

**JEFFERSON COUNTY HOUSING AUTHORITY
REINSTATED BYLAWS**

**ARTICLE I
Authority**

Section 1. Name of Authority. The name of the Authority shall be the "Jefferson County Housing Authority" or referred to herein as the 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 office of the Authority shall be at such place in the County of Jefferson, State of Colorado, as the Authority may from time to time designate by resolution.

**ARTICLE II
Purpose and Policy**

Section 1. Purpose. In accordance with C.R.S. § 29-4-505, the Authority is a political subdivision of the State of Colorado. It has the duties, privileges, immunities, rights, and liabilities, specified by C.R.S. § 29-4-501 et seq. and the Resolution of the Board of County Commissioners for Jefferson County, dated July 24, 1975. Further, the purpose of the Authority is to effectuate the planning, financing, acquisition, construction, development, reconstruction or repair, maintenance, management and operation of housing projects to provide residential facilities and dwelling accommodations at rental or sales prices within the means of families or persons of low income who reside or need to reside in Jefferson County.

Section 2. Policy. The policy of the Board is to assure the existence of a supply of adequate residential dwellings for persons of low income in Jefferson County.

Section 3. Additional Policies. The Board may from time to time adopt additional policies to guide the activities of the Authority. Such policies will be adopted by Authority resolution and shall remain in effect until revoked or superseded. Such policies shall not conflict with these Bylaws or applicable law.

ARTICLE III
Board

Section 1. Number of Commissioners and Powers. There shall be five (5) Commissioners appointed by the Chair of the Board of County Commissioners for Jefferson County pursuant to C.R.S. § 29-4-504(3) that constitute the Board of the Authority ("Board"). All of the affairs, property and business of the Authority shall be vested in the Commissioners.

Section 2. Term. The term of each Commissioner shall be five (5) years. Commissioners may only serve two consecutive terms.

Section 3. Qualifications. Commissioners shall be qualified as provided under state law.

Section 4. Compensation. Each Commissioner shall serve without pay but shall be reimbursed for actual and necessary expenses incurred in the performance of official duties by the Commissioner.

Section 5. Removal. Commissioners may be removed by the Board of County Commissioners for Jefferson County in accordance with state statute.

Section 6. Vacancies. Any vacancy in the office of one or more Commissioner of the Authority shall be filled by the Chair of the Board of County Commissioners for Jefferson County, pursuant to statute. Vacancies occurring other than by reason of expiration of term shall be filled for the unexpired term.

Section 7. Officers. The officers of the Authority shall be a Chair, a Vice Chair and a Secretary.

Section 8. Chair. The Chair shall preside at all meetings of the Authority.

Section 9. Vice Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation, removal, or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall select a new Chair.

Section 10. Secretary. The Secretary shall be the Executive Director of the Authority and, as such, shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. The Secretary shall have the following duties:

1. Manage the housing projects of the Authority.

2. Sign all contracts, deeds and other instruments made or entered into by the Authority, unless otherwise directed by the Board.
3. See that all notices are duly given in accordance with the provisions of these Bylaws and as required by law.
4. Keep the records of the Authority.
5. Act as secretary of the meetings of the Authority and record all votes, a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and perform incidental duties.
6. Keep in safe custody the seal of the Authority and have the power to affix such seal to all contracts and instruments authorized to be executed by the Authority.
7. Be the custodian 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.
8. Sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Authority. The Secretary may delegate such signatory authority to a designee of their choosing.
9. 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 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 11. 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 these Bylaws or rules and regulations of the Authority.

Section 12. Election or Appointment. Except for provided herein, the officers of the Authority shall be appointed by the Board of Commissioners at its annual meeting from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified. Any person appointed to fill the office of Secretary of any vacancy therein shall have such term as the Authority determines but no Commissioners of the Authority shall be eligible to this office except as a temporary appointee.

Section 13. Vacancies. Should the office of Chair or Vice-Chair become vacant, the Board shall appoint 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 provided in these Bylaws.

Section 14. 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 Colorado law. The selection and compensation of such personnel (including the Secretary) shall be determined by the Authority subject to Colorado law.

ARTICLE IV Meetings

Section 1. Regular Meetings. Regular meetings will be on the last Tuesday of every month at the regular meeting place of the Authority and at the time established by the Board; provided that the Board may from time to time decide to hold the meeting on a different day than the regularly scheduled meeting and or at a different location than the regular meeting place. During the first meeting of each year, the Board shall elect its officers.

Section 2. Special Meetings. A special meeting may be called by the Chair of the Board or by written request of two members of the Board. The notice of a special meeting shall provide the purpose of the meeting and designate the time and place of such meeting. The notice shall be delivered via electronic mail to the address provided by the Commissioner at least two (2) days prior to the meeting.

Section 3. Notice. In accordance with C.R.S. § 26-6-402, notice of all meetings shall be posted no less than twenty-four (24) hours prior to the holding of the meeting online on the Authority's website and/or in a designated public place within the boundaries of the Authority. The public place or places for posting such notice shall be designated annually at the Authority's first regular meeting of each calendar year. The posting shall include specific agenda information where possible.

Section 4. Waivers of Notice. Whenever notice is required by law or by these Bylaws, a waiver thereof in writing, signed by the Commissioner or other person entitled to said notice, whether before, at or after the time stated therein, or appearance of such person at a meeting, shall be deemed equivalent to such notice. Failure of a person to vote at such meeting shall not defeat the forgoing provisions.

Section 5. Quorum. The powers of the Authority shall be vested in the Commissioners. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board upon a vote of a majority of the Commissioners present.

Section 6. Order of Business. At a regular meeting of the Board, the following shall be the order of business:

- I. CALL TO ORDER:
- II. ROLL CALL:
- III. APPROVAL OF AGENDA:
- IV. CONSENT AGENDA:
- V. DISCUSSION, MOTIONS
- VI. INTERESTING READINGS:
- VII. OTHER BUSINESS:
- VIII. SET NEXT MEETING DATE
- IX. ADJOURNMENT

All resolutions shall be in writing and shall be copied in the official minute book or journal of the proceedings of the Board.

Section 7. Manner of Voting. The voting on all questions coming before the Board shall be by roll call, and the ayes and nays shall be entered upon the minutes of such meeting, except on the election of the Chair and Vice-Chair which may be by ballot.

Section 8. Remote Participation in Meetings. Commissioners may participate in a duly convened regular or special meeting by, or may conduct the regular or special meeting through the use of, any means of communication such as a conference telephone or other communications equipment by which all Commissioners participating and all others attending, including but not limited to the public, may hear each other at the same time during the meeting. A Commissioner participating in a regular or special meeting by this means is deemed to be present in person at the meeting.

Section 9. Attendance at Meetings. If a Commissioner is absent from three (3) consecutive meetings or sixty percent (60%) of the annually held meetings, either shall constitute neglect of duty and be grounds for removal of any such Commissioner from the Board.

ARTICLE V

Standard of Conduct

In accordance with C.R.S. § 29-4-504(7), no Commissioner or employee of the Authority shall acquire any interest, direct or indirect, in any project or in any property included or planned to be in any project, nor shall he have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any project. If any Commissioner or employee of the Authority owns or controls an interest, direct or indirect, in any property included or planned to be included in any project, he/she shall immediately disclose the same in writing to the Authority, and such disclosure shall be entered upon the minutes of the Authority. Failure to disclose such interest shall constitute misconduct in office. Upon disclosure

such Commissioner or employee shall not be allowed to participate in any action by the Authority for acquisition of such property or making such contract. If a Commissioner wishes to apply for any position of employment with the Authority, such Commissioner shall resign such position before applying for such employment.

ARTICLE VI
Previous Bylaws and Amendments

Section 1. Previous Bylaws. All previous bylaws adopted by the Authority are repealed upon the adoption of these Bylaws.

Section 2. Amendments. The Bylaws of the Authority shall be amended only with the approval of at least three of the members of the Board at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days written notice thereof has been previously given to all of the Commissioners.

Adopted by the Board of Commissioners of the Jefferson County Housing Authority, on the [DAY] day of [MONTH], [YEAR].

JEFFERSON COUNTY HOUSING AUTHORITY

Brian Ballard, Chairman