

**BY-LAWS OF THE  
EL PASO COUNTY HOUSING AUTHORITY**

**ARTICLE I - THE AUTHORITY**

Section 1. Name of Authority. The name of the Authority shall be "The El Paso County Housing Authority."

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.

Section 3. Office of Authority. The office of the Authority shall be at such place in the County of El Paso, State of Colorado, as the Authority may from time to time designate by resolution.

Section 4. Members of the Authority. The Authority shall be composed of five members, appointed by the Chairperson of the Board of County Commissioners of El Paso County, all as provided by Colorado law.

Section 5. Resignation of Members. Any member may resign at any time by giving written notice to the Chairman. The resignation of any member shall take effect upon receipt of notice thereof or at such later time as shall be specified in such notice; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The appointment of a successor by the Chairperson of the Board of County Commissioners shall be for the unexpired term of the resigning member.

**ARTICLE II - OFFICERS**

Section 1. Officers. The officers of the Authority shall be a Chairman, a Vice Chairman, and a Secretary who shall be the Executive Director of the Authority.

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

Section 3. Vice Chairman. The Vice Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman, the Vice Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall select a new Chairman.

Section 4. Secretary. The Secretary shall be the Executive Director of the Authority and, as such, shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He shall be charged with the management of any housing projects and contracts of the Authority. The Secretary shall keep the records of the Authority, shall act as secretary of the meetings 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 his office. He 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.

He 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 Authority may select. The Secretary shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Chairman or Vice-Chairman. He shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or oftener when requested), an account of his transactions and also of the financial condition of the Authority. He shall give such bond for the faithful performance of his duties as the Authority may designate.

The compensation of the Secretary shall be determined by the Authority, provided that a temporary appointee selected from among the commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses).

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 Authority or the by-laws or rules and regulations of the Authority.

Section 6. Election of Officers and Appointment of Secretary. The Chairman and Vice Chairman shall be elected at the annual meeting of the Authority from among the commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

The Secretary shall be appointed by the Authority. Any person appointed to fill the office of Secretary or any vacancy therein, shall have such term as the Authority fixes, but no Commissioner of the Authority shall be eligible to this office except as a temporary appointee.

Section 7. Vacancies. Should the office of Chairman or Vice Chairman become vacant, the Authority 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 Authority shall appoint a successor, as aforesaid.

Section 8. 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 by "The County Housing Authority Law" of Colorado and all other laws of the State of Colorado applicable thereto. The selection and compensation of such personnel (including the Secretary) shall be determined by the Authority subject to the laws of the State of Colorado.

### ARTICLE III - MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority for the election of Chairman and Vice Chairman to succeed those whose terms expire and for the transaction of such other business as may properly come before the meeting shall be held at 12:00 p.m. on the first Thursday in May of each year, commencing in 1994, or on such other day as shall be fixed by resolution of the members of the Authority, at the regular meeting place of the Authority. In the event such date shall fall on a Saturday or a Sunday, or a legal holiday, the annual meeting shall be held on the next succeeding business day. Should the annual meeting of the Authority not be held on such day, the election of said officers may be held at any special meeting thereafter called for that purpose.

Section 2. Regular Meeting. Regular meetings may be held without notice at such times and places as may from time to time be determined by resolution of the Authority.

Section 3. Special Meetings. The Chairman of the Authority may, when he deems it expedient, and shall, upon the written request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered personally or by facsimile to each member of the Authority at least two days prior to the date of such meeting, or it may be mailed to the business or home address of each member of the Authority at least five 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 all of the members of the Authority are present at a special meeting, any and all business may be transacted at such meeting.

Section 4. Quorum. The powers of the Authority 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 Authority upon a vote of a majority of the Commissioners present.

Section 5. Manner of Acting. Except as otherwise required by law, the act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Housing Authority.

Section 6. Informal Action by Members. (a) Any action required to be taken at a meeting of the members of the Authority, or any committee thereof, or any action which may be taken at a meeting of the members of the Authority, or any committee thereof, may be taken without a meeting if one or more consents in writing, setting forth the action so taken, is signed by all of the members, and is delivered to the secretary for inclusion in the minutes. Action so taken is effective when the entire Authority or committee members have signed the consent, unless the consent specifies a different effective date.

(b) Such consent shall have the same force and effect as a unanimous vote of the members.

Section 7. Waiver of Notice. When any notice is required to be given to any member by law or under the provisions of these By-Laws, a waiver thereof in writing signed by the person entitled to such notice, whether before, at or after the time stated therein, shall be equivalent to the giving of such notice.

Section 8. Attendance at Meeting. By attending or participating a regular or special meeting, a member waives any required notice of such meeting unless the member, at the beginning of the meeting, objects to the holding of the meeting or the transacting of business at the meeting.

Section 9. Participation by Electronic Means. One or more members of the Authority or any committee thereof may participate in a meeting of the Housing Authority or committee by means of telephone conference or similar communications equipment by which all persons participating in the meeting can hear such other at the same time. Such participation shall constitute presence in person at the meeting.

Section 10. Resolutions. All resolutions shall be in writing and shall be copied in the official minute book or journal of the proceedings of the Authority.

Section 11. Manner of Voting. The voting on all questions coming before the Authority shall be by roll call, and the ayes and noes shall be entered upon the minutes of such meeting by name, except on the election of officers which may be by ballot.

#### ARTICLE IV - AMENDMENTS

Amendments to By-Laws. The by-laws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular or a 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 Authority, unless the amendment is adopted by unanimous vote of the members of the Authority.

I hereby certify that the above and foregoing by-laws were adopted by the unanimous vote of the members of the El Paso County Housing Authority, as the by-laws of the Authority, on May 13, 1993.

  
Secretary

RESOLUTION NO. 16

RESOLUTION AMENDING THE BY-LAWS OF THE EL PASO COUNTY  
HOUSING AUTHORITY

WHEREAS, the By-Laws of the El Paso County Housing Authority (the "Authority") were adopted by the Commissioners of the Authority on May 13, 1993; and

WHEREAS, the Commissioners of the Authority have determined changes to the By-Laws are needed.

BE IT RESOLVED BY THE COMMISSIONERS OF THE EL PASO COUNTY HOUSING AUTHORITY:

1. Article I, Section 4 is hereby amended to read:

Members of the Authority. The Authority shall be composed of six members, appointed by the Chairperson of the Board of County Commissioners of El Paso County, all as provided by Colorado law.

2. Article III, Section 1 is hereby amended to read:

Annual Meeting. The annual meeting of the Authority for the election of Chairman and Vice Chairman to succeed those whose terms expire and for the transaction of such other business as may properly come before the meeting, shall be held on a date fixed by the Commissioners during the second quarter of each calendar year.

3. Article III, Section 4 is hereby amended to read:

Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. A majority of the Commissioners then serving 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 Authority upon a vote of a majority of the Commissioners present.

ADOPTED AND APPROVED THE 16th DAY OF OCTOBER, 2001.

  
Chairman

**RESOLUTION NO. 46**

**RESOLUTION AMENDING THE BY-LAWS OF THE EL PASO COUNTY  
HOUSING AUTHORITY**

WHEREAS, the By-Laws of the El Paso County Housing Authority (the "Authority") were adopted by the Commissioners of the Authority on May 13, 1993; and

WHEREAS, the Commissioners of the Authority have determined changes to the By-Laws are needed.

BE IT RESOLVED BY THE COMMISSIONERS OF THE EL PASO COUNTY HOUSING AUTHORITY:

1. Article I, Section 4 is hereby amended to read:

Members of the Authority. The Authority shall be composed of five members, appointed by the Chairperson of the Board of County Commissioners of El Paso County, all as provided by Colorado law.

ADOPTED AND APPROVED THE 16th DAY OF DECEMBER, 2015.

  
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Vice Chair

Attest:

  
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Secretary