

BY-LAWS OF THE HOUSING AUTHORITY
OF
BREVARD COUNTY, FLORIDA.

ARTICLE I – THE AUTHORITY

Section 1 – Name of Authority. The name of the Authority shall be “The Housing Authority of Brevard County, Florida”.

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 its organization.

Section 3 – Office of Authority. The office of the Authority shall be at 1401 Guava Avenue, Melbourne, Florida, but the Authority may have offices at such other place or places as the Authority may from time to time designate by resolution.

ARTICLE II – OFFICERS

Section 1 – Officers. The officers of the Authority shall be a Chairman, a Vice Chairman and a Secretary (who shall also be serving as the Chief Executive Officer).

Section 2 – Chairman. The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman shall sign all contracts, deeds and other instruments requiring signature approval 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 appoint a new Chairman.

Section 4 – Secretary. The Secretary shall keep the records of the Authority, shall act as a secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his office. He shall keep in a safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized and executed by the Authority Chairman.

He shall have the 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. The Secretary 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 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 oftener when requested), an account of his transactions and also of the financial condition

of the Authority. He may give such bond for the faithful performance of his 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).

Section 5 – Chief Executive Officer. The Secretary shall be the Chief Executive Officer of the Authority and shall have the general supervision over the administration of the business and affairs of the Authority, subject to the direction of the Authority. He shall be charged with the management of the housing projects of the Authority.

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 or rules and regulations of the Authority.

Section 7 – Election 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 and qualified.

The Secretary shall be appointed by the Authority. Any person appointed to fill the office of Secretary, or any vacancy 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 8 – Vacancies. Should the office of Chairman, Vice Chairman or Secretary 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.

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 Law of Florida as amended and all other laws of the State of Florida applicable thereto. The selection and compensation of such personnel (including the Secretary), shall be determined by the Authority subject to the laws of the State of Florida.

ARTICLE III – MEETINGS

Section 1 – Annual Meeting. The annual meeting of the Authority shall be held on the third Tuesday in April at 9:00 o'clock A.M. or other such time and date as is properly noticed at the regular meeting place of the Authority. In the event such date shall 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 with notice at such times and places as may from time to time be determined by resolution of the Authority.

Section 3 – Special Meetings. The Chairman of the Authority may, when he deems it necessary, shall call a special meeting of the Authority for the purpose of the

transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Authority through any qualified or member requested delivery method at least two days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if every member of the Authority is present at the special meeting, any and all business may be transacted at such special meeting.

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

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. Reports of the Secretary.
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 the Authority.

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

ARTICLE IV – AMENDMENTS

Section – Amendment to By-Laws. The by-laws of the Authority shall be amended only with the approval of a majority of the members of the Authority at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days' written notice thereof has been previously given to all of the members of the Authority.