

PUNTA GORDA HOUSING AUTHORITY

RESOLUTION NO. 2018-20

REVISION OF PUNTA GORDA HOUSING AUTHORITY BY-LAWS

WHEREAS, The Punta Gorda Housing Authority (PGHA) desires to revise its By-Laws, and

WHEREAS, Any revision to the By-Laws requires a two-thirds vote for approval; and

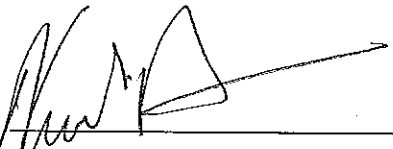
WHEREAS, The PGHA Board of Commissioners has reviewed the proposed By-Laws revision and approves of same, to be effective November 15, 2018;

THEREFORE, BE IT RESOLVED, the Board of Commissioners hereby adopt the attached revision to the Punta Gorda Housing Authority By-Laws by the required two-thirds vote, effective November 15, 2018.

Adopted this 15th day of November 2018.



Dr. Harry Agabeddis, Chairman



Kurtis Pentelecuc, Executive Director

BYLAWS OF THE PUNTA GORDA HOUSING AUTHORITY

**Revised and Approved by the Board of Commissioners on December 15, 2005
Amended by the Board of Commissioners on February 15, 2007
Amended by the Board of Commissioners on November 20, 2014
Amended by the Board of Commissioners on March 16, 2017
Amended by the Board of Commissioners on November 15, 2018**

Article I - (Name)

Section 1. Name of the Authority. The name of the Authority shall be the "PUNTA GORDA HOUSING AUTHORITY.

Section 2. Seal of the 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.

Article II - (Object)

The mission of the Punta Gorda Housing Authority is to provide decent, safe and sanitary affordable housing.

Article III - (Members)

Section 1. The Mayor, with the approval of the City Council, shall appoint 7 persons as Commissioners of the Punta Gorda Housing Authority. Each Commissioner shall be appointed for terms of 4 years each from the date of their appointment or until their successors are appointed.

Section 2. In the event of a vacancy in the authority, the mayor with the approval of the city council, shall appoint for the unexpired term, a person to fill the vacancy within 60 days after such vacancy occurs.

Section 3. The Housing Authority shall have at least one commissioner who shall be a resident, who is current in rent in a housing project or a person of low or very low income who resides within the Housing Authority's jurisdiction and is receiving rent subsidy through a program administered by the Authority. The cessation of a tenant-commissioner tenancy in a housing project or the cessation of rent subsidy shall remove such tenant commissioner from office, and another person meeting the qualifications required for the office shall be appointed for the unexpired portion of the term.

Section 4. All Commissioners of the Punta Gorda Housing Authority must be residents of Punta Gorda Housing Authority's jurisdiction, which is Charlotte County, Florida or the City of North Port, FL.

Section 5. A Commissioner who fails to attend three (3) regularly scheduled meetings in a twelve month period shall automatically forfeit appointment and the City of Punta Gorda Mayor, with the approval of the City Council, may appoint a person to fill the vacancy within 60 days after such vacancy occurs. Any member with extenuating circumstances shall present same to the Executive Director for consideration by the Board. The vacancy upon the Board by any such removal shall be treated as a director's resignation.

Article IV (Officers)

Section 1. Officers. The Officers of the Authority shall be a Chairman, a Vice Chairman and a Secretary (who shall be the Executive Director).

Section 2. Chairman. The Chairman shall preside at all meetings of the Authority, except as otherwise authorized by resolution of the Authority. The Chairman shall sign all contracts, deeds, and other instruments made by the Authority. At each meeting, the Chairman shall submit such recommendations and information, as 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; and in case of the resignation or death of the Chairman. The Vice Chairman shall perform such duties as are routine for the Chairman until such time as the Authority shall elect a new Chairman.

Section 4. Secretary. The Secretary shall keep the records of the Authority and shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to the office. The Secretary 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 the Authority.

