

ST. GERMAIN, WI. HOUSING AUTHORITY BY-LAWS

Article 1 - The Authority

Section 1. Name

The name of the Authority shall be The St Germain Housing Authority of the Town of St Germain, AKA, "The Authority"

Section 2. Board Composition

5 Commissioners, appointed by the Town Board for 5 year staggered terms, e.g., 2-2024, 2-2025, 1-2026, ending on September 1st of the appropriate year. At the second quarterly meeting of each year, the Authority will select an individual's name, and present to the town Board for approval for the next 5 year term.

Section 3. Office

The Authority's office and meetings shall be at the Authority facility in the Town of St Germain, Wisconsin.

Article 2 - Officers and Elections

Section 1. Officers of the Authority shall be:

Chair, Vice-chair, and Secretary. Officers are elected by the Board for 5 year terms.

Section 2. Officer Responsibilities

The Chair shall preside at all meetings of the Authority, sign all contracts, deeds and other instruments made by the Authority. The Chair is responsible for The Authority's meeting agenda, and acts on behalf of the Authority on business matters.

The Vice-Chair shall perform the duties of the Chair in the Chair's absence.

The Secretary shall compile and keep records of all Authority meetings, post meeting agendas, and perform other duties as assigned

Section 3. Vacancies.

If a Commissioner position becomes vacant during a term, the Authority shall present an individual's name to the town Board for approval to fill the unexpired term.

Article 3. Insurance

The Authority shall provide for appropriate coverage for the facility, and Officer liability.

Article 4 - Staff

The Authority may employ a Manager/Executive Director and other staff as it deems necessary to exercise its powers, duties, and other responsibilities according to Wisconsin Statutes. The Authority may employ a qualified firm to manage the day-to-day business of the Authority. The selection and compensation for staff and others shall be determined by the Authority, subject to State of Wisconsin statutes.

Article 5 - Meetings

Section 1. Regular meetings.

Meetings will be held at the Housing Authority property, on the second Wednesday of February, May, August, and November of each year, at 1:00 PM, rotating between the buildings located at 445 Sunrise Lane, 453 Sunrise Lane, and 459 Sunrise Lane. In the event of a legal holiday, the meeting will be on the next weekday.

Section 2. Special meetings

The Chair, or 3 Commissioners may call a special meeting, if necessary, with an appropriate agenda.

Note: All meetings of the Authority shall comply with Wisconsin State Statutes regarding Open Meeting requirements.

Section 3. Agenda

The heading of the the Agenda notice is to include: "All items on the Agenda are considered to be actionable, unless otherwise noted."

At all regular meetings of the Authority, agendas are to include the following items, plus any others as needed:

- . Call to order
- . Verification of Open Meeting Law
- . Roll call
- . Prior meeting minutes approval
- . Public comment. No discussion or action
 - Resident comments. Discussion as needed. No action
- . Financial report - discussion only
 - Management Report, Discussion, possible action
- . Items for the the Authority to discuss/act upon
 - Items for a subsequent meeting. No action
- . Letters and Communications No action
- . Next meeting date/time
- . Adjourn

Article 6 - Records

All official records of the Authority shall be kept in a secure location at the facility offices.

Article 7 - By-law Amendments

Authority By-Laws shall be amended only with the approval of a 2/3 majority of the Commissioners at a duly scheduled meeting

- Revisions of all sections adopted on August 8th, 2018 at a scheduled Commissioner meeting.
- This is a revised version of the Authority's By-laws that was passed at a regularly scheduled meeting on August 10, 2010
- This is a revised version of the Authority's By-laws that was passed at a regularly scheduled meeting on February 8, 2023.

Chair's signature

Date

Suzanne Kessro

2-8-23

- Mary C Janssen
- Cornelia (Cookie) Hough
- Carolynn Brienk
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