

BY-LAWS OF HOUSING
AND REDEVELOPMENT COMMISSION
SIOUX FALLS, S. DAK.

ARTICLE I. MEETINGS

Section 1. Place of Meeting: All meetings of the Commission shall be held at the Sioux Falls Housing and Redevelopment Commission Office located at 224 North Phillips Avenue, Sioux Falls, S. Dak. and shall be open to the public. Regular meetings shall be held at 12:00 noon on the second Thursday of each month.

Section 2. Annual Meeting of the Commission: An annual meeting of the Commission shall be held each year on the second Monday in September at 12:00 o'clock a.m., one of the purposes of which shall be the selection of a chairperson, vice-chairperson, a secretary and a treasurer from among the Commissioners.

Section 3. Delayed Annual Meeting: If, for any reason, the annual meeting of the Commission shall not be held on the day hereinbefore designated, such meeting shall be called and held as a special meeting, and the same proceeding may be had there at an annual meeting.

Section 4. Special Meetings of the Commission: A special meeting of the Commission may be called at any time by any Commission member. Notice of all special meetings of the Commission shall be in writing and sent to each Commission member by mail, addressed to the last known address of each such Commission member not less than three days before the time designated for such meeting. All notices of special meetings shall state the time, purpose and place of the meeting.

Section 5. Organization Meeting of Commission: At the place of holding the annual meeting of the Commission, the Commission members as constituted upon final adjournment of such annual meeting shall convene for the purpose of selecting a chairman, vice-chairperson, a secretary, and a treasurer from among its Commissioners.

Section 6. - Regular Meeting of the Commission: Regular Meetings of the Commission shall be held on the second Thursday of each month at 12:00 o'clock A.M. Notice of regular meetings of the Board shall be required.

Section 7. Quorum: The powers of the Commission shall be vested in the Commissioners thereof in office from time to time; three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Commission upon a vote of a majority of the Commissioners present.

Section 8. Order of Business: At the regular meeting of the Commission, the following shall be the order of business:

1. Roll Call.
2. Approval of the minutes of the previous meetings.
3. Communications and special requests.
4. Staff reports.
5. City Department reports.
6. Other reports.
7. Unfinished business.
8. New business.
9. Adjournment.

All resolutions shall be in writing and shall be copied in a journal.

ARTICLE II. OFFICES

Section 1. Chairperson: The Chairperson shall be elected by, and from the membership of the Commission. He shall be the chief executive officer of the Commission and preside over all the meetings of the Commission.

Section 2. Vice Chairperson: The Vice Chairperson shall be elected by, and from the membership of the Commission. In the absence of the Chairperson, he shall preside over the meetings of the Commission. In the event of the Chairperson's death, resignation or removal from office, the Vice-chairperson shall assume the duties of the Chief Executive Officer of the Commission until such time as a new Chairperson is elected from the membership of the Commission.

Section 3. Secretary: The Secretary shall be elected by, and from the membership of the Commission and shall preserve in books of the Commission true minutes of the proceedings of all such meetings. He shall safely keep in their custody the seal of the Commission and shall have authority to affix the same to all instruments where its use is required. He shall give all notices required by statute, by-laws or resolution. He shall perform such other duties as may be delegated to him by the Chairperson.

Section 4. Treasurer: The Treasurer shall be elected by, and from the membership of the Commission and shall have custody of all Commission funds and securities and shall keep in books belonging to the Commission full and accurate accounts of all receipts and disbursements; he shall deposit all money, securities and other valuable effects in the name of the Commission in such depositories as may be designated for that purpose by the Commission. He shall disburse the funds of the Commission as may be ordered by the Commission, taking proper vouchers for such disbursements and shall render to the Commission at the regular meetings of the Commission, and whenever requested by them, an account of all his transactions as treasurer and the financial condition of the Commission. If required by the Commission, he shall deliver to the chairman of the Commission, and shall keep in force, a bond in form, amount and with a surety or sureties satisfactory to the Commission, conditioned for faithful performance of the duties of his office.

Section 5. Executive Director: The Commission shall employ an Executive Director who shall have general supervision over the administration of its business and affairs, subject to the direction of the Commission. He shall be charged with the management of the housing projects of the Commission.

ARTICLE III. EXECUTION OF INSTRUMENTS

Section 1. Checks, etc: All checks, drafts and orders for payment of money shall be signed in the name of the Commission and shall be countersigned by such Commission member as the Commission shall from time to time designate for that purpose.

Section 2. Contracts, Conveyances, etc: When the execution of any contract, conveyance or other instrument has been authorized, the chairman, secretary, or treasurer may execute the same in the name and in behalf of this Commission and may affix the seal thereto. The Commission shall have power to designate the members who shall have authority to execute any instrument in behalf of the Commission.

Section 3. The Executive Director: The Executive Director shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Commission. Except as otherwise authorized by resolution of the Commission, all such orders and checks for the payment shall be countersigned by the chairman or one of the Housing Commissioners. He shall keep regular books of accounts showing receipts and expenditures and shall render to the Commission at each regular meeting (or oftener when requested), an account of his transactions and also of the financial condition of the Commission. He shall give such bond for the faithful performance of his duties as the Commission may determine.

