

**CARTERET HOUSING AUTHORITY
BY-LAWS**

Last Revised 1/15/08

**BY-LAWS OF
THE HOUSING AUTHORITY
OF THE BOROUGH OF CARTERET**

Section 1 Name of the Authority. The name of the Authority shall be “The Housing Authority of the Borough of Carteret.” It was formed in 1952 under the authority of the Local Housing Authorities Laws (R. S. 55: 14A et. seq.) which has since been repealed and replaced by the Local Redevelopment and Housing Law (N.J.S. 40A: 12A-1 et. seq.)

Section 2 Purpose of the Authority. To finance, develop, package, insure, manage, regulate, control, acquire and own diverse types of housing designed to provide safe, sanitary and suitable living accommodations of any and every type and kind to all persons of low income within Carteret, Middlesex County and the State of New Jersey as required and permitted by HUD.

To participate in Federal, State, and County, as well as the Carteret housing programs by receipt of loans, grants and annual or other contributions;

To receive loans, grants and annual or other contributions from any other source, public or private; providing that nothing will jeopardize any current or future programs from the United States Department of Housing (HUD).

To participate in and promote, either alone or in conjunction with any public or private corporation or organization or any charitable or nonprofit corporation or organization, or any governmental agency, the provision of safe, sanitary and suitable living accommodations of every and any type and kind to all persons of low income within Carteret, Middlesex County and the State of New Jersey as required and permitted by HUD.

To advise, consult, coordinate and perform all functions, for or with any public or private corporation or organization, any charitable or nonprofit corporation or organization, or governmental agency, for the purpose of providing safe, sanitary and suitable living accommodations of any and every type and kind;

To do any and all lawful things reasonable, necessary or convenient to accomplish the purposes aforesaid.

Section 3 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 4 Office of Authority. The offices of the Authority shall be at 96 Roosevelt Avenue within the Borough of Carteret, County of Middlesex and the State of New Jersey, but the Authority may hold its meetings at such other places as it may designate by Resolution.

ARTICLE II – BOARD OF COMMISSIONERS

Section 1 Number, Qualifications and Tenure- The Board shall consist of seven (7) members or such other number as may be provided hereafter by State law.

Commissioners shall serve for a term of five (5) years or such other term as may be provided hereafter by State law. Five (5) Commissioners are appointed by the governing body of Carteret, one (1) is appointed by the Mayor of Carteret, and one (1) is appointed by the Commissioner of the Department of Community Affairs of the State of New Jersey. Vacancies are filled in the same manner as the original appointments were made, but for the unexpired term.

Any Commissioner may resign at any time by giving written notice to the Executive Director. Such resignation shall take effect at the time specified therein, or if the time is not specified, upon receipt thereof; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

All Commissioners are required to satisfactorily complete a course of study as prescribed by the State Department of Community Affairs. Any Commissioner failing to comply with such course of study within the ascribed time period will be asked to resign.

No more than one member of the Board of Commissioners may be an officer or employee of Carteret.

It is expected that Commissioners will make every effort to attend scheduled meetings. Failure to attend three (3) consecutive meetings will require that a letter be sent to the appointing body.

No Commissioner may be compensated for serving in such capacity except for reimbursement for actual expenses necessarily incurred.

