(s)
- 5. Closed Session (if applicable)
- 6. Report Out of Closed Session (if applicable)
- 7. Consent Agenda, to include reading and approval of minutes of the previous meeting

8. Public Communications
9. Formal Action Items
10. Public Hearing (if applicable)
11. Information Items
12. Future Meeting Date
13. Adjournment

All resolutions shall be in writing and shall be entered in a journal of the proceedings of the Authority or may be incorporated in the permanent files of the Authority when appropriate due to length or other reason and so ordered by the Commission.

Section 10. Manner of Voting. The voting on all questions coming before the Authority should be by roll call and the yeas and nays shall be entered upon the minutes of such meetings. Depending upon the nature of the action it may be deemed appropriate to approve by motion only duly seconded, and concurred in by voice vote of a majority of the Commissioners; however, if there is a difference of opinion, resulting in nay votes, then by declaration of the Chairman a roll call shall be taken and recorded. The concurrence of a majority of the Commissioners empowered to vote shall be necessary to take any action.

ARTICLE IV – COMMITTEES

Section 1. Committee Types. Standing Committees are established by the Board to exercise continuing, long-term subject matter jurisdiction for the Authority. By contrast, Ad Hoc Committees are established by the Board to serve a short-term function and /or to complete a specific task of the Authority.

- (a) Board Committees. There shall exist the following standing committees of the Board: (a) Finance and Operations; (b) Development; and (c) Resident Services. Each committee is a “legislative body” and shall comply with applicable requirements of the Brown Act. Each committee may determine the time and place for holding its regular meetings.
- (b) Ad hoc Committee. An ad hoc Committee is established by the Board to serve a short-term function and / or to complete a specific task of the Authority.

Section 2. Committee Formation and Dissolution. The Board shall have the authority to establish and dissolve all committees; specify their type, e.g., whether standing or ad hoc; and determine the scope of the committee’s charge

Section 3. Committee Reports. Committee chairs will provide a report for presentation at each meeting of the Board

Section 4. Appointment and Membership of Committees. Each committee shall be composed of three (3) or less Commissioners. The Chairman shall appoint the Chair and members of each committee. The Chairman may appoint herself or himself to a

committee and/or otherwise appoint herself or himself as committee chair. Standing committee assignments shall be for one (1) year, concurrent with the Board's election of a Chairman in accordance with Article II, Section 6 herein

ARTICLE V - AMENDMENTS

Amendments to By-Laws. The By-Laws of the Authority shall be amended only with the approval of a majority of the members of the Authority at a regular or a special meeting, but no such amendments shall be adopted unless at least two days written notice thereof has been previously given to all of the members of the Authority.

ARTICLE VI – EFFECTIVE DATE

These By-Laws are effective as of September 23, 2015.