

By Laws  
Of

The Housing Authority of Mason County  
(As Amended January 1, 2024)

ARTICLE 1-THE AUTHORITY

SECTION 1. NAME OF THE AUTHORITY. The name of the Authority shall be "Housing Authority of Mason County".

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 organization.

SECTION 3. OFFICE OF AUTHORITY. The office of the authority shall be at such a place in the County of Mason, Washington, as the Authority may from time to time designate by resolution.

ARTICE II-OFFICERS

SECTION 1. OFFICERS. Of the authority shall be a chairperson a vice chairperson and a secretary.

SECTION 2. CHAIRPERSON. The chairperson shall preside at all meetings of the authority, whenever possible, except as otherwise authorized by resolution of the authority. The chairperson shall sign all contracts, deeds, and other instruments made by the authority. At each meeting, the chairperson shall submit such recommendations and information, as he or she may consider proper concerning the businesses fairs and policies of the authority. The chairperson shall be the executive director of the authority and, as such, I'll have general supervision over their administration of its business affairs, subject to the direction of the authority. He or she shall be charged with the management of the housing projects 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 resignation or death of the chairperson, the vice chairperson shall perform such duties as are imposed on the chairperson until such time as a new chairperson is elected.

**SECTION 4. SECRETARY.** The secretary shall keep the records of the authority, shall act as secretary of the meetings of the authority and record all votes and shall keep its record of the proceedings of the authority.

He or she 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.

He or she shall have the care of the custody of all funds of the authority and shall deposit the same in the name of the authority in such bank or banks as authority may select. He or she shall sign all orders and checks for the payments of money and shall pay out and disperse such money under the directions of the authority. Except as otherwise authorized by resolution of the authority, all such orders and checks shall be countersigned by the chairperson. He or she 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 or her transactions and of the financial condition of the authority. He or she shall you have such bond for the faithful performance of his or her duties as the authority may determine.

The compensation of the secretary shall be determined by the authority, 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 secretary shall be appointed by the Authority. Any person appointed to fill the office of Secretary, or any vacancy here therein, shall have such term as the authority fixes, but no commissioner of the authority shall be eligible to this office, except as a temporary appointee.

**SECTION 5. ADDITIONAL DUTIES.** The officers of the authority shall perform other duties and functions as may from time to time be required by the authority, or the bylaws or rules and regulations of the authority.

**SECTION 6. ELECTIONS OR APPOINTMENT.** The chairperson and vice chairperson shall be elected at the December meeting of the Authority from among the commissioners of the authority, and shall hold office from January 1st to December 31<sup>st</sup>, or until their successors are elected and qualified.

**SECTION 7. VACANCIES.** Should the office of the Chairperson or Vice Chairperson become 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 becomes vacant, the board will appoint a successor as provided in Section 8 article.

**SECTION 8. 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 law, as amended, and all other laws of the State of Washington applicable hereto. The selection and compensation of such personnel (currently including the secretary) shall be determined by the Authority subject to the laws of the State of Washington.

## ARTICLE III-MEETINGS

**SECTION 1. ANNUAL MEETINGS.** The annual meeting of the Authority shall be at the regular September meeting of the board if the date of the meeting falls on a legal holiday, the meeting will be at the same time in place and date decided by the board.

**SECTION 2. REGULAR MEETING.** The regular meeting of the Housing Authority shall be held at such a time and place as may from time to time be determined by the board in accordance with the Open Public Meetings Act-CH.42.30 RCW., at a time and place in Mason County, Washington, selected by the board. If a regular meeting shall be on a legal holiday, said meeting date shall be left up to the option of the board of commissioners.

Any commissioner who misses three consecutive regular meetings without being excused will be subject to removal from the Board of Commissioners. An absence is considered unexcused if the commissioner fails to notify the executive secretary to the Board of Commissioners no later no later than the Friday before the board meeting.

**SECTION 3. SPECIAL MEETING.** The Chairperson of the Authority may when he or she deems it expedient, and shall, upon the written request of two commissioners, VIA email of the authority, call a special meeting of the Authority for the purpose of transacting any business designed in the call. The call for a special meeting may be delivered to each commissioner of the authority, by email to the business or home address of such member at least two days prior to the date of such special meeting, or maybe accomplished through a text or telephone call. At such special meeting, no business shall be considered other than as designated in the call, but if all the members of the authority are present at a special meeting any and all business may be transacted at a special meeting.

**SECTION 4. QUORUM.** The powers of the authority shall be vested in the commissioners thereof in office from time to time, except as may be delegated by them to any officers, agents or employees of this authority. 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 from time to time until a quorum is obtained when the quorum is attendance action may be taken by the authority upon a vote of and majority of commissioners present.

**SECTION 5. MANNER OF VOTING.** The voting on all questions coming before the authority shall be by roll call, and the "AYES" and the "NAYS" shall be entered upon the minutes of such meeting.

## ARTICLE IV-AMENDMENTS

**SECTION 1. AMMENDMENTS TO BY-LAWS.** The By-Laws of the Authority shall be amended only with the approval of at least three members of the Authority at the regular or special meeting, but no such amendment shall be adopted unless at least seven days written notice thereof has been previously given to all members of the Authority.

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### Amendments to the By- Laws

- Amended 02/03/83    Annual Meeting time and date
- Amended 12/11/84    Annual Meeting date
- Amended 12/10/85    Commissioner missing three consecutive meetings
- Amended 09/08/92    Election of Officers
- Amended 09/08/92    Regular Meeting date
- Amended 10/25/00    Regular Meeting date
- Amended 10/25/00    Annual Meeting date
- Amended 9/24/02    Definition of Unexcused Absence
- Amended 6/22/05    Regular Meeting dat
- Amended 8/25/05    Regular meeting date/ Annual meeting date (3rd Thursday)
- Amended 2/15/07    Regular meeting date/ Annual meeting date (4th Wednesday -8:30 a.m.)
- Amended 05-07    Regular Meeting date ( 4<sup>th</sup> Thursday-8:00 a.m.)/Annual Meeting date (4<sup>th</sup> Thursday in September 8:00 a.m)
- Amended 6/28/07 C memo dated 6/28/07 item VII-A attached date changes **LOOKING FOR THIS AND OTHER AMENDEMENTS**
- Amended 01/01/24    The Chairperson shall be the Executive Director added to article II section 2 and removed from article II section 4. Secretary. Changed terms of appointment from October 1<sup>st</sup> through September 30<sup>th</sup> to January 1 through December 31<sup>st</sup>. Changed Article III section 3 from mailed to emailed, added text to means of communication.

