

# **BY-LAWS OF BRACKETTVILLE HOUSING AUTHORITY**

## **ARTICLE I. THE AUTHORITY**

### **Section 1. Name of Authority**

The name of the Authority shall be: BRACKETTVILLE HOUSING 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.

### **Section 3. Office of Authority**

The offices of the Authority shall be at 205 S. Sweeney, Brackettville, TX 78832

## **ARTICLE II. OFFICERS**

### **Section 1. Officers**

The officers of the Authority shall be a Chairperson, a Vice-Chairperson and a Secretary (who shall be Executive Director).

### **Section 2. Chairperson**

The Chairperson shall preside at all meetings of the Authority. Unless authorized by resolution of the Authority, the Chairperson shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chairperson shall submit such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority.

### **Section 3. Vice-Chairperson**

The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson and in case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Authority shall appoint a new Chairperson.

### **Section 4. Secretary**

The Secretary shall keep the record of the Authority, shall act as Secretary of the meetings of the Authority, record all votes, shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/her office. He/she 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.

He/she shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority at The Bank and Trust, Brackettville. The Secretary shall write all orders and checks for the payment of money and shall disburse such moneys under the direction of the Authority. All such orders and checks shall be signed by the Chairperson or one of the other directors as designated at a regular meeting. He/she shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority at each regular meeting (or more often if requested), an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for the faithful performance of his /her duties as the Authority may determine.

#### **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. He/she shall be charged with the management of the housing programs 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, the By-Laws, or rules and regulations of the Authority.

#### **Section 7. Election or Appointment**

The Chairperson and Vice-Chairperson shall be elected at the annual meeting of the Authority from among Commissioners of the Authority; and shall hold office for one year or until their successors are elected and qualified. In case of the absence or incapacity of both the Chairperson and Vice-Chairperson, the other Commissioners of the Authority may elect an Acting Chairperson to serve during the period of absence or incapacity of the Chairperson and Vice-Chairperson.

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.

#### **Section 8. Vacancies**

Should the offices of Chairperson and Vice-Chairperson 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 the State of Texas and all other laws of the State of Texas applicable thereto. The selection and compensation of such personnel (including the Secretary) shall be determined by the Authority subject to the laws of the State of Texas.

## **ARTICLE III. MEETINGS**

### **Section 1. Regular Meetings**

Regular meetings may be held, with public notice provided in conformance with the State of Texas Open Meetings Law, at such times and places as may from time to time be determined by resolution of the Authority.

### **Section 2. Special Meetings**

The Chairperson of the Authority may, when he/she deems 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. Public Notice shall be provided in accordance with the State of Texas Open Meetings Law. At such special meeting no business shall be considered other than as designated in the call or waiver, but if all of the members of the Authority are present at such special meeting, any and all business may be transacted at such special meeting.

### **Section 3. 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.

### **Section 4. Order of Business**

At the regular meetings of the Authority the following shall be the order of business:

1. Public Comment
2. Roll Call
3. Reading and approval of the minutes of the previous meeting
4. Presentation of Monthly Financials
5. Management Report
6. Reports of Committees (if applicable)

7. Unfinished Business
8. New Business
9. Open Discussion
10. Executive Session (if applicable)
11. Adjournment

Section 5. Manner of Voting.


The voting on all questions coming before the Authority shall be by hand vote; and the "yeas" and "nays" shall be entered upon the minutes of such meeting.

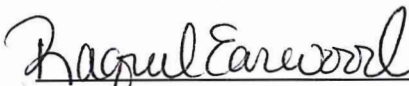
#### ARTICLE IV. AMENDMENTS

**Section 1. Amendments to By-Laws**

The By-Laws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular meeting or at a special meeting which has been duly called and held pursuant to Article III, Section 3 of the By-Laws, but no such amendment shall be adopted unless notice of at least seven days has been previously given to all of the members of the Authority.

Latest revision December 2019

  
ALLISON WATKINSON, CHAIRPERSON

  
RAQUEL EARWOOD, Vice- Chairperson

  
AUGUSTA PINES, Commissioner

  
JESSE REYNA, Commissioner

  
JAMIE MALLOY, Resident Commissioner

  
CINDY TORRES, Executive Director