ARTICLE IV. SEAL OF COMMISSION

The seal of the Commission shall be in such form as the Commission may designate or approve.

ARTICLE V. AMENDMENT OF BY-LAWS

Section 1. Amendments, how effected: These By-Laws may be amended, altered, changed, added to or repealed by the affirmative vote of a majority of the members of the Commission at any regular or special meeting of the Commission.

By-Laws approved December 2nd, 1968 at the organizational meeting of the Sioux Falls Housing and Redevelopment Commission. The motion was made by Dr. Thoreson and seconded by Mr. Jones.

SIoux FALLS HOUSING AND
REDEVELOPMENT COMMISSION

Amendments to the By-Laws

Article I Meetings

Section 1. Place of Meetings. All meetings of the Sioux Falls Housing and Redevelopment Commission shall be held in the office at 219 West 8th Street, Sioux Falls, South Dakota. The meetings shall be open to the public.

Adopted 1/1/1969.

Section 1. Place of Meeting. All meetings of the Commission shall be held in the office at 100 North Phillips Avenue, Sioux Falls, South Dakota. The meetings shall be open to the public.

Adopted 9/7/1971.

Section 2. Annual meeting of the commission. An annual meeting of the Commission shall be held each year on the second Monday of September at 10:30 o'clock a.m. One of the purposes of which shall be the selection of a chairman, a secretary, and a treasurer from among the Commissioners.

Adopted 1/20/1969

Section 6. Regular Meeting of the Commission. Regular meetings of the Commission shall be held on the first and third Tuesday of each month at 10:30 o'clock a.m. No notice of regular meetings of the Board shall be required.

Adopted 9/15/1969

Section 6. Regular Meetings of the Commission. Regular meetings of the Commission shall be held once a month for the next three months only.

Adopted 1/20/1970

Section 6. Regular Meetings of the Commission. Regular meetings of the commission shall be held on the first and third Tuesday of each month at 10:30 o'clock a.m. No notice of regular meetings of the Board shall be required.

Adopted 8/4/1970

Section 6. Regular Meetings of the Commission. Regular meetings of the Commission shall be held on the first and third Tuesday of each month at 9:30 o'clock a.m. No notice of regular meetings of the Board shall be required.

Adopted 4/20/1971

Section 6. Regular Meetings of the Commission. Regular meetings of the Commission shall be held on the first and third Tuesday of each month at 7:30 o'clock a.m. No notice of regular meeting of the Board shall be required.

ARTICLE I. MEETINGS
CONT'd.

Section 6. Regular Meetings of the Commission. Regular Meeting shall be held at 7:30 a. m. every first and third Tuesday of the month. The meetings will be held at 230 North Phillips which is the official meeting place.

Adopted 8/17/1976.

Section 6. Regular Meetings of the Commission. Regular Meeting shall be held at 7:30 p. m. on the first and third Tuesdays of the month. The official meeting place shall be changed to 224 North Phillips Avenue, Sioux Falls, S. Dak.

Adopted 9/6/1978.

Section 6. Regular Meetings of the Commission. Regular Meeting shall be held at 12:00 Noon every first and third Thursday of the month. The meetings will be held at 224 North Phillips which is the official meeting place.

Adopted 4/1/1980.

Section 6. Regular Meetings of the Commission. Regular Meeting shall be held at 12:00 Noon on the third Thursday of the month. The meeting will be held at 224 North Phillips Avenue, which is the official meeting place.

Adopted 1/15/1981.

Section 6. Regular Meetings of the Commission. Regular Meeting shall be held at 12:00 noon on the second Thursday of each month. The meeting will be held at 224 North Phillips Avenue, which is the official meeting place, and is scheduled to begin February 11th, 1983.

Adopted 1/15/1982.

AMENDMENTS TO THE BY-LAWS

ARTICLE I, MEETINGS.

Section 7. QUORUM. The powers of the Commission shall be vested in the Commissions thereof in office from time to time; three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Commission upon a vote of a majority of the Commissioners present.

Adopted 3/3/1970

Section 8, ORDER OF BUSINESS. At the regular meeting of the Commission, 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.

Adopted 3/3/1970.

Section 8. ORDER OF BUSINESS. At the regular meeting of the Commission, the following shall be the order of business:

1. Roll Call.
2. Approval of the minutes of the previous meetings.
3. Communications and special requests.
4. Staff Reports.
5. City Department Reports.
6. Other Reports.
7. Unfinished Business.
8. New Business.
9. Adjournment.

All resolutions shall be in writing and shall be copied in a journal.

Adopted 4/8/1982.

AMENDMENTS TO THE BY-LAWS

ARTICLE II, OFFICERS.

Section 1. Chairperson. The Chairperson shall be elected by, and from the membership of the Commission. He shall be the chief executive officer of the Commission and preside over all the meetings of the Commission.

Section 2. Vice Chairperson. The Vice Chairperson shall be elected by, and from the membership of the Commission. In the absence of the Chairperson, he shall preside over the meetings of the Commission. In the event of the Chairperson's death, resignation or removal from office, the Vice-chairperson shall assume the duties of the Chief Executive Officer of the Commission until such time as a new Chairperson is elected from the membership of the Commission.

