

**CLAREMONT HOUSING AUTHORITY,  
CLAREMONT, NEW HAMPSHIRE  
BYLAWS**

Adopted September 17, 2018

**Amended:  
Resolution #9: 11/29/1967  
Resolution #29: 04/30/1969  
Resolution #646: 09/30/1998  
Resolution #680: 12/26/2001  
Resolution #754: 09/17/2018**

**ARTICLE I - THE AUTHORITY**

Section 1. NAME OF AUTHORITY. The name of the Authority shall be "Claremont Housing Authority."

Section 2. SEAL OF THE AUTHORITY. The seal of the Authority shall be in the form of a circle and bear the name of the authority and the year of its organizations and the words "New Hampshire".

Section 3. OFFICE OF THE AUTHORITY. The offices of the Authority shall be at 243 Broad Street, Claremont, NH, Zip Code 03743.

**ARTICLE II – BOARD**

Section 1. MEMBERSHIP. The City Manager, subject to the confirmation of a majority of the members of the governing body for the City of Claremont, shall appoint persons as Commissioners of the Authority. Commissioners shall be appointed for five-year fixed terms. All terms shall end May 29<sup>th</sup>.

Section 2. OFFICERS. Officers of the Authority shall be a Chairperson and a Vice Chairperson, both of whom must be members of the Authority Board of Commissioners and a Secretary, who shall not be a member of the Board of Commissioners.

Section 3. CHAIRPERSON. The Chairperson shall preside at all meetings of the Authority. 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 s/he may consider proper concerning the business, affairs, and policies of the Authority.

Section 4. VICE CHAIRPERSON. The Vice Chairperson 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 Authority shall select a new Chairperson.

Section 5. SECRETARY. The Secretary shall be the Executive Director of the Authority and, as Executive Director, shall have general supervision over the administration of its business and affairs, subject to the direction of the Commission of the Authority. The Executive Director shall

be charged with the Administrative management of the Authority. The Secretary shall keep the records 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 said office. The Secretary 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.

The Secretary shall be the Treasurer of the Authority, and as Treasurer 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 Board of Commissioners may select. The Secretary shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Board of Commissioners. Except as otherwise authorized by Resolution of the Board of Commissioners, all such orders and checks shall be countersigned by such persons as designated by the Board of Commissioners by Resolution. The Secretary shall keep regular books of accounts, showing receipts and expenditures, and shall render to the Board of Commissioners at each regular meeting, or when requested, an account of all such transactions and also of the financial condition of the Authority. The Secretary shall be bonded for the faithful performance of said duties in an amount as the Board of Commissioners may determine.

The compensation of the Secretary shall be determined by the Board of Commissioners. The Secretary shall be appointed for an indefinite term and shall be removable only upon the adoption of a Resolution terminating his/her services passed by an affirmative vote of five members of the Commission. S/He shall, upon demand, be given a written statement of the reasons for his/her proposed removal and the right to be heard publicly at a meeting of the Commission prior to the passage of such a Resolution, but pending such hearing and action, the Commission may suspend him from office. The Commission may not reduce the salary or the benefits of the Secretary.

Section 6. ADDITIONAL COMMISSIONER DUTIES. The officers of the Authority shall perform such other duties and functions as may, from time to time, be required by the Board of Commissioners or the bylaws or rules and regulations of the Board of Commissioners.

Section 7. ELECTION OR APPOINTMENTS. 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 offices for two years or until their successors are elected and qualified. The Secretary shall be appointed by the Board of Commissioners. Any person appointed to fill the office of Secretary, or any vacancy therein, shall serve for such term as the Authority fixes.

Section 8. VACANCIES. Should the office of Chairperson or 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, 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 under the Laws of the State of New Hampshire applicable thereto. The selection and compensation of

such personnel shall be determined by the Board of Commissioners in accordance with the Authority's Personnel Policy and upon recommendation of the Executive Director.

Section 10. ATTENDANCE. It is expected that Commissioners will make every effort to attend scheduled meetings. If a Commissioner fails to attend two (2) consecutive meetings without the Board's excusal, the Board Chairperson may send a letter to the City Manager of the City of Claremont alerting him or her of the circumstances.

Section 11. NO COMPENSATION. No Commissioner may be compensated for serving in any capacity; except that he or she is entitled to reimbursement for necessary expenses, including traveling expenses, incurred in the discharge of his or her duties.

