

RESOLUTION NO. 06-04
RESOLUTION ADOPTING BY-LAWS OF
NORTHERN PONCA
HOUSING AUTHORITY

BE IT RESOLVED BY THE NORTHERN PONCA HOUSING AUTHORITY:

That the following By-Laws are hereby adopted and approved for the Northern Ponca Housing Authority:

BY-LAWS OF
THE NORTHERN PONCA HOUSING AUTHORITY

ARTICLE I – THE AUTHORITY

Section 1 – Name of Authority. The name of the Authority shall be “The Northern Ponca Housing Authority”.

Section 2 – Seal of Authority. The embossed seal of the Authority shall bear the name of the Authority and the date of its origin.

Section 3 – Office of Authority. The office or offices of the Authority shall be at such place as determined by the Board of Commissioners of the Authority.

ARTICLE II – OFFICERS

Section 1 – Officers. The officers of the Authority shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer and shall constitute the executive Board.

Section 2 – Chairperson. The Chairperson shall preside at all meetings of the Board of Commissioners (herein called “Board”) except as otherwise authorized by resolution of the

board. The Chairperson, or designee, authorized shall sign all contracts, deeds and other instruments made by the Authority.

Section 3 – 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 the Chairperson's duties until such time as a new Chairperson is appointed.

Section 4 – Secretary. In the absence of both the Chairperson and Vice Chairperson, the Secretary shall preside as 3rd chair. The Secretary shall have signatory authority for Board action and/or documents.

Section 5 – Treasurer. The Treasurer or authorized designee 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 depository as the Board may select. He shall sign all orders and checks for the payment of money and shall pay out and disburse such money under the direction of the board. Except as otherwise authorized by resolution of the Board, all such orders and checks shall be countersigned by another Board member. He or the authorized designee shall keep regular books of accounts showing receipts and expenditures and shall render to the Board, and to the Tribal Council at a regular meeting, an account of his transactions and also of the financial condition of the Authority. The NPHA shall give such bond in the absence of the fourth chair, for the faithful performance of his duties as is required. The Treasurer shall be responsible for lead: @ check signing responsibilities. He shall submit a complete annual report, in written form based on NPHA fiscal year as required by the Tribal Ordinance No. 01-93.

Section 6 – Executive Director. The Executive Director of the Authority shall be employed by the Board. Subject to the direction of the Board he shall have general supervision

over the administration of the business and affairs of the Authority, and shall be charged with the management of its housing projects. NOTE: LOCCS assigned to the E.D.

Section 7 – Additional Duties. The Officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board or the By-Laws or rules and regulations of the Authority. The ED & DD shall have authority to sign in check signers absence.

Section 8 – Election or Appointment; The Chairman, Vice Chairman, Secretary and Treasurer shall be elected at the Annual meeting of the Board of Commissioners from among the Commissioners, and shall hold office for one year or until their successors are elected and qualified.

Section 9 – Vacancies. Should the offices of Chairperson, Vice Chairperson, Secretary or Treasurer or other members become vacant, the Tribal Council may elect a successor from its membership, and such election shall be for the unexpired term of said office. The Board shall fill the Executive Committee vacancy's from within the Board members.

Section 10 – Staff shall prepare LOCCS/AP/Financials/Cost Statements/as needed.

Section 10 – The BOC shall adopt an operational policy for it's actions.

ARTICLE III – MEETINGS

Section 1 – Annual Meeting. The annual meeting of the Board shall be held on the 2nd weekend of June at the principal office of the Board which place shall be designated by resolution. The meeting is a Regular meeting but shall contain elections of officers.

Section 2 – Regular Meetings. Monthly meetings shall be held on the 2nd week-end of every month pursuant to the Northern Ponca Housing Authority schedule. Regular Board

meeting shall have agendas defined and clarified by the Board Chairperson. Agendas shall provide for visitation of person(s) with requests, appeals, or issues.

Section 3 – Special/ Emergency Meetings. Called by The Chairperson of the Board or 5 members in writing.

1. Without public notice
2. Notice to Commissioners is required

Section 4 - General

A. Quarterly meeting shall have agendas approved by the Board Chairperson and are generally toward policy development, policy revision, or other programmatic items.

B. Special/Emergency meetings may be called generally with a special item or issue as the agenda.

C. For all meetings a quorum of 5 members is necessary to conduct business.