

**AMENDED BY-LAWS OF THE HOUSING AUTHORITY OF THE
CITY OF KYLE**

ARTICLE I. THE AUTHORITY

Section 1. **Kyle Housing Authority**. The name of the Authority shall be the **“Housing Authority of the City of Kyle, Texas”**.

Section 2. **Office of Authority**. The office of the Authority, shall be at such place **(417 West Second Street)** in the city of Kyle, Texas.

ARTICLE II. OFFICERS

Section 1. **Officers**. The officers of the Authority shall be a Chairperson, a Vice-Chairperson and a Secretary (who shall be Executive Director/Chief Executive Officer).

Section 2. **Chairperson**. The Chairperson, who is a member of the Board of Commissioners, shall preside at all meetings of the Authority. At each meeting, the Chairperson shall submit such recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the Authority. The actions of the Chairperson shall at all times be in compliance with all applicable federal, state and local laws.

Section 3. **Vice-Chairperson**. The Vice-Chairperson, who is a member of the Board of Commissioners, 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 Commissioners shall elect a new Chairperson.

Section 4. **Secretary**. The Secretary, who is a staff person, shall

(a) be the Executive Director/President and CEO of the Authority and have general supervision over the administration of the business and affairs of the Authority, subject to the direction of the Board of Commissioners;

(b) keep the records of the Authority, act as Secretary at the meetings of the Authority and record all votes, keep a record of the proceedings to be kept for such purpose, and perform all duties incident to that office;

(c) sign such orders and checks for the payment of money and disburse such money under the direction of the Board of Commissioners and all such orders and

checks shall be countersigned as duly authorized by resolution to so act;

(d) implement such procedures as are necessary to carry out and enforce Board policies and be charged with the management of the developments of the Authority and act in accordance with all applicable federal, state, and local laws;

(e) have the care and custody of all funds of the Authority and deposit the same in the name of the Authority in such bank or banks as the Authority may select; and

(f) keep regular books of accounts showing receipts and expenditures and render to the Board of Commissioners at each regular meeting (or more often if requested), an account of his/her transactions and also of the financial condition of the Authority.

The compensation of the Secretary shall be determined by the Board of Commissioners.

Section 5. Additional Personnel. The Authority may through its Secretary employ such personnel as it deems necessary to exercise the power, duties, and functions prescribed by the Housing Authorities Law of the State of Texas and all other laws federal, state and local, applicable thereto. Selection and reasonable compensation of such personnel, including counsel and legal services, and discharge of such personnel where such is deemed necessary for the good of the Authority shall be determined and made by the Secretary.

Section 6. Additional Duties. The officers 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 and rules and regulations of the Authority.

Section 7 Bonds. The Board of Commissioners by resolution, from time to time, shall designate a depository or banks for the funds of the Authority and shall fix the amount of surety and fidelity bonds covering all employees of the Authority.

Section 8. Election or Appointment. The Chairperson and Vice-Chairperson 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 qualified and elected. In case of the absence or incapacity of both the Chairperson and Vice-Chairperson, the other Commissioners of the Authority may elect an Acting Chairperson to serve during the period of absence or incapacity of the Chairperson and Vice-Chairperson

Section 9. Vacancies. Should the offices of Chairperson and 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 unexpired term of said office. When the office of Secretary becomes vacant, the Board of Commissioners shall appoint a successor.

ARTICLE III. MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held on the third (3rd) Tuesday of July , at 7:00 o'clock, which is the beginning of the fiscal year (July 1st) for the housing authority, at the regular meeting place of the Authority. In the event such date should fall on a legal holiday, the annual meeting shall be held on the next succeeding secular day.

Section 2. Regular Meetings. Regular meetings may be held on the third (3rd) Tuesday of the month on a quarterly basis at 7:00 o'clock., with public notice provided in conformance with the State of Texas Open Meetings Law, at such times and places as may from time to time be determined by resolution of the Board of Commissioners.

Section 3. Special Meetings. The Chairperson may, when he/she deems it expedient and upon the written request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the call. Public notice shall be in accordance with the State of Texas Open Meetings Law.

Section 4. Quorum. At all meetings of the Authority a majority of the Commissioners of the Authority shall constitute a quorum for the purpose of transacting business.

Section 5. Order of Business. At the regular meetings of the Authority the Secretary shall determine the order of business. All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

Section 6. Manner of Voting. The voting on all questions coming before the Authority shall be by roll call and the "ayes" and "nays" shall be entered upon the minutes of such meeting.

ARTICLE IV. AMENDMENTS

Bylaws of the Authority may be amended at any regular or special meeting by the vote of at least a majority of the Commissioners then qualified to act.

ADOPTED ON THIS 10th DAY OF March, 2015.

Max Vary 3/10/2015 Uellie Simpson
Board Chairman Board Secretary