Section 12. RESIGNATION. Any Commissioner may resign at any time by giving written notice to the Chairperson of the Board. Such resignation takes effect at the time specified in the resignation, or if the time is not specified, upon receipt thereof. Unless otherwise specified in the resignation, the acceptance of a resignation is not necessary to make it effective.

Section 13. REMOVAL. A Commissioner may be removed by the City Manager of the City of Claremont for inefficiency or neglect of duty or misconduct in office, but a Commissioner may be removed only after he or she is given a copy of the charges at least ten (10) days prior to the hearing thereon and has had an opportunity to be heard in person or by counsel. When a Commissioner is removed, a record of the proceedings will be kept.

### ARTICLE III - MEETINGS

Section 1. ANNUAL MEETING. The Annual Meeting of the Authority shall be held on the third Monday of July at 4:30 p.m., at the regular meeting place of the Authority.

Section 2. REGULAR MEETINGS. Monthly meetings shall be held, giving prior notice in house and at City Hall, at the regular meeting place of the Authority, 243 Broad Street, Claremont, New Hampshire, on the fourth Monday of each month, at 4:00 p.m., unless the same shall be a legal holiday. In this event, said meetings shall be held on the next succeeding secular day, but the Authority may hold its meetings at such other place as it may designate by vote.

Section 3. SPECIAL MEETINGS. When deemed expedient by the Chairperson of the Commission, or upon the written request of two members of the Board of Commissioners, the Chairperson shall call a special meeting of the Commission for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Board of Commissioners or may be mailed to the business or home address of each member at least two days (forty-eight hours) prior to the date of such special meeting. At such special meeting, no business shall be considered other than as designated in the call.

Section 4. QUORUM. The powers of the Authority shall be vested in the Board of Commissioners thereof. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers, and for all other purposes, except as otherwise stated herein, and where a quorum is in attendance action may be taken by a vote of a majority of the Commissioners present. A smaller number may adjourn, from time to time, until a quorum is

obtained. Unless otherwise provided herein, when a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

Section 5. ORDER OF BUSINESS. At the regular meetings of the Authority the following shall be the order of business:

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVE AGENDA
4. PUBLIC COMMENT
5. APPROVAL OF MINUTES
6. TREASURER REPORT
7. REPORT OF EXECUTIVE DIRECTOR
8. HOUSING CHOICE VOUCHER REPORT
9. MARION L. PHILLIPS REPORT
10. COMMITTEE REPORTS
11. OLD BUSINESS
12. UNFINISHED BUSINESS
13. NEW BUSINESS
14. ADJOURNMENT

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

The Executive Director/Secretary shall cause an Agenda of items of business, in conformity with this rule, to be prepared and distributed to Commission members no later than the Thursday preceding each meeting of the Commission. The Commission, by vote, may alter the foregoing order of business during any meeting if the need to take action arose after the posting of the agenda.

Section 6. RULES OF MEETING.

1. Persons wishing to speak before the Commission must state their name and confine their remarks to the subject under discussion.
2. Persons wishing to present a complaint to the Commission must have exhausted all options with the office prior to presenting to the board. Any complaints not brought to the office first will not be heard by the board.
3. A time limit of 3 minutes shall be imposed on the persons speaking before the Commission. The time limit may be extended at the discretion of the Chairperson.
4. Some public comment will be permitted on pertinent subject matter if so approved by the Chairperson. Persons requesting to speak after public comment must follow the same public comment rules of conduct.
5. Any persons who persist in disruptive conduct may be ejected from the meeting of the Commission.

Section 6. CONFLICT OF INTEREST. Any possible conflict of interest on the part of any member of the Board of Directors shall be directed to the other members of the Board and made

a matter of record through an annual procedure and also when the interest involves a specific Board consideration. No Board member shall vote on issues relating to their personal interest when the outcome of such a vote would accrue benefits to them only and not to all Board members. When doubt arises as to the potential conflict of the interest situation, the elected Board, excluding those possibly in conflict, shall decide whether the potential for conflict exists. The foregoing policy shall not be construed as preventing a Board member from providing expertise or opinion when such information may be helpful to the Board in making its decision. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting and the quorum situation.

Section 7. MANNER OF VOTING. The voting on all questions coming before the Authority shall be by voice vote or by roll call, and the yeas and nays shall be entered upon the minutes of such meetings.

#### ARTICLE IV - AMENDMENTS

Section 1. AMENDMENTS TO BYLAWS. The bylaws of the Authority shall be amended only by the affirmative vote of at least three of the members of the Board of Commissioners, at a 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 of the members of the Board of Commissioners.