

The By-Laws

Of The

Housing Authority

Of the

City of:

LEEDS

Alabama.

Adopted

By

Board Resolution # 0812202509

Dated August 12, 2025

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1 ARTICLE I - THE AUTHORITY

- SECTION 1: NAME OF AUTHORITY:** The name of the Authority shall be: Housing Authority of Leeds, Alabama.
- 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 and the place of business.
- SECTION 3: OFFICE OF AUTHORITY:** The offices of the Authority shall be located at: 1630 Moores Street, Leeds, Alabama 35094. The meetings of the Commissioners shall be held at a place to be designated by Resolution of the Authority, but the Authority may hold its meetings at other locations as designated.
- SECTION 4: BOARD OF COMMISSIONERS:** The Authority shall have five (5) Commissioners and the Mayor is responsible for the appointment of the Commissioners. Commissioners are appointed for a five (5) year term and the terms shall be staggered so that one vacancy occurs each year. Commissioners shall serve until his/her successor is nominated, qualified, and installed into office. There is no limit of appointment of a Commissioner. All newly appointed commissioners shall complete a commissioners' orientation course within six months of the appointment.
- SECTION 5: DUTIES OF COMMISSIONERS:** The Board of Commissioners shall hire the Executive Director to provide the management of the Authority. The Board shall also adopt policies and resolutions and provide clear and concise policy and guidelines to the Executive Director. The Board should observe the chain of command and act collectively to avoid situations where they appear to be managers instead of policy makers. Commissioners shall recognize that it is not the board's responsibility to make day-to-day management decisions or to interfere in the daily operations of the Authority. The board's sole connection to the operations of the housing authority is

through the Executive Director. Only actions of a majority of the board are directives for the director. Actions of less than a majority or a committee are not binding on the Executive Director. Board members shall not enter any personnel actions other than those relating to the Executive Director. The Board shall have no review of personnel issues nor shall hear appeals of personnel actions. Commissioners shall be bound by the Code of Professional Ethics for Public Housing Commissioners (**See Exhibit "A"**) and shall be administered the Oath of Office by the local appointing official (**See Exhibit "B"**).

2 ARTICLE II - OFFICERS

SECTION 1: OFFICERS: The officers of the Authority shall be a Chairperson, and a Vice-Chairperson and a Secretary-Treasurer (who shall be the Executive Director). The chairperson and vice-chair person must complete a commissioners' orientation course to be eligible for election.

SECTION 2: CHAIRPERSON: The Chairperson shall preside at all meetings of the Authority. The Chairperson shall sign all documents required by HUD to be signed by the Chairperson. At each meeting the Chairperson shall submit such recommendations and information as may be considered 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 select a new Chairperson.

SECTION 4: SECRETARY-TREASURER: The Secretary-Treasurer shall be the Executive Director of the Authority and, as such, shall be responsible for the administration of its business and affairs, subject to the Board approved policies. The Executive Director shall be charged with the management of the housing programs of the Authority. The Executive Director shall be responsible for the records of the

Authority. The Executive Director and/or person so designated shall act as recording Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose. The Executive Director shall perform all duties incident to the Executive Director's office.

The Executive Director 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 Executive Director shall have the care and custody of all funds of the Authority and shall be responsible over the staff that deposits the same in the name of the Authority in such bank or banks as the Board shall approve by resolution. The Executive Director and other Authority staff, as designated by the Board of Commissioners, shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Board of Commissioners and as approved in annual operating budgets, except as otherwise authorized by resolution of the Board of Commissioners. For control purposes all checks/money orders in excess of an amount determined by Board resolution require two Authority authorized signatures. The Executive Director shall be responsible for the regular books of accounts indicating receipts and expenditures and shall render to the Board of Commissioners, at each regular meeting (or more often, if requested), an account of transactions and also the financial condition of the Authority. The Executive Director shall give such bond for the faithful performance of the duties as the Board of Commissioners may require. The Executive Director has the authority to hire, transfer, discharge, discipline, demote, and promote.

The Board of Commissioners shall determine the compensation of the Executive Director. If a temporary appointee is selected from the Commissioners of the Authority to serve in the interim, not to exceed three (3) months, this appointee shall serve without compensation (required travel, training or other required expense(s) not related to compensation are reimbursable

The provisions of the Succession Plan shall be immediately implemented and followed.

SECTION 5: ELECTION OR APPOINTMENT: The Chairperson and Vice-Chairperson shall be elected at the annual meeting of the Board of Commissioners from among the commissioners, and shall hold office for one year.

SECTION 6: VACANCIES: Should the office of Chairperson or Vice-Chairperson become vacant, the Board of Commissioners shall elect a successor from its membership at the next regular meeting, and such election shall be for the un-expired term of said office. When the office of the Executive Director becomes vacant, the Board of Commissioners shall appoint a successor from a list of qualified applicants.

