

BY-LAWS OF THE HOUSING AUTHORITY OF THE COUNTY OF LAKE, ILLINOIS

ARTICLE I – THE AUTHORITY

SECTION 1. NAME OF THE AUTHORITY The name of the authority shall be “The Housing Authority of the County of Lake, Illinois.”

SECTION 2. SEAL OF THE 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. OFFICE OF THE AUTHORITY The offices of the authority shall be located at 33928 North Route 45, Grayslake, Illinois, but the Authority may hold its meetings at such other place as may be designated by Resolution.

ARTICLE II – OFFICERS

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

SECTION 2. CHAIRMAN The Chairman shall preside at all meetings of the Authority, except in those instances in which the authority to execute is expressly delegated to another officer or agent of the Authority or a different mode of execution is expressly prescribed by the Board of Commissioners by these By-Laws, the Chairman may 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.

SECTION 3. VICE-CHAIRMAN The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman, the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall select a new Chairman.

SECTION 4. SECRETARY-TREASURER The Secretary-Treasurer shall keep the records of the Authority, shall act as Secretary at the meetings of the Authority and record all votes, and shall keep a record of the proceedings and shall perform all duties incident to this office. He shall keep in safe custody the seal of the Authority and shall have the power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

He shall have care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. He shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and

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checks shall be countersigned by the Chairman. He shall keep regular books of accounts showing receipts and expenditures, and shall render to the Authority, at each regular meeting (or more often when requested), an account of his transactions and also the financial condition of the Authority. He shall give such bond for the faithful performance of his duties as the Authority may designate.

The Secretary-Treasurer shall serve without compensation (other than payment of necessary expenses)

SECTION 5. EXECUTIVE DIRECTOR In case an Executive Director shall be appointed by the Authority, he shall have general supervision over the administration of its business and affairs subject to the direction of authority. He shall be charged with the management of the housing projects of the Authority. The Executive Director shall be Secretary-Treasurer of the Authority and shall have all of the powers and duties of that office as described in SECTION 4. The compensation of the Executive Director shall be determined by the Authority. Except in those instances in which the Authority to Execute is expressly delegated to another officer or agent of the Authority or a different mode of execution is expressly prescribed by the Board of Commissioners of these By-Laws, the Executive Director may sign all contracts and other instruments made by the Authority.

SECTION 6. ADDITIONAL DUTIES The officer of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the By-Laws or rules and regulations of the Authority.

SECTION 7. ELECTIONS OR APPOINTMENT The Chairman and Vice-Chairman shall be elected at the Annual Meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected or qualified. The Secretary-Treasurer shall be appointed by the Authority. Any person appointed to fill the office of Secretary-Treasurer, or any vacancy therein, shall have such terms as the Authority fixes.

SECTION 8. VACANCIES Should the office of the Chairman or Vice-Chairman be vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary-Treasurer becomes 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 the housing Authorities Act of the State of Illinois and all other laws of the State of Illinois applicable thereto. The selection and compensation of such personnel (including the Executive Director) shall be determined by the Authority subject to the laws of the State of Illinois.

ARTICLE III – MEETINGS

SECTION 1. ANNUAL MEETING. The Annual Meeting of the Authority shall be held on the third Thursday of July at 12:30 p.m. unless the same shall be a legal holiday, in which event said meeting shall be held on the next succeeding Thursday.

SECTION 2. REGULAR MEETING. Regular Meetings shall be held without notice at the Regular Meeting place of the Authority on the third Thursday of each month, at 12:30 p.m. unless the same shall be a legal holiday, in which event said meeting shall be held on the next succeeding Thursday.

SECTION 3. SPECIAL MEETING

- A. Special Meetings of the Authority may be called by the Chairman of the Authority or by any Commissioner, and it shall thereupon be the duty of the Secretary-Treasurer to cause notice of such meeting to be given as hereinafter provided. The Chairman or the Commissioner calling the meeting shall fix the time and place for holding of the meeting.
- B. Written notice of the time, place and purpose of any Special Meeting of the Authority shall be delivered to each Commissioner not less than five (5) days previous thereto either personally or by mail, by or at the direction of the Secretary-Treasurer, by the Chairman, or by the Commissioner calling the meeting.

If mailed, such notice shall be deemed to be delivered when deposited in the U. S. Mail addressed to the Commissioner at his address as it appears on the records of the Authority, with postage thereon prepaid. At such Special Meeting no business shall be considered other than as designated in the notice; but if all the members of the Authority are present at a Special Meeting, any and all business may be transacted at said Special Meeting.

- C. A written waiver of any notice that is required by this Article III, if such waiver is signed by the Commissioner either before or after the time stated in said waiver for holding a meeting shall be deemed equivalent to a notice required to be given such Commissioner.

SECTION 4. QUORUM The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Four (4) 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 from time to time until a quorum is obtained. The act of a majority of the Commissioners present at a meeting at which a quorum is present shall be the act of the Board of Commissioners.

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SECTION 5. ORDER OF BUSINESS At the Regular Meetings of the Authority the following shall be the order of business.

1. ROLL CALL
2. READING AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING
3. BILLS AND COMMUNICATIONS
4. REPORT OF THE SECRETARY-TREASURER
5. REPORTS OF COMMITTEES
6. UNFINISHED BUSINESS
7. NEW BUSINESS
8. ADJOURNMENT

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

ARTICLE IV – AMENDMENTS

AMENDMENTS OF BY-LAWS The By-Laws of the Authority shall be amended only with the approval of at least three (3) of the members of the Authority at a Regular or Special Meeting, but no 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.

Revised: 08/88 Resolution No. 88-82
 10/92 Resolution No. 91-60
 10/16 Resolution No. 2017-05
 08/17 Resolution No. 2017-118