The Secretary 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. The Secretary 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. Except as otherwise authorized by resolution of the Authority all such orders and checks shall be countersigned by the Chairman, or by another designated Commissioner.

The Secretary shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or more often when requested), an account of all transactions and also of the financial condition of the Authority. The Secretary shall give such bond for the faithful performance of all duties as the Authority may determine.

The compensation of the Secretary shall be determined by the Authority, provided that a temporary appointee selected from among the Commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses).

Section 5. Executive Director. The Secretary shall be the Executive Director of the Authority and shall have general supervision over the administration of the business and affairs of the Authority, subject to the direction of the Authority. The Secretary shall be charged with the management of the housing projects of the Authority.

Section 6. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the bylaws or rules and regulations of the Authority.

Section 7. Election or Appointment. 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.

The Secretary shall be appointed by the Authority. Any person appointed to fill the office of Secretary or any vacancy therein, shall have such term as the Authority fixes, but no commissioner of the Authority shall be eligible to this office except as a temporary appointee.

Section 8. Vacancies. Should the office of the 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 becomes vacant, the Authority shall appoint a successor, as aforesaid.

Section 9. 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 Housing Authorities Law of Florida, as amended and all other laws of the State of Florida applicable hereto. The selection and compensation of such personnel (including the Secretary), shall be determined by the Authority subject to the laws of the State of Florida.

Article V - (Meetings)

Section 1. Annual Meeting. The annual meeting of the Authority shall be held at the regular scheduled May meeting and shall constitute the first order of business. It will be held at the regular meeting place of the Authority unless otherwise directed by resolution.

Section 2. Regular Meetings. Regular meetings of the Authority will be held on the third Thursday of each month at times and places as may be determined by resolution of the Authority.

Section 3. Special Meetings. The Chairman of the Authority or the Executive Director may, when they deem it expedient, and shall, upon the written request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting 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 48 hours 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 members of the Authority 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 Authority, a majority of the members of the Authority 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. A quorum may be achieved by having no more than one member attend the meeting by speaker telephone.

Section 5. Order of Business. At the regular meetings of the Authority the order of business shall be set by the agenda as suggested by the Secretary and approved by the Board. The Board

Chairperson may, or shall upon majority vote of the Board change, amend or modify the order of business from time to time.

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

Section 6. - Manner of Voting. The voting on all questions coming before the Authority shall be by voice vote, and the yes and nays shall be entered upon the minutes of such meeting, except in the case of elections when the vote may be by ballot.

Article VI (Committees)

Special committees shall be appointed by the Chairman or the Executive Director as deemed necessary.

Article VII (Meeting Requirements and Procedures)

Section 1. Public Meetings: All meetings of the Board and Committee meetings where two (2) or more Commissioners are present, shall be in public session and shall be accessible to all members of the public and all members of the media, and shall comply with applicable government in the Sunshine laws and/or regulations, upon advice of counsel to the Authority.

Section 2. Parliamentary Procedure: The rules contained in the current edition of Robert's Rules of Order newly revised shall govern the authority in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules that the authority may adopt.

Article VIII (Applicable Laws and/or Regulations)

Compliance: The By-Laws of the Authority are intended to reflect the commitment of the Authority and the Board to comply with any and all local laws and/or regulations, any and all laws and/or regulations of the State of Florida and any and all laws and/or regulations of the United States of America which are applicable thereto.

Article IX (Commissioner Orientation)

It shall be the responsibility of the Chairperson of the Board or his/her designee to assure that each new appointee to the Board of Commissioners is provided an appropriate and complete orientation to the duties and responsibilities of a Commissioner of the Authority.

Article X (Amendments)

These by-laws may be amended at any regular meeting of the authority by a two-thirds (2/3) vote, provided the amendment has been submitted in writing at the previous regular meeting or contained in the notice of the meeting.