SECTION 7: EXECUTIVE DIRECTOR: The Board of Commissioners shall hire the Executive Director by written contract, or, if there is no written contract, subject to the Personnel Handbook of the Authority. If a contract is entered into, the Executive Director shall be subject to all the benefits and provisions of the Personnel Handbook of the Authority. The Board of Commissioners shall determine the compensation of the Executive Director. The Executive Director shall be charged with the day-to-day management of the housing programs of the Authority and shall execute the policies adopted by the Commissioners. The Executive Director has the authority to hire, transfer, discharge, discipline, demote, and promote. The Executive Director shall inform and advise the Board on recommended policy changes and required regulatory changes in policy. The Executive Director shall perform all duties incident to the Executive Director's office. In case of a vacancy in the position of Executive Director, no Commissioner of the Authority shall be eligible for this office except on a temporary basis, not to exceed three (3) months provided that a temporary appointee selected from among the commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses). The provisions of the Succession Plan shall be immediately implemented and followed.

SECTION 8: ADDITIONAL PERSONNEL: The Executive Director may from time to time employ personnel as he/she deems necessary to exercise the powers, duties and functions as prescribed by the Housing Authority Law of Alabama and all other applicable laws of the State of Alabama and Federal laws and regulations.

SECTION 9: COMMITTEES: The Chairperson may appoint committees to serve in an advisory capacity to the full Board and to the Executive Director.

3 ARTICLE III - MEETINGS

SECTION 1: ANNUAL MEETING: The annual meeting of the Authority shall be held on the date and time established by Board resolution, at the regular meeting place of the Authority. In the event the date falls on a legal holiday, the annual meeting shall be held on the next succeeding calendar day. Notice of this meeting, including the preliminary agenda shall be posted at the principal office of the Housing Authority in a public place at least seven calendar days prior to the meeting date.

SECTION 2: REGULAR MEETING: Quarterly meetings shall be held at the regular meeting place of the Authority on the date and time established by Board resolution. In the event the date falls on a legal holiday, the meeting shall be held on the next succeeding calendar day. Notice of these meetings, including the preliminary agenda shall be posted at the principal office of the Housing Authority in a public place at least seven calendar days prior to the meeting date.

SECTION 3: SPECIAL MEETINGS: The Chairperson or Executive Director of the Authority may, when he/she deems it appropriate, or shall, upon written request of two members of the Board of Commissioners or written request from the State Office of Housing and Urban Development, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The meeting shall be held within a reasonable time not to exceed two weeks. 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 Board of Commissioners at least three (3) business days prior to the date of such special meeting. Notice of this meeting, including the preliminary agenda shall be posted at the principal office of the Housing Authority in a public place at least three calendar days prior to the meeting day. If a preliminary agenda is not available the posted notice shall include a general description of the nature and purpose of the meeting. At such meeting no business shall be considered other than as designated in the call.

SECTION 4: EXECUTIVE SESSION: Executive session shall be conducted in accordance with the "Alabama Open Meetings Act" effective October 1, 2005." **See Exhibit "C."**

SECTION 5: QUORUM: 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 until a quorum is obtained. Once a quorum is established, action may be taken by the Board of Commissioners upon a vote of a majority of the Commissioners present. Whenever, during the meeting a quorum

is not present, the only thing to be done is to adjourn; though, if no question is raised about it, the debate can be continued, reports may be received, but no vote can be taken.

SECTION 6: ORDER OF BUSINESS: At the regular meetings of the Authority Robert's Rules of Order shall be followed and the following shall be the order of business:

- Call to Order
- Roll Call/Announce Quorum
- Approval of Agenda
- Approval of Minutes
- Director's Report
- Public Comments on Agenda Items
- Unfinished Business
- New Business
- Public Comments
- Adjournment

NOTE

The Board of Commissioners reserves the right to change the order of business as it deems necessary.

All resolutions shall be in writing and shall be maintained in the official minute book of the Authority. The Ayes and Nays shall be recorded in the minutes.

SECTION 7: MANNER OF VOTING: The voting on all questions coming before the Authority shall be by ayes and nays. Provided, however, upon request of any member, voting shall be by roll call and the ayes and nays shall be entered upon the minutes of such meeting.

SECTION 8: MINUTES: Written minutes shall be kept of all public meetings. The minutes must include the following:

- The date, time, and place of the meeting.
- The names of the members present.
- The substance of all official actions and a record of the votes in favor, opposed to, and the number of abstentions as to all official actions.
- The names and sign in roster of all citizens who appeared officially at the meeting and the subject of their comments.

SECTION 9: PUBLIC COMMENTS: The following rules will apply to all Public Comments at Board of Commissioners meetings at the end of the meeting:

- Remarks must be limited to three (3) minutes.
- Requests must specify subject matter to be discussed at the meeting, when requesting to be on the agenda.
- The Board Chairperson or his/her representative will refer items brought before the Board to the Executive Director for resolution.