ARTICLE III – OFFICERS

- Section 1 Officers. The officers of the Authority shall be a Chairperson, a Vice Chairperson, and a Secretary-Treasurer/Executive Director. The Board shall select from among its members a Chair, a Vice Chairperson, and shall employ an Executive Director. The Chairperson and Vice Chairperson shall be elected at the annual reorganization meeting at 7:00PM on the 3rd Tuesday of November of each year, from among the members of the Board of Commissioners and shall hold office for one (1) year or until their respective successors are elected and qualified. Should the office of Chairperson or Vice Chairperson become vacant, the Board shall elect a successor from its membership at the next meeting and such election shall be for the unexpired term of said office.
- Section 2 Chairperson. The Chairperson shall preside at all Regular and Special Board of Commissioner meetings of the Authority. Except as otherwise authorized by Resolution of the Authority, the Chairperson shall serve as a signatory upon all checks, drafts, contracts deeds and other instruments approved by Resolution adopted by the Board of Commissioners. At each meeting, the Chairperson shall submit such recommendations and information, as she may consider proper concerning the business affairs and policies of the Authority.
- Section 3 Vice Chairperson. The Vice Chairperson shall perform all of the duties of the Chairperson in the absence or incapacity of the Chairperson. In case of the resignation, death, removal or replacement upon the Board of the Chairperson, the Vice Chairperson shall perform such duties as imposed on the Chairperson until such time as the Authority shall select a new Chairperson, in accordance with these By-laws.
- Section 4 Secretary/Treasurer. The Executive Director of the Authority shall serve as Secretary/Treasurer of the Authority and, as such, shall have the general supervisory duties and shall be responsible for the day to day administration of its business and affairs, subject to the direction of the Board of Commissioners. The Secretary/Treasurer shall serve in this capacity for such term as shall be eligible pursuant to State or Federal Rule Regulation, Statute or Law. The compensation of the Executive Director shall be determined by the Board, but a member of the Board of Commissioners serving as Executive Director in a temporary capacity shall serve without compensation other than the payment of necessary expenses. He shall be charged with the management and operation of the Authority's facilities, its staff and employees, vendors and activities. He shall keep the official records of the Authority and shall act as Secretary of the Board meetings of the Authority. He shall truthfully record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such propose, and shall perform all duties incident to this office. He

shall keep in safe custody the Seal of the Authority and shall have the power to affix such seal executed by the Authority. He shall certify all minutes of all meetings of the Authority and shall certify each Resolution adopted by the Board. He 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. He shall authorize the preparation of all checks and drafts for payment, subject to the approval of the Board of Commissioners, except as otherwise authorized by Resolution of the Authority, and all such drafts and checks shall be counter signed by the Chairperson or Vice Chairperson, and the Executive Director. He shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or upon an as-requested basis), an account of transactions and also a report of the financial condition of the Authority.

Section 5 Additional Duties. The officers of the Authority shall perform other duties and functions as may from time to time be required by the Board of Commissioners, or the By-Laws, or the Rules and Regulations of the Authority.

Section 6 Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Redevelopment and Housing Law, and all other laws of the State of New Jersey applicable thereto. The Authority subject to the laws of the United States and the State of New Jersey shall determine the selection and compensation of such personnel (including the Executive Director). If, in the execution of the day-to-day affairs of the Authority, the Executive Director determines that additional full time employees are necessary, the Executive Director may hire such employees provided that the Board of Commissioners has allocated appropriate funds for the compensation of proposed employee(s). The Executive Director may from time to time hire part time or temporary employees to assist in the Authority's operations as needed. The Executive Director shall be entrusted with the responsibility of taking disciplinary measures and/or carrying out the termination of employees as may be necessary.

ARTICLE IV – MEETINGS

Section 1 Annual Meeting. The Annual Reorganization Meeting of the Authority shall be held on the third Tuesday of November at 6:00PM, at the Administrative Office of the Housing Authority. In the event such date shall fall on a weekend or legal holiday, the annual meeting shall be held on the next succeeding business day or on such day thereafter as the Board of Commissioners shall fix by Resolution. If it becomes necessary to hold the annual reorganization meeting at a place other than the offices of the Authority, the Board of Commissioners shall, by Resolution, so designate said alternative meeting place. The Resolution adopted shall contain the date and time, of the alternate meeting and affix their signatures to said Resolution, according to the prescribed procedure as outlined in the New Jersey State Open Public Law.

Section 2 Regular Meetings. A monthly meeting shall be held at the regular meeting place of the Authority, on the third Tuesday of each month, at 6:00PM, unless the same shall be a legal holiday, in which event said meeting shall be held on the next succeeding secular day. The Authority shall adopt a Resolution containing a schedule of the Regular Board meetings. Further, said schedule of regular meetings shall be published in the newspaper of general circulation for the Borough of Carteret; and shall be posted at the Borough Hall of Carteret, at the Housing Authority's administrative offices and at each residential facility owned, managed and/or operated by the Authority.

Section 3 Special Meetings. The Chairperson of the Authority may, when she deems it necessary, or upon the request of four members of the Authority, call for a special meeting for the purpose of transacting any business designated in the call. A special meeting Agenda shall be drafted confirming the item(s) of business to be conducted at said special meeting, and same shall be provided to all members of the Board prior to said meeting. The call for a special meeting

including the special meeting agenda may be delivered to each member of the Authority or may be mailed to the business or home address of each member of the Authority, at least two days prior to the date of such special meeting. Said special meeting shall be publicly advertised at least forty-eight (48) hours in advance of said meeting and in accordance with New Jersey Open Public Meetings Law. At such special meeting, no business shall be considered other than that placed upon the official special meeting agenda.

