

## BY-LAWS OF THE HOUSING AUTHORITY OF THE TOWN OF SILVERTON

### I

#### HOUSING AUTHORITY

Section 1. Name of Authority. The name of the Housing Authority shall be the "Housing Authority of the Town of Silverton".

Section 2. Seal of Housing Authority. The seal of the Housing Authority shall be the seal of the Town of Silverton, Colorado.

Section 3. Office of Housing Authority. The office of the Housing Authority shall be at Town Hall, 1360 Greene St., Silverton, Colorado or at such other place in the Town, as the Housing Authority may from time to time designate by resolution.

### II

#### HOUSING AUTHORITY OFFICERS, PERSONNEL AND CONTRACT SERVICES

Section 1. Election or Appointment. The Chair shall be the Mayor of the Board of Trustees of the Town of Silverton and the Vice Chair shall be the Mayor Pro Tem of the Town of Silverton. The Secretary shall be the Town Clerk of the Town of Silverton or a designee thereof.

Section 2. Vacancies. Should the office of Chair or Vice Chair become vacant, the Housing Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the un-expired term of said office. Election to fill vacancies of Chair or Vice Chair shall be by secret ballot. The Secretary will count the votes and the Presiding officer will announce the results. If none of the candidates receives the required number of votes to be elected on the first ballot, the candidate receiving the fewest votes will be dropped as a candidate unless the elimination of such name (or names in the case of a tie vote) would leave only one candidate for the office. This process will continue until one candidate receives the required number of votes to be elected. If nominations are closed with no more candidates being nominated than there are positions to be filled, the candidate(s) so nominated shall thereby be appointed and no balloting shall be required.

Section 3. Additional Personnel/Contract Services. The Housing Authority may from time to time employ such personnel or procure such services by contract as it deems necessary to exercise