4 ARTICLE IV - AMENDMENTS

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, but no such amendment(s) shall be adopted unless notice of the amendment has been submitted in writing at the previous regular meeting of the authority.

5 EXHIBIT "A" CODE OF PROFESSIONAL ETHICS FOR PUBLIC HOUSING
COMMISSIONERS.

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**Code of Professional Ethics for the
Public Housing Commissioner**

The objective of the Code of Ethics is to encourage professional performance by housing commissioners. The Code describes objectives which, when accepted and followed, will help to foster a beneficial relationship between the commissioners, staff and those they serve.

CODE

A public housing commissioner shall be bound by the following pledge:

1. I pledge myself to the professionalism of Housing Commissioners through my own efforts and through the mutual efforts of my colleagues and by all other proper means available.
2. I pledge to view my service on the Housing Commission as an opportunity to serve my community, my state and my nation because I support the objectives of providing a decent, safe and sanitary home and a suitable living environment for every American family.
3. I pledge that I recognize that my responsibilities are to serve in this capacity as a government official, a Community leader, and an advocate for the Commission, its programs and objectives.
4. I pledge myself to seek and maintain an equitable, honorable and cooperative association with fellow public housing officials and all others who are concerned with the proper and professional management of public housing developments.
5. I pledge to try to make decisions in terms of the most economical and efficient method toward the best interests of all citizens, particularly those of low and moderate income. Decisions will provide an equal opportunity to all citizens regardless of race, creed, sex or age.

6. I will recognize that my responsibility is not to make the day-to-day management decisions of the Authority, but to see that it is well run by carrying out policy making, planning and appraisal functions and by providing direction and taking formal action in support of these functions.
7. I pledge to refuse to represent special interests or partisan politics or to use this Commission for personal gain or for the gain of friends or supporters. I recognize that although I have been appointed by the city government, my responsibility is to the entire community.
8. I pledge that I shall not receive, directly or indirectly, any fee, rebate, commission, discount, gratuity, or any other benefit whether monetary or otherwise for the proper professional discharge of my duties, except authorized established expenses and other benefits.
9. I will arrive at conclusions only after I have discussed matters fully with members of the professional staff and other commission members. Once a decision has been reached by the majority of the commission assembled at a meeting, I will support it graciously.
10. I will recognize that the authority is vested with the whole commission assembled in meetings and that the powers of the commission shall be vested with the commissioner thereof in office at any time.
11. I pledge to support and protect authority personnel in the performance of their duties. Where and when commissioners are involved in the employment of staff, I will vote to hire only competent and trained personnel who have been recommended by the executive director, otherwise I will support the executive director in his or her choice of hiring and handling personnel without involvement by the commission.
12. I pledge to refer all complaints, including my personal criticisms, to the executive director, and only after the failure of administrative solution will pursue such matters outside the commission while also recognizing the individual rights of a commissioner as a citizen appointee and the responsibilities such an appointment implies.
13. I pledge to observe and enforce local and state laws and regulations pertaining to the commission and the authority and the housing represented by those entities.

Notary Signature

Seal

6 EXHIBIT "B" COMMISSIONER OATH OF OFFICE.

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Oath of Office of A Commissioner for the

Housing Authority

I, the undersigned, do solemnly swear that I will support the Constitution of the United States and the State of Alabama according to the law and to the best of my judgment and ability.

I do further swear to be bound by the following:

1. I pledge myself to the professionalism of Housing Commissioners through my own efforts and through the mutual efforts of my colleagues and by all other proper means available.
2. I pledge to view my service on the Housing Commission as an opportunity to serve my community, my state and my nation because I support the objectives of providing a decent, safe and sanitary home and a suitable living environment for every American family.
3. I pledge that I recognize that my responsibilities are to serve in this capacity as a government official, a community leader and an advocate for the Commission, its programs and objectives.
4. I pledge myself to seek and maintain an equitable, honorable and cooperative association with fellow public housing officials and all others who are concerned with the proper and professional management of public housing developments.
5. I pledge to try to make decisions in terms of the most economical and efficient method toward the best interests of all citizens, particularly those of low and moderate income. Decisions will provide an equal opportunity to all citizens regardless of race, creed, sex or age.
6. I will recognize that my responsibility is not to make the day-to-day management decisions of the Authority, but to see that it is well run by carrying out policy making, planning and appraisal functions and by providing direction and taking formal action in support of these functions.

7 EXHIBIT "C" "ALABAMA OPEN MEETINGS ACT" EFFECTIVE OCTOBER 1, 2005. MADE A PART OF THIS POLICY BY REFERENCE. REVIEW COPY ON THE COMMISSIONER HANDBOOK.