Section 3. Secretary. The Secretary shall be elected by, and from the membership of the Commission and shall preserve in books of the Commission true minutes of the proceedings of all such meetings. He shall safely keep in their custody the seal of the Commission and shall have authority to affix the same to all instruments where its use is required. He shall give all notices required by statute, by-laws or resolution. He shall perform such other duties as may be delegated to them by the Chairperson.

Section 4. Treasurer. The Treasurer shall be elected by, and from the membership of the commission and shall have custody of all Commission funds and securities and shall keep in books belonging to the Commission full and accurate accounts of all receipts and disbursements; he shall deposit all money, securities and other valuable effects in the name of the Commission in such depositories as may be designated for that purpose by the Commission. He shall disburse the funds of the Commission as may be ordered by the Commission, taking proper vouchers for such disbursements and shall render to the Commission at the regular meetings of the Commission, and whenever requested by them, an account of all his transaction as treasurer and the financial condition of the Commission. If required by the Commission, he shall deliver to the chairman of the Commission, and shall keep in force, a bond in form, amount and with a surety or sureties satisfactory to the Commission, conditioned for faithful performance of the duties of his office.

Section 5. Executive Director. The Commission shall employ an Executive Director who shall have general supervision over the administration of its business and affairs, subject to the direction of the Commission. He shall be charged with the management of the housing projects of the Commission.

Adopted 3/3/1970.

ARTICLE III, EXECUTION OF INSTRUMENTS

Section 1. The Executive Director shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Commission. Except as otherwise authorized by resolution of the Commission, all such orders and checks for the payment shall be countersigned by the chairman or one of the Housing Commissioners. He shall keep regular books of accounts showing receipts and expenditures and shall render to the Commission at each regular meeting (or oftener when requested), an account of his transactions and also of the financial condition of the Commission. He shall give such bond for the faithful performance of his duties as the Commission may determine.

Adopted 3/3/1970.

Section 8. Order of Business. At the regular meeting of the Commission 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. Report 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.
Adopted 3-3-70.

Article II Officers

Section 4. Executive Director. The Commission shall employ an Executive Director who shall have general supervision over the administration of its business and affairs, subject to the direction of the Commission. He shall be charged with the management of the housing projects of the Commission. Adopted 3-3-70.

Article III Execution of Instruments

Section 1. The Executive Director shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Commission. Except as otherwise authorized by resolution of the Commission, all such orders and checks for the payment shall be countersigned by the chairman or one of the Housing Commissioners. He shall keep regular books of accounts showing receipts and expenditures and shall render to the Commission at each regular meeting (or oftener when requested), an account of his transactions and also of the financial condition of the Commission. He shall give such bond for the faithful performance of his duties as the Commission may determine. Adopted 3-3-70.

SECTION 9. Regular Meetings of the Commission. Regular Meeting shall be held at 7:30 a.m. every first and third Tuesday of the month. The meetings will be held at 230 North Phillips which is the official meeting place. (Adopted Tues. 8/17/1976.)

SECTION 10. Regular Meetings of the Commission. Regular Meeting shall be held at 7:30 p.m. on the first and third Tuesdays of the month. The official meeting place shall be changed to 224 North Phillips Avenue, Sioux Falls, S. Dak. (Adopted September 6th, 1978.)

SECTION 11. Regular Meetings of the Commission. Regular Meeting shall be held at 12:00 Noon every first and third Thursday of the month. The meetings will be held at 224 North Phillips which is the official meeting place. (Adopted Tuesday, April 1st, 1980).

SECTION 12. Regular Meetings of the Commission. Regular Meeting shall be held at 12:00 Noon on the third Thursday of the month. The meeting will be held at 224 North Phillips Avenue, which is the official meeting place. (Adopted January 15th, 1981.)

BY-LAW AMENDMENT

for

HOUSING AND REDEVELOPMENT COMMISSION

Section 4. Special Meetings of Commission:

A special meeting of the Commission may be called at any time by any Commission member. Notice of all special meetings of the Commission shall be in writing and sent to each commission member by mail, addressed to the last known address of each such Commission member not less than three days before the time designated for such meeting. All such notices of special meetings shall state the time, purpose and place of the meeting. Special meetings may be held either at a specific location or by telephone conference call if notice so states. If the special meeting is held by telephone conference call, quorum requirements of Section 7 of this Article shall apply and all such Commissioners constituting the quorum must be on the phone line at the same time.

The telephone conference call shall be placed to the last known telephone number of each member of the Commission, unless the member indicates otherwise. If the special meeting is held by telephone conference call, the Commissioners participating in such meeting shall acknowledge the action so taken by signing the written minutes of the meeting.

Adopted February 19, 1985

AMENDMENTS -) THE BY-LAWS (Continued))

Section 6. Regular Meetings of the Commission.
Regular Meeting shall be held monthly. The meeting will be held
at 804 S. Minnesota Avenue, Sioux Falls, South Dakota, which is
the official meeting place.

Adopted 09/21/93