



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

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**AMENDED AND RESTATED BYLAWS OF THE HOUSTON HOUSING HOUSTON  
HOUSING AUTHORITY**  
*Adopted January 21, 2014*

**ARTICLE I -- THE HOUSTON HOUSING AUTHORITY**

**Section 1 Name of Houston Housing Authority.**

The name of the Authority shall be "Houston Housing Authority."

**Section 2 Office of Houston Housing Authority.**

The office of the Houston Housing Authority shall be in the City of Houston, Texas, but the Houston Housing Authority may have offices at such other place or places in the City of Houston, Texas as the Houston Housing Authority may from time to time designate by resolution.

**ARTICLE II -- COMMISSIONERS**

The Commissioners may by resolution from time to time delegate such authority, powers and duties to the Secretary as they may deem proper. The Commissioners shall determine policies of the Houston Housing Authority.

**ARTICLE III -- OFFICERS**

**Section 1 Officers.**

The officers of the Houston Housing Authority shall be a Chair, a Vice Chair, and a Secretary, who shall be the President and CEO.

**Section 2 Chair.**

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

**Section 3 Vice Chair.**

The Vice Chair, who is a member of the Board of Commissioners, shall perform the duties of the Chair in the absence or incapacity of the Chair. In case of the resignation or death of the Chair, the Vice Chair shall perform such duties as are imposed on the Chair until such time as the commissioners shall elect a new Chair.

**Section 4 Secretary.**

The Secretary, who is a staff person, shall:

(a) Keep the records of the Houston Housing Authority, act as secretary at the meetings of the Houston Housing 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;

(b) sign such orders and checks for the payment of money and shall payout and disburse such money under the direction of the commissioners and all such orders and checks shall be countersigned as duly authorized by resolution to so act; and

(c) be the President and CEO of the Houston Housing Authority and have general supervision over the administration of the business and affairs of the Houston Housing Authority, subject to the direction of the board of commissioners. The President and CEO shall implement such procedures as are necessary to carry out and enforce board policies and shall be charged with the management of the housing developments of the Houston Housing Authority and shall act in accordance with all applicable federal, state, and local laws.

#### **Section 5 Additional Duties.**

The officers of the Houston Housing Authority shall perform such other duties and functions as may from time to time be required by the Houston Housing Authority or the bylaws and rules and regulations of the Houston Housing Authority.

#### **Section 6 Election or Appointment.**

The Chair and Vice Chair shall be elected at the annual meeting of the Houston Housing Authority and shall hold office for one year or until their successors are elected and qualified. The Secretary shall be employed and the compensation, length of time, terms and conditions thereof fixed by resolution of the Houston Housing Authority and under such agreements as the commissioners may authorize by resolution.

#### **Section 7 Vacancies.**

Should the offices of Chair or Vice Chair become vacant, the commissioners shall elect a successor from its membership at a regular meeting or at a special meeting called for that purpose. Such election shall be for the unexpired term of said office. Should the office of Secretary become vacant, the commissioners shall employ a successor, as aforesaid.

#### **Section 8 Bonds.**

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

#### **Section 9 Additional Personnel.**

The Houston Housing Authority may through its Secretary from time to time 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 Houston Housing Authority shall be determined and made by the Secretary.

### **ARTICLE IV -- MEETINGS**

#### **Section 1 Annual Meetings.**

The annual meetings of the Houston Housing Authority will be held during the regular meeting in January of each year at the Houston Housing Authority's regular meeting place and time in the City of Houston. Any meeting may be recessed from time to time and from place to place by a majority of those present. At the annual meeting the election of Chair and Vice Chair shall be held.

**Section 2 Regular Meetings.**

Regular meetings shall be held in accord with the Open Meetings Act at such times and places as may from time to time be determined by resolution of the Houston Housing Authority. Any meeting may be recessed from time to time and place to place by a majority of those present.

**Section 3 Special Meetings.**

The Chair or Vice Chair of the board of commissioners shall, upon written or oral request of two commissioners or upon written request of the Secretary, call a special meeting of the Houston Housing Authority for the purpose of transacting the business designated in the call. The call for a special meeting must be made in accordance with the Texas Open Meetings Act as it currently exists or as it may be amended from time to time. However, no action shall be taken except upon majority vote of all commissioners. Any such meeting may be recessed from time to time and place to place by a majority vote of those present.

**Section 4 Quorum.**

At all annual, regular or special meetings of the board of commissioners, a majority of the commissioners then qualified to act shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, provided that any number may meet and adjourn or recess to some other time, or until a quorum is obtained. Except as may be particularly provided in the bylaws, a majority of the commissioners then qualified to act shall be necessary to pass any resolution or take any official action.

**Section 5 Order of Business.**

At the regular meetings of the Houston Housing 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 Houston Housing Authority.

**Section 6 Manner of Voting.**

The Voting on all questions coming before the board of commissioners shall be by oral announcement, and the ayes and nays shall be entered upon the minutes of such meeting.

**ARTICLE V -- AMENDMENTS**

Bylaws of the Houston Housing 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.

**ARTICLE VI -- REPEAL**

The foregoing constitutes all the bylaws of the Houston Housing Authority and any and all bylaws heretofore enacted and not contained herein are repealed.