Section 4 Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. (4) Four Commissioners shall constitute a quorum for the purpose of conducting its business, exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. Action may be taken by the Authority upon the affirmative vote of the majority, but not less than (4) Four members present.

Section 5 Order of Business. At the regular meetings of the Authority, the following shall be the order of business:

1. Roll Call
2. Reading and approval of the previous minutes
3. Communications
4. Report of the Secretary-Treasurer
5. Bills
6. New Business
7. Old Business
8. Reports of the Committees
9. Attorney's Report
10. Commissioner Comments
11. Open to Public
12. Adjournment

This order of business will be followed unless the members adopt a Resolution to alter the order in which business is conducted.

Section 6 Manner of Voting. The voting on all questions, motions, resolutions and/or actions coming before the Authority shall be by roll call, and the "ayes" and "nays" shall be entered upon the minutes of such meeting, and thereafter upon the written Resolution.

Section 7 Resolutions. All Resolutions shall be in writing and the Secretary shall maintain copies in a journal of the proceedings of the Authority. All Resolutions adopted shall be certified by the Secretary and contain a space for recording the roll call of votes of the members of the Board of Commissioners.

Section 8 Open Public Meetings Law. All meetings of the Authority shall be held in compliance with the New Jersey State Open Public Meetings Law, and Federal Law, rules, regulations and policies adopted as they relate to the Housing Authorities.

Section 9 Duration of Meetings. No meeting of the Authority shall exceed three (3) hours. Notwithstanding this, the Board of Commissioners for good cause may extend the time of any regular or special meeting by adoption of a Resolution in accordance.

ARTICLE V – COMMITTEES

The Board of Commissioners shall be responsible for the Authority's mission of providing safe, decent affordable housing for low and moderate-income families and senior citizens. Each Committee of the Authority shall not exceed (3) three Commissioners in number. In order to facilitate the Board's responsibilities, there shall be established the following standing Committees:

Personnel, Finance & Administration Committee. There shall be a Personnel, Finance & Administration Committee of the Authority. The Chairperson shall appoint the members of this Committee from among the Board members and shall designate a Chairperson.

Buildings, Grounds & Maintenance Committee. There shall be a Buildings, Grounds & Maintenance Committee of the Authority. The Chairperson shall appoint the members of this Committee from among the Board members and shall designate a Chairperson.

Drug Awareness & Education Committee. There shall be a Drug Awareness & Education Committee of the Authority. The Chairperson shall appoint the members of this Committee from among the Board members and shall designate a Chairperson.

Senior Services & Social Programs Committee. There shall be a Senior Services & Social Programs Committee of the Authority. The Chairperson shall appoint the members of this Committee from among the Board members and shall designate a Chairperson.

Community Service Program Committee. There shall be a Community Service Program Committee of the Authority. The Chairperson shall appoint the members of this Committee from among the Board members and shall designate a Chairperson.

Tenant Selection Committee. There shall be a Tenant Selection Committee of the Authority. The Chairperson shall appoint the members of this Committee from among the Board members and shall designate a Chairperson.

- Section 1 Terms and Vacancies. The Chairperson and Commissioners appointed to a Committee shall serve a term of one (1) year, commencing upon the date of the annual meeting. In case of the resignation, death, removal or replacement of a Board member serving upon a Committee, the Chairperson of the Authority shall fill such Vacancy and the replacement member shall serve until the end of the term.
- Section 2 Ad Hoc Committees. At any time it is deemed necessary or advisable for the Board of Commissioners to do so, the Chairperson shall establish an ad hoc committee to address a matter of concern of the Authority. The establishment of such ad hoc committee shall be done during a regular or special meeting of the Board of Commissioners and upon the adoption of an appropriate Resolution. The Chairperson shall appoint no more than (3) three Board members to serve upon an ad hoc committee and shall designate a chairperson from among them.

ARTICLE VI – AMENDMENTS

Amendments to By-Laws. The By-Laws of the Authority shall be amended only with approval of at least five (5) of the members of the Authority at a Regular meeting. Such Amendment shall not be adopted unless at least seven days written notice thereof has been previously given to all of the members of the Authority.