

# Elk Rapids Housing Commission

## By-Laws

### **ARTICLE I – THE HOUSING COMMISSION**

1. Name of Commission: The name of the Commission shall be “The Elk Rapids Housing Commission” (ERHC).
2. Establishment of the Commission: The Elk Rapids Housing Commission was established by Ordinance No. 114 of the Village of Elk Rapids in 1970.
3. Offices of the Commission: The administrative office of the Elk Rapids Housing Commission is located at 701 Chippewa, Elk Rapids, Michigan, 49629.
4. Purpose of the Commission: The purpose of the Elk Rapids Housing Commission shall be to provide safe, decent and sanitary affordable housing for senior or disabled low income individuals.
5. Public Duty: The Elk Rapids Housing Commission is a body entrusted by the citizens to be run in a competent and fair manner. No member of the Elk Rapids Housing Commission or staff shall utilize his/her own position for undue personal gain.

### **ARTICLE II – OFFICERS**

1. Officers: The officers of the Commission shall be President, Vice President and a Secretary who shall be the Executive Director.
2. President: The President shall preside over all meetings of the Elk Rapids Housing Commission. At each meeting the President shall submit such recommendations and information as he may consider proper concerning the business affairs and policies of the Commission. Except as otherwise provided by policies of the housing Commission or authorized by resolution of the Elk Rapids Housing Commission, The President shall sign all contracts, deeds and other instruments of behalf of the Commission. The President serves as the spokesperson and public representative for all of the Commission members.
3. Vice President: The Vice President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice President shall perform such duties as are imposed on the President until such time as the Elk Rapids Housing Commission elects a new president.
4. Secretary: The Executive Director of the Elk Rapids Housing Commission shall serve as the Secretary of the Elk Rapids Housing Commission. The Secretary shall take minutes at all meeting and shall keep a record of the proceedings of the Commission in the commission office.
5. Executive Director: The Executive Director of the Elk Rapids Housing Commission shall have general supervision over the administration of Commission business affairs and fiduciary management, subject to the direction of the Commission. The compensation for the Director shall be determined by the Elk Rapids Housing Commission. The Executive Director serves at the pleasure of the Housing Commission and his/her control over the administration of the Housing Commission is subject to the Bylaws and Policies of the Housing Commission, Local, State and Federal laws and regulations.

6. Additional Duties: The Officers of the Housing Commission shall perform duties and functions as may be needed from time to time or required by the By-Laws of the rules and regulations of the United States Department of Housing and Urban Development.
7. Election of Officers: The President and Vice President shall be elected at the Annual Meeting of the Housing Commission from among the members of the Commission and shall hold office for one year or until their successors are elected and qualified. Those voted into the office of President or Vice President may serve up to five consecutive terms. Partial terms shall not be counted as full term.
8. Attendance: Members of the Commission cannot have more than three unexcused absences in one year. Absences from the meetings may be deemed “excused” or “unexcused” by the President. The President may choose to notify the Village Council President if a commissioner exceeds the above stated absence threshold.
9. Vacancies: Should the office of President or Vice President become vacant, the Commission shall elect a successor from their membership at the next regular meeting and such election shall be for the remainder of the unexpired term.

### **ARTICLE III – MEETINGS**

1. Procedures: All regular and special meetings of the Elk Rapids Housing Commission shall be conducted according to the rules of procedure contained in Robert’s Rules of Order and also in accordance with appropriate State Laws, including the Open Meetings Act and any applicable federal laws or regulations. Notice of meeting shall be posted in accordance with the Open Meetings Act of the State of Michigan.
2. Annual Meeting: The annual meeting of the Elk Rapids Housing Commission shall be held on the regularly scheduled meeting date in the month following its year end. Officers will be elected at the annual meeting.
3. Regular Meetings: Regular meetings of the Elk Rapids Housing Commission shall be held on a monthly basis pursuant to adequate notice. Notice shall be posted at the main office of the Housing Commission and the Village Office. Regular meeting will be held at the Housing Commission office located at 701 Chippewa Street.
4. Special Meetings: These meeting will be called when the Housing Commission or Director feel it is deemed necessary. No other business can be conducted at this meeting except what is posted on the agenda. Two day notice will be given for these meetings.
5. Quorum: At all meetings of the Elk Rapids Housing Commission three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its power for all other purposes.
6. Order of Business: At the regular meetings of the Housing Commission the following shall be the order of business:
  1. Approval of Agenda
  2. Approval of prior meeting minutes
  3. Approval of bills
  4. Public Comment
  5. Old Business
  6. New Business
  7. Adjournment

7. Manner of Voting: The voting on all matters coming before the Housing Commission shall be by voice vote. Only “yes”, “no” or “abstain” is acceptable.

#### **ARTICLE IV – AMENDMENTS**

1. Amendments to By-Laws: The By-Laws of the Housing Commission shall be amended only with the approval of at least three of the members of the Elk Rapids Housing Commission at a regular or special meeting. Prior to holding a vote on an amendment to the By-Laws, a first reading of the proposed changes shall be made into record at a regular meeting.

#### **ARTICLE V – BOARD COMPOSITION**

1. Appointment: The President of the Village Council appoints Commissioners. The selected process follows the regulations and provisions of the Village of Elk Rapids and Public Act 18 of the State of Michigan.
2. Employment of Board Members: Pursuant to Public Act 18, no member of the Commission shall be employed by the Elk Rapids Housing Commission during his/her tenure on the Commission. A Commissioner cannot be employed by the Housing Commission until at least one year after his/her tenure on the Commission has ended.
3. Resignation: A Commissioner desiring to resign shall submit a written notice to the village Council and the President of the housing Commission.
4. Term of Office: Commissioners are appointed by the Village Council President, subject to approval of the council, to serve 5 year terms to expire in April of the appropriate year. Appointment of a Commissioner is determined by the policies and decision of the Village of Elk Rapids.