

BY-LAWS

BY-LAWS OF THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF BRAINERD, MINNESOTA

Adopted 02-21-2001
Revised 06-20-2001
Revised 09-24-2003
Revised 06-09-2005
Revised 03-24-2010
Revised 07-25-2012
Revised 07-23-2014
Revised 07-29-2015

ARTICLE I – THE AUTHORITY

Section 1.1. Name of the Authority. The name of the Authority shall be the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota (hereinafter, the “Authority”), and its governing body shall be called the board of Commissioners (hereinafter, the “Board”).

Section 1.2. Seal of Authority. The seal of Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 1.3. Office of the Authority. The offices of the Authority shall be at 324 East River Road in Brainerd, Minnesota.

ARTICLE II – ORGANIZATION

Section 2.1. Officers. The officers of the Authority shall consist of a Chair, a Vice Chair, a Secretary/Treasurer, and an Executive Director. The Chair, Vice Chair, and the Secretary/Treasurer shall be members of the board and shall be elected at the annual meeting of the Authority.

Section 2.2. Chair. The Chair shall preside at all meetings of the board.

Section 2.3. Vice Chair. The Vice Chair shall preside at any meeting of the Board in the absence of the Chair and may exercise all powers and perform all responsibilities of the Chair if the Chair cannot exercise or perform the same due to absence or other inability.

Section 2.4. Chair Pro Tem. In the absence or inability of the Chair and the Vice Chair at any meeting, the Board may appoint any remaining Commissioner as Chair Pro Tem to preside at such meeting.

Section 2.5. Secretary/Treasurer. The Secretary/Treasurer shall oversee the keeping of all minutes of the Board and shall oversee the maintenance of all records of the Authority. He or she shall be responsible for the oversight and recording and

maintaining of accurate records of the meetings of the Board and of all official actions, official, financial and otherwise, taken by or on behalf of the Authority.

Section 2.6. Executive Director. The Executive Director shall be appointed by resolution and shall serve at the pleasure of the Board of Commissioners, shall be the chief appointed executive officer of the Authority, and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe.

Section 2.7. Resident Commissioner. One Resident Commissioner shall hold an Authority Board position. The nature of selection shall be governed by federal regulation and Minnesota state statute, with ratification from the City of Brainerd consistent with other Board Commissioners. The term of the Resident Commissioner and their authority shall be consistent with the other Commissioners serving on the Board.

ARTICLE III – PROCEDURES OF THE BOARD OF COMMISSIONERS

Section 3.1. Annual Meeting. The annual meeting of the Board shall coincide with the regular meeting of January in each year.

Section 3.2. Regular Meetings. The Board shall hold regular meetings on the fourth Wednesday of each month, commencing at 1:00 o'clock P.M., Central Time or at such other time as the Board and Executive Director may determine, and be held at the principal office of the Authority, or at such other location as the Board and Executive Director may determine.

Section 3.3. Special Meetings. Special meetings of the Board may be called by the Chair, or in the event of the Chair's absence or inability, by the Vice Chair at any time, upon seventy-two hours prior notice exclusive of Saturdays, Sundays, and holidays to all Commissioners and the Executive Director. Upon the same notice, any two Commissioners may also call special meetings of the Board. The Executive Director shall post notice of any special meeting in the principal office of the Authority no less than seventy-two hours prior to such special meeting exclusive of Saturdays, Sundays, and holidays.

Section 3.4. Quorum. A quorum of the Board shall consist of a simple majority of Commissioners. In the absence of quorum, no official action may be taken by, or on behalf of, or in the name of the Board or the Authority. Commissioners can attend any regular, special, or annual meetings and participate in any manner allowed by MN Statute 13D.

Section 3.5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by at least a simple majority of all commissioners present. Resolutions may but need not be read aloud prior to vote taken thereon and may but need not be executed after passage.

Section 3.6. Rules of Order. The most recent edition of Robert's Rule of Order shall govern the Meetings of the Board.

Section 3.7. Order of Business. The order of business will be determined by the Chair.

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

Section 3.8. Manner of Voting. The voting on all questions coming before the Authority shall be by voice vote, recorded into the official minutes. A roll call vote can be instituted for a particular vote at the discretion of the Chair.

ARTICLE IV – AMENDMENTS

Section 4.1. Amendments to By-Laws. The By-Laws of the Authority shall be amended only with the approval of a simple majority of a quorum of the Commissioners of the Authority at a regular or a special meeting.

ARTICLE V – MISCELLANEOUS

Section 5.1. Fiscal Year. The fiscal year of the Authority shall be the calendar year.

Section 5.2. Execution of Contracts. All contracts, notes, and other written agreements or instruments to which the Authority is a party or signatory or by which the Authority may be bound shall be executed by the Chair and/or Executive Director or other authorized signatory of the Authority as prescribed by the Chair and/or Executive Director.