

## **ARTICLE I - THE AUTHORITY**

SECTION 1. Name and Nature of Authority. The name of the Authority shall be the "Housing Authority of the Township of Gloucester, New Jersey". The HATG is a housing authority created pursuant to the applicable provisions of the New Jersey statutes and the federal statutes, rules and regulations. The HATG is governed by a seven-member Board of Commissioners.

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 and the year of its organization.

SECTION 3. Location of Office. The office of the Authority shall be located at 405 Woodbury Turnersville Road, Suite 1, Blackwood, New Jersey, 08012, but the Authority may hold its meetings at such other place as it may designate by resolution.

SECTION 4. Use of masculine gender. Throughout these by-laws the masculine gender shall be used for convenience and shall mean to include both the masculine and the feminine.

## **ARTICLE II- OFFICERS**

SECTION 1. Officers. The officers of the Authority shall be: Chairman, Vice-Chairman, Secretary and Treasurer.

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. To the extent that the exercise of such powers is consistent with the statutory provisions creating and governing the HATG, the Chairman shall have those powers generally accorded a Chairman by Robert's Rules of Order.

SECTION 3. Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in the temporary absence of the Chairman. In the event of the resignation or death of the Chairman, the Vice-Chairman shall perform said duties until such time as the Authority shall select a new Chairman consistent with the terms and provisions of these By-Laws.

SECTION 4. Secretary. Consistent with N.J.S.A. 40A:12A-17d, the position of Secretary shall be filled by the Executive Director of the HATG, who shall have the authority and the responsibility to administer the business and affairs of the HATG, subject to the direction of the Board of Commissioners.

The Secretary shall act as secretary of the meetings of the Authority, keep the records of the Authority, record all votes, shall keep a record of the proceedings of the Authority in an appropriate form, and shall generally perform all duties incident to the office. The Secretary, at the direction of the Board of Commissioners, may delegate such clerical duties as may be appropriate to an individual employed for such purpose by the Authority.

The Secretary shall keep in safe custody the seal of the Authority and shall have power to affix the 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 direct the deposit of same in the name of the Authority in such bank or banks as the Authority may select. All orders and checks for the payment of money shall be signed by the appropriate and authorized signatories, and moneys shall be disbursed consistent with the directions of the Authority. The Secretary shall keep regular books of account showing receipts and expenditures and shall, render to the Authority at each regular meeting (or at such other times as the Chairman or the Commissioners may request) an account of the transactions and of the financial condition of the Authority. The Secretary shall give such bond for the faithful performance of his duties as the Authority may determine.

The Executive Director, and therefore the Secretary, shall serve at the pleasure of the members of the Authority, consistent with the provisions of N.J.S.A. 40A-12A-18. The Executive Director shall be compensated as agreed by the HATG, but performing the position of Secretary shall not entitle the Executive Director to any additional compensation.

The Executive Director shall complete a comprehensive training program consisting of required and elective courses within two (2) years of his appointment, pursuant to N.J.S.A. 40A12A-45. The Authority shall reimburse the Executive Director for only the following costs associated with training; course enrollment fees, tolls, mileage at the rate approved by Gloucester Township.

No Commissioner of the Authority shall be eligible to this office except as a temporary appointee.

SECTION 5. Treasurer. The Treasurer will be an authorized signatory with regard to the accounts of the Authority and shall be available to the Secretary/Executive Director or other designated staff for consultation.

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 By-Laws, or rules and regulations of the Authority, or as may be properly designated to them by the Chairman.

SECTION 7. Election of Officers. The Authority shall select a Chairman, Vice-Chairman, and Treasurer from among the Commissioners of the Authority. Their selection shall be in the form of an election, which shall be conducted at the annual reorganization of the HATG. The officers shall hold office for one year or until their successors are elected and qualified.

SECTION 8. Vacancies. Should any of the Authority's offices become vacant, the Authority shall elect a successor from its membership at its next regular meeting. The successor shall serve for the unexpired term of said office. Should the office of Secretary/Executive Director become 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 all applicable laws of the State of New Jersey and the United States of America. The selection and compensation of such personnel shall be determined by the Authority, subject to the laws of the State of New Jersey and the United States of America.

### **ARTICLE III - COMMISSIONERS**

SECTION 1. Appointment of Commissioners. The Authority shall be comprised of seven (7) Commissioners, appointed as follows: five (5) appointments by the Township of Gloucester Council; one (1) by the Township of Gloucester Mayor; one (1) by the Director of Community Affairs of the State of New Jersey.

