

GARDEN GROVE HOUSING AUTHORITY

BYLAWS

ARTICLE I – THE HOUSING AUTHORITY

SECTION 1: Name of Housing Authority. The name of the Housing Authority of the City of Garden Grove shall be "GARDEN GROVE HOUSING AUTHORITY," pursuant to City Resolution No. 4812-75.

SECTION 2: Housing Authority Commissioners. The Housing Authority shall consist of ~~seven-nine~~ Commissioners. The ~~Mayor and~~ City Council shall serve as ~~five-seven~~ Commissioners of the Housing Authority, and shall appoint as Commissioners two tenants of the Housing Authority; provided, that the Housing Authority has tenants. One such Tenant Commissioner shall be over the age of sixty-two years; provided, that the Housing Authority has tenants of such age. Said appointments of Tenant Commissioners shall be made ~~every two years at the annual meeting in January in even number years or when a vacancy occurs at the first meeting of the City Council following each regular municipal election of the City Council. in December, and at the annual meeting in odd-numbered years thereafter, and the term of each tenant commissioner shall be two years from the date of appointment.~~ every two years at the annual meeting in January in even number years or when a vacancy occurs at the first meeting of the City Council following each regular municipal election of the City Council.

SECTION 3: Seal of the Housing Authority. The Seal of the Housing Authority shall bear the name of the Housing Authority and the year of its organization.

SECTION 4: Office of Housing Authority. The principal business office of the Housing Authority shall be at Garden Grove City Hall, 11222 Acacia Parkway, Garden Grove, California, 92840.

ARTICLE II – OFFICERS OF THE HOUSING AUTHORITY

SECTION 1: Officers. The Officers of the Housing Authority shall be a Chair, Vice Chair, Secretary, Director, Assistant Director, Finance Officer, and Legal Counsel.

SECTION 2: Chair and Vice Chair. The Chair and the Vice Chair shall be from among the Housing Authority Commissioners and shall be elected each year at the annual meeting of the Housing Authority; and their term of office shall commence with the election, taking office immediately thereafter. Should either the office of the Chair or Vice Chair become vacant, the Housing Authority Commissioners at the next regular meeting shall elect a successor for the unexpired term of that office.

The duties of the Chair shall be to preside at Housing Authority meetings and perform such other duties as are appropriate.

The Vice Chair, in the absence of the Chair, shall perform the duties of the Chair.

SECTION 3: Secretary. The Secretary need not be a Housing Authority Commissioner and shall be the City Clerk of the City of Garden Grove. and shall be appointed or removed by motion or Resolution of the Housing Authority Commissioners.

The Secretary shall attend the meetings of the Housing Authority, and shall keep and maintain records of the Housing Authority meetings. The Secretary shall keep in safe custody the Seal of the Housing Authority and shall be authorized to affix the Seal when appropriate to documents and instruments to be executed for the Housing Authority by vote of the members. In the absence of the Secretary, the Chair may designate an acting Secretary to temporarily fill the position of the Secretary.

SECTION 4: Director and Assistant Director. The Director of the Housing Authority shall be the City Manager of the City of Garden Grove, and shall serve for an indefinite term concurrent with his service to the City of

Garden Grove as City Manager. The Director shall have general supervision over the administration of Housing Authority business affairs and personnel, subject to the direction of the Housing Authority. In the absence of the City Manager, the Acting City Manager shall serve as Director.

SECTION 5: Finance Officer. The Finance Officer of the Housing Authority shall be the Finance Director of the City of Garden Grove and shall serve for an indefinite term concurrent with his service to the City of Garden Grove as Finance Director.

The Finance Officer shall supervise the fiscal affairs of the Housing Authority and shall also supervise the care and custody of all monies of the Housing Authority. The Finance Officer shall cause adequate, correct, and regular accounts of the properties, monies, and transactions of the Housing Authority to be kept and maintained. He shall sign all orders and checks for the payment of money and shall payout and disburse such monies under the direction of the Housing Authority. He shall keep regular books of accounts showing receipts and expenditures and shall render periodically to the Housing Authority, but at least annually, an account of his transactions and also of the financial condition of the Housing Authority. He shall give such bond for the faithful performance of his duties as the Housing Authority may determine.

The Finance Officer shall also perform all other duties incidental to the office of Finance Officer.

SECTION 6: Legal Counsel. The Legal Counsel of the Housing Authority shall be the City Attorney of the City of Garden Grove and shall serve for an indefinite term concurrent with his service to the City of Garden Grove as City Attorney.

The Legal Counsel shall act as the legal advisor to the Housing Authority Commissioners, officer, and employees in all legal matters pertaining to the functions of the Housing Authority. The Housing Authority Commissioners may appoint or authorize additional legal counsel from time to time.

SECTION 7: Compensation. Housing Authority Commissioners shall receive \$50.00 per day for attending Housing Authority meetings, which may include traveling and subsistence expenses in the discharge of duties as Commissioner. No Commissioner shall be paid for attending more than four (4) meetings monthly.

SECTION 8: Additional Duties. The Officers of the Housing Authority shall perform such other duties and functions as may from time to time be required by the Housing Authority or the bylaws and regulations of the Housing Authority.

SECTION 9: Election or Appointment. The first Chair and Vice Chair shall be elected at the first organizational meeting and shall hold office until the first annual meeting of the Housing Authority except as otherwise provided for herein.

ARTICLE III – EMPLOYEES, AGENTS, AND CONSULTANTS

SECTION 1: Administration. The City Manager shall be the Director of the Housing Authority pursuant to Section 4, Article II of these bylaws and City Council Resolution No. 4813-75. The Director is charged with the administration, management, and general supervision of the business and affairs of the Housing Authority. Services to be rendered to the Housing Authority are to be supplied by city employees pursuant to City Council Resolution No. 4813-75.

