

NORTHVILLE HOUSING COMMISSION
BY-LAWS

ARTICLE I
ORGANIZATION OF THE COMMISSION

- 1.1 OFFICERS OF THE COMMISSION: The Commission officers shall consist of a president and vice president/secretary. These offices shall be elected by a roll-call vote of the Commission at the first meeting of the fiscal year and shall hold office for one year or until their successors are elected and qualified.
- A. THE PRESIDENT: The president shall preside at all meetings of the Commission. At each meeting, the president shall submit such recommendations and information considered proper concerning the business affairs and policies of the Commission.
- B. THE VICE PRESIDENT/SECRETARY: The vice president/secretary shall perform the duties of the president in the absence or incapacity of the president; and in the case of the resignation or death of the president, the vice president/secretary shall perform such duties as are imposed on the president until such time as the Commission shall select a new president. The vice president/secretary shall record or appoint a recorder to take minutes of the meetings recording all votes.
- C. OFFICERS DUTIES: The officers of the Commission shall perform such other duties and functions as may from time to time be required by the Commission or its by-laws or rules and regulations.
- D. VACANCIES: Should the office of the president or vice president become vacant, the Commission shall elect a successor from its membership at the next regular meeting and such election shall be for the unexpired term of said office.
- E. REMOVAL OF OFFICERS: Removal of officers shall require a minimum of three (3) affirmative votes. Voting may be by ballot with the individual votes and results declared and read into the minutes.
- 1.2 PERSONNEL:
- A. The Commission may, from time to time, employ personnel as it deems necessary to exercise its powers, duties and functions. Such personnel, including the director, shall be selected and employed by the Commission. Compensation shall be determined by the Commission with the approval of the City Council and all employment and compensation shall be in compliance with Public Act #18 and other applicable Statutes of the State of Michigan.

- B. Except for the purpose of inquiry, individual Commission members shall deal with the administrative service solely through the housing director and as individual members shall not give orders to the director or any subordinates of the housing director either publicly or privately.

1.3 HOUSING DIRECTOR: The housing director shall be appointed by majority vote of the Housing commission for an indefinite term and shall be chosen by the Commission solely on the basis of executive and administrative qualifications with special reference to actual experience in or knowledge of accepted practice in respect to the duties of the office hereinafter set forth. No Commissioner shall receive such appointment during the term for which Commissioner has been elected or within one year after the expiration of said term.

A. POWERS AND DUTIES OF HOUSING DIRECTOR: The housing director shall be the chief administrator officer of the Commission and shall be responsible to the Housing Commission for the proper administration of all affairs of the Commission. To that end, the director shall:

- a. Appoint and when necessary for the good of the service, suspend or remove employees of the Commission except as otherwise provided by the City Charter or law.
- b. Prepare the budget annually and submit it to the Commission together with a message describing the important features and be responsible for its administration after adoption.
- c. Deposit all funds with the City Treasurer subject to City Policy or in such bank accounts as the Housing Commission may have established consistent with City Policy.
- d. Keep the Commission advised of the financial condition and future needs of the Commission and make such recommendations as may be necessary or desirable.
- e. Recommend to the Commission adoption of such measures as may be necessary or expedient for the health, safety or welfare of the Commission or for the improvement of administrative services.
- f. Supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget and let contracts necessary for operation or maintenance of Commission services subject to City Purchase Policy.
- g. Attend all meetings of the Housing Commission unless excused therefrom and take part in discussion of all matters coming before the Commission. Be entitled to notice of all regular and special meeting of the Commission.
- h. Maintain Commission's journal of minutes and records.
- i. The housing director or designee shall have authority to sign all leases with tenants.

B. EMERGENCIES: In case of accident, disaster or other circumstance creating a public emergency, the housing director may award contracts and make purchases for the purpose of meeting said emergency; but shall file promptly with the Commission a certificate showing such emergency and the necessity for such action, together with an itemized account of all expenditures.

- C. BOND: The housing director shall furnish a surety bond to be approved by the Commission, said bond to be conditioned on the faithful performance of duties. The premium of the bond shall be paid by the Commission.
 - D. COMPENSATION: The housing director shall receive such compensation as the Commission shall fix from time to time by resolution, subject to approval of City Council.
 - E. VACANCY: Any vacancy in the office of the housing director shall be filled within sixty days after the effective date of such vacancy, or as soon thereafter as practical.
 - F. ACTING HOUSING DIRECTOR: The Commission may appoint or designate an acting housing director during the period of vacancy in the office or during the absence of the housing director from the City and shall fix compensation. Such acting housing director shall, while in such office, have all the responsibilities, duties, functions and authority of the housing director.
- 1.4 CONTRACTS: Except as otherwise authorized by resolution of the City Council, the mayor, city manager, or their designee, shall sign all contracts, deeds and other instruments made by the Commission.

ARTICLE II MEETINGS

Section 2.1: The regular meetings of the Commission shall be held at least once each month at Allen Terrace. When this conflicts with a legal holiday or for other reasons needs to be changed, it may be changed by vote of the Commission and with public notice as required by law.

Section 2.2: The fiscal year shall be the same as that of the City of Northville and the first regular meeting of each fiscal year shall be the annual meeting of the Commission.

Section 2.3: Special meetings may be called, when necessary, by the president or by two Commissioners, upon notification to all Commission members and the public, as required by law.

Section 2.4: At all meetings of the Commission three (3) members of the Commission 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 2.5: At the regular meetings of the Commission, the order of business shall be as posted.

All resolutions shall be in writing and shall be copied in the journal of the proceedings of the Commission.

Section 2.6: The voting on all questions coming before the Commission shall be by roll call and the ayes and nays shall be entered upon the minutes of such meeting.

Section 2.7: The Commission shall be operated within the boundaries of the Open Meetings Act and other laws of the State of Michigan, and the Charter, Ordinances and Policies of the City of Northville and shall take no action inconsistent with them.

ARTICLE III AMENDMENTS

Section 3.1: A proposed amendment to these by-laws shall be presented in writing at a meeting of the Commission. An amendment shall not be acted upon by the Commission prior to thirty (30) days after the meeting at which it is introduced. An amendment to these by-laws shall be approved by at least three (3) members of the Commission and shall become effective thirty (30) days after filing with the City Clerk, unless rejected by the City Council prior to the effective date.

N.H.C. Approval: 9/30/87
N.H.C. Approval: 2/8/2006

City Council Approval: 1/4/88
City Council Approval: 2/21/2006