SECTION 2. Training Requirements. Consistent with N.J.S.A. 40A:12A-45, Commissioners of the Authority shall complete a comprehensive training program consisting of required and elective courses. Each Commissioner shall complete his training within eighteen (18) months of his appointment to the Authority. The Authority shall reimburse each Commissioner for only the following costs associated with training: course enrollment fees, tolls, mileage at the rate approved by Gloucester Township.

SECTION 3. Removal. Any Commissioner of the Authority who misses three (3) consecutive meetings shall be automatically eligible for removal from the HATG. The Authority shall, after the third missed meeting, notify the Commissioner concerning its intention to remove him from the HATG. Any Commissioner who shall miss fifty percent (50%) of the meetings of the Authority in one year will be eligible for removal by the HATG. The Authority shall notify the Commissioner of its intention to remove him from the HATG. Said notice shall be in writing and mailed to the Commissioners home or business address.

SECTION 4. Appeal. Any Commissioner who is given notice by the Authority of its intention to remove him for the reasons aforesaid must appeal to the HATG within ten (10) days. The notice of appeal shall be in writing and mailed to the Authority's business address.

SECTION 5. Return of Authority Property. Any Commissioner who shall resign or be removed from the Authority shall return all HATG meeting minutes and any other Authority materials in his possession or control to the Authority within thirty (30) days of such resignation or removal.

## ARTICLE IV - MEETINGS

SECTION 1. Annual and Regular Meetings. The annual meeting of the Authority shall be held on the first (1st) business day of January following Gloucester Township's reorganization set by Township Council at six o'clock (6:00) p.m. at the regular meeting place of the Authority.

Regular meetings of the Authority shall be held at the regular meeting place of the Authority on the third (3rd) Wednesday of each month, at six o'clock (6:00) p.m., unless the same shall be a legal holiday, in which event said meeting shall be held on the next succeeding secular day.

The meeting dates and times of the Authority shall be properly published and distributed consistent with the requirements of the Open Public Meetings Act.

Commissioners may attend meetings either in person or by means of communication equipment.

SECTION 2. Special Meetings. The Chairman of the Authority may, when he deems it expedient, and shall, upon the written request of two (2) 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 shall either be hand delivered to each member of the Authority or may be mailed to the business or home address of each member of the Authority so that it is received at least two (2) days prior

to the date of such special meeting. At such special meeting, no business shall be considered other than as designated in the call. The call for the meeting and the notice of the meeting shall be made in compliance with the terms and provisions of the Open Public Meetings Act.

SECTION 3. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Four Commissioners shall constitute a quorum of the Authority for the purpose of conducting its business and exercising its powers and for all other purposes. Action may be taken by the Authority upon the affirmative vote of the majority, but not less than four (4) of the members present

SECTION 4. Order of Business. At the regular meetings of the Authority, the following shall be the order of business:

1. Call meeting to order.
2. Reading of the Open Public Meetings Act
3. Roll Call
4. Pledge of Allegiance
5. Approval of the minutes from the previous meeting
6. Consideration of payment of bills
7. Executive Director's Report/Communications
8. Solicitor's Report
9. Consideration of old business
10. Consideration of new business
11. Reports of Committees
12. Open meeting to public for comments on agenda items only
13. Executive Session (If Necessary)
14. Chairperson's Report
15. Adjournment

All resolutions shall be in writing and shall be properly retained and organized by the Secretary of the Authority.

SECTION 5. Manner of Voting. The voting on all questions coming before the Authority shall be by roll call and shall be appropriately recorded by the Secretary. Each Commissioner shall have one vote. Voting by proxy shall not be permitted.

SECTION 6. Conduct at Meetings. The members of the Authority shall at all times during meetings of the Authority conduct themselves in an appropriate manner so that the business of the Authority can be performed professionally and expediently. Where warranted, in the discretion of the Chairman, the conduct of the meetings of the Authority shall be controlled by Robert's Rules of Order.

#### **ARTICLE V - COMMITTEES**

SECTION 1. Committees. The Chairman may create such committees, task forces, or similar groups as he deems appropriate to the purposes and activities of the Authority, and shall designate the chairperson thereof:

#### **ARTICLE VI- AMENDMENTS**

SECTION 1. Amendments to By-Laws. The By-laws of the Authority shall be amended only with the approval of at least four of the members of the Authority at a regular or a special meeting, but no such amendment shall be adopted unless at least seven (7) days written notice thereof has been previously given to all of the members of the Authority.

Last Revised July 17, 2013