The Housing Authority members may from time to time establish such positions and select and appoint such agents and consultants, permanent and temporary, as it may require and determine their qualifications, duties, and compensation. The Director is authorized to appoint other employees in positions established by the Housing Authority.

SECTION 2: Compensation. The Housing Authority Commissioners may by Resolution fix and determine the compensation of all Housing Authority Commissioners, officers, employees, agents, and consultants.

ARTICLE IV – AUTHORITY TO BIND AGENCY, CONTRACT, PAYMENTS

SECTION 1: Housing Authority. No commissioner, officer, agent, or employee of the Housing Authority, without prior authority by a 4/7 vote of the Housing Authority Commissioners unless otherwise provided by law or Ordinance, shall have power or authority to bind the Housing Authority by any contract, to pledge its credits, or to render it liable for any purpose in any amount.

SECTION 2: Chair and Vice Chair. The Chair or the Vice Chair of the Housing Authority shall execute on behalf of the Housing Authority all contracts, deeds, and other documents and instruments as authorized by the Housing Authority Commissioners. Nothing herein contained shall prohibit or be construed to prohibit the Housing Authority Commissioners from authorizing any officer or employee of the Housing Authority to so execute such instruments and documents.

ARTICLE V – MEETINGS

SECTION 1: Annual Meeting. The annual meeting of the Housing Authority shall be held on the fourth Tuesday of ~~December~~January of each year at the regular time in the regular meeting place of the Housing Authority. Said annual meeting may, from time to time, be changed by Resolution of the Housing Authority. ~~In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding secular day.~~

SECTION 2: Regular Meetings. Regular meetings shall be held on the fourth Tuesday of each month at the hour of 6:30 p.m. in the ~~Council Chamber of the~~ Community Meeting Center, 11300 Stanford Avenue, Garden Grove, California, ~~commencing with the meeting of March 27, 2007~~. In the event a day of regular meeting shall be a legal holiday as provided by Ordinance of the City Council of Garden Grove, said meeting shall be held on the next succeeding secular day. If by reason of fire, flood, or other emergency, it shall be unsafe to meet at the location designated by Resolution, the meeting may be held for the duration of the emergency at such place as is designated by the Chair or by three Housing Authority Commissioners.

SECTION 3: Special Meetings. A special meeting may be called at any time by the Chair or upon written request of three of the Housing Authority Commissioners by delivering, personally or by mail, written notice to each Commissioner and to each person or entity entitled by law to receive such notices. Such notice must be delivered personally or by mail at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. The Housing Authority Commissioners shall consider no other business at such meetings. Such written notice may be

dispensed with as to any Commissioner who is actually present at the time the meeting convenes.

SECTION 4: Executive Sessions. Nothing contained in these bylaws shall be construed to prevent the Housing Authority Commissioners from holding executive sessions during a Regular or Special meeting concerning any matter permitted by law to be considered in an executive session.

SECTION 5: Public Hearings. All Public Hearings held by the Housing Authority Commissioners shall be held during Regular or Special meetings of the Housing Authority.

SECTION 6: Adjourned Meetings. Any Regular or Adjourned Regular meeting may be adjourned to a time, place, and date specified in the motion for adjournment but not beyond the next Regular meeting. If no time is stated in the motion for adjournment, it shall be the same time as for Regular meetings. Once adjourned, the meeting may not be reconvened. An Adjourned Regular meeting is a Regular meeting for all purposes.

SECTION 7: Meetings Open to Public. All meetings of the Housing Authority shall be open to the public. All persons shall be permitted to attend any such meetings except as otherwise permitted by law.

SECTION 8: Quorum. A majority of the Commissioners of the Housing Authority shall constitute a quorum for the purpose of conducting its business, exercising its powers, and for all other purposes. A smaller number of Housing Authority Commissioners may adjourn a meeting from time to time until a quorum is present.

SECTION 9: Agenda – Order of Business. An agenda for each Regular meeting shall be prepared by the Director or his designee and shall contain the specific items of business to be transacted and the order thereof.

Additional items may be considered and acted on at other than Special meetings.

The Housing Authority may establish from time to time the general order of business at Authority meetings.

All Resolutions shall be placed on a written form and kept with the journal of the Housing Authority or with the minutes of the meeting at which the Resolution was adopted.

SECTION 10: Manner of Voting. The voting on Resolutions, matters to any federal, state, county, or city agency and all such other matters as may be requested by a majority of the Housing Authority Commissioners shall be by use of the electric voting board or such other method as the Housing Authority shall from time to time determine by Resolution. The minutes shall have entered therein the vote of the Housing Authority Commissioners present as well as a notation as to those Commissioners absent. Nothing provided herein shall prevent the election of Housing Authority Chair or Vice Chair by ballot where the Housing Authority Commissioners so desire.

SECTION 11: Debate – Decorum – Motions. All matters concerning debate, decorum, and motions may follow, where not otherwise provided for herein, the procedure established by the City Council of Garden Grove for the conducting of their City Council proceedings, a copy of which is on file in the Office of the Garden Grove City Clerk.

ARTICLE VI – POLICY CONCERNING DISCRIMINATION

SECTION 1: Discrimination Prohibited. It is hereby declared to be the policy of the Housing Authority that, in undertaking activities, actions or projects under the Housing Authorities Law of the State of California and amendments thereto, there shall be no discrimination because of race, color, religion, sex, national origin, or ancestry.

ARTICLE VII – AMENDMENT OF THE BYLAWS

SECTION 1: Amendments. The bylaws shall be amended only with the approval of at least a majority of the Housing Authority Commissioners at a Housing Authority meeting, but no amendment shall be adopted unless at least four days written notice of the general nature thereof has been sent previously to all Housing Authority Commissioners.