

**BY-LAWS OF THE HOUSING AUTHORITY
OF THE
CITY OF CONCORDIA, KANSAS
REVISED SEPTEMBER 08, 2026**

ARTICLE I - THE AUTHORITY

- Section 1.** **Name of Authority.** The name of the Authority shall be "**Concordia Housing Authority**" of Concordia, Kansas.
- Section 2.** **Office of Authority.** The offices of the Authority shall be at Cloud Village Apartments of Concordia, Kansas, but the Authority may hold its meetings at such other places in its area of operation as it may designate by resolution.
- Section 3.** **Terms of Appointment.** Appointments to the Authority shall be for three (3) year terms. Vacancies shall be filled by the governing body to complete the original term of appointment. The sixth (6th) position on the board shall be reserved for a city representative, as an ex officio member. (City Clerk or other city designee)

ARTICLE II – OFFICERS, MEMBERS

- Section 1.** **Officers.** The Officers of the Authority shall be a Chairman, a Vice- Chairman and a Secretary.
- 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 pursuant to the powers granted thereto. 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 in capacity 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 the Authority shall elect a new Chairman.
- Section 4.** **Property Manager.** The Property Manager shall be the Secretary of the Authority and 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 the housing projects 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 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 other designee approved for signatures through the bank. He shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or more often when requested), an account of his transactions and also of the financial condition of the Authority. He shall give transactions and also the financial condition of the Authority. He shall give such bond for the faithful performance of his duties as the Authority may determine.

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.** The Chairman and Vice-Chairman shall be elected at the January meeting from among and by the Members of the Authority and shall hold office until their successors are designated and qualified. The newly elected Officers shall assume their duties at the regularly scheduled January meeting.

The Property Manager shall be contracted by the Authority. Any person contracted to fill the office of Property Manager 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 offices of Chairman or Vice-Chairman become vacant, such offices shall remain vacant until the Authority shall elect a successor and he has qualified. When the office of Secretary becomes vacant, the Authority shall appoint a successor. Vacancies among the Members are to be filled by appointment by the City Commission.

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 "Municipal Housing Law" of Kansas and all other laws of the State of Kansas applicable thereto. The selection and compensation of such personnel (including the Secretary) shall be determined by the Authority.

ARTICLE III - MEETINGS

Section 1. Regular Meeting. Monthly meetings shall be held without notice at the regular meeting place of the Authority on the second Tuesday of each month, 5:15 p.m. unless the same shall be a legal holiday, in which event said meeting shall be held on the next succeeding Tuesday. The regular meetings shall take place at the Cloud Village Apartments 700 Cloud St. Concordia, Ks – Community Room.

Section 2. 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 to the members of the Authority or may be mailed to the business or home address of each member of the Authority, if possible, prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call. Public notice shall be posted prior to special meetings, if time allows.

Section 3. Quorum. The powers of the Authority shall be vested in the Members thereof in office from time to time. The Concordia Housing Authority shall consist of 5 elected members, all of which are appointed by the City Commission, along with one reserved position for a city representative, as an ex officio member if the city chooses. A majority of the 5 elected members 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 Members present. In the event of a tie vote, the motion fails. In the event a meeting cannot be held due to a lack of quorum, proper notice should be given in the newspaper, city website or social media.

Section 4. Order of Business. At the regular meetings of the Authority 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. Unfinished business.
6. New Business.
7. Adjournment.

All resolutions shall be in writing and copies placed in a journal of the proceedings of the Authority.

Section 5. Manner of Voting. The voting on all questions coming before the Authority shall be by roll call, and the yeas and nays shall be entered upon the minutes of such meeting except that the election of the Chairman and Vice-Chairman 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 a majority of members of the Authority at a regular or a special meeting, but no such amendments shall be adopted unless at least seven days' written notice thereof has been previously given to all of the members of the Authority.

PROPERTY MANAGER

- Contracted by the Authority
- The Secretary of the Authority shall be bonded
- Compensation determined by Authority
- Shall have general supervision over the administration and operation of business/affairs and capital improvements
- Charged with management of the Authority's housing projects
- Maintain Authority records & journal Authority proceedings; recording all votes
- Monitor project operations, maintenance, training and supervision of on-site personnel
- Preparation of request for Reserve withdrawal, rent adjustments, rehabilitation and energy conservation proposals, plans and specifications
- Review and submission of tenant certifications and monthly project worksheet with payment. Assure protection of project receipts and make project invoice and payment disbursements countersigned by designated signee
- Establish and maintain a system to keep project books, reports, records and accounts of all accounting records
- Monthly preparation and distribution of monthly/quarterly/annual reports to the Authority and Rural Development as required
- Development, preparation and revision of Plans and/or Agreements.
- Meet with Owners, investors and/or lending agency;
- Other duties as assigned
- Authority member can temporarily serve as the Property Manager without compensation