

BYLAWS OF THE NORTHFIELD
HOUSING AND REDEVELOPMENT AUTHORITY

ARTICLE – THE AUTHORITY

Section 1. Name of Authority The name of the Authority shall be the “Northfield Housing and Redevelopment Authority” (which may sometimes be referred to as the “HRA” or the “Authority”, and its governing body shall be called the Board of Commissioners (the “Board”). The Board shall be the body responsible for the general governance of the Authority and shall conduct its official business at meetings thereof.

Section 2. Purpose of Authority. The Authority’s purpose is defined in Sections 469.001 – 469.047 of Minnesota State Statutes related to housing, redevelopment and planning activities.

Section 3. Membership. The Northfield Housing and Redevelopment Authority shall consist of seven commissioners, who shall be residents of the area of operation of the Authority pursuant to Minnesota Statutes, Section 469.003, Subdivision 5. One commissioner may be a non-resident of the City of Northfield provided that the Authority’s area of operation extends outside the corporate limits of the City of Northfield and provided that such person resides in the Authority’s area of operation. As applicable, federal regulations (Code of Federal Regulations, title 24, part 964) require that at least one commission be a member of a public housing agency board (may be the HRA, EDA or other public housing authority) if the Authority is a public housing agency and it holds a public housing annual contributions contract with HUD or administers Section 8 tenant-based rental assistance. The Authority, as of the date of adoption of these bylaws, is not covered by the above-referenced rule. To the extent such federal regulation apply to the Authority in the future, one of the seven commissioners will be appointed in accordance with the requirements of Code of Federal Regulations, title 24, part 964. Each Commissioner shall be appointed by the Mayor, with approval of the Northfield City Council. Those initially appointed shall be appointed for terms of one, two, three, four and five years, respectively. Thereafter, all Commissioners shall be appointed for five-year terms. Each vacancy in an unexpired term shall be filled for the remainder of the term for which the original appointment was made. Any member of the City Council may be appointed and may serve as a Commissioner of the Authority. The term of a City Councilor as Commissioner shall coincide with their term of office as a Council Member.

Section 4. Office of Authority. The offices of the Authority shall be the Northfield City Hall.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chair, Vice-Chair, and a Secretary. All officers shall be members of the Board and shall be elected annually.

Section 2. Chair. The Chair shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board, the Chair and the Secretary shall sign all contracts, deeds, checks and other instruments made or executed by the Authority. At each meeting the Chair shall submit such recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the Authority.

Section 3. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and 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 Board shall select a new Chair.

Section 4. Secretary. The Secretary, or designee, shall keep minutes of all meetings of the Board and shall maintain all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

Section 5. 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.

Section 6. Vacancies. Should the office of Chair, Vice-Chair or Secretary, become vacant, the Board shall elect a successor at the next regular meeting, or at a special meeting called for such purpose, and such election shall be for the unexpired term of said officer.

Section 7. Additional Personnel. The Board may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions. The selection and compensation of such personnel shall be determined by the Board.

ARTICLE III – MEETINGS

Section 1. Regular Meetings. The Board may hold regular meetings according to a meeting schedule, if any, adopted or revised from time to time by majority vote of the Board.

Section 2. Special Meetings. Special meetings of the Board may be called by the Chair or any two (2) members of the Board for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the Board or may be mailed to the business or home address of each member of the Board at least two (2) days prior to the date of such special meeting. At such special meeting no business shall be considered

other than as designated in the call, but if at least four (4) members of the Board are present at a special meeting, any and all business may be transacted at such meeting. Notice of any special meeting shall be posted and/or published as may be required by law.

Section 3. Quorum. The powers of the Authority shall be vested in the Board. Four (4) Commissioners shall constitute a quorum for the purpose of conducting the business and exercising the powers of the Authority 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 Board upon a vote of majority of the Commissioners present.

Section 4. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present, unless a different requirement for adoption is prescribed by law. Resolutions may not need to be read aloud prior to vote taken thereon and may be executed after passage. All resolutions shall be written or transcribed and shall be retained in the journal of the proceedings maintained by the Secretary.

Section 5. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

ARTICLE IV – MISCELLANEOUS

Section 1. Amendments to Bylaws. The bylaws of the Authority shall be amended only by resolution approved by at least four (4) of the members of the Board.

Section 2. Fiscal Year. The fiscal year of the Authority shall coincide with the fiscal year of the City of Northfield.

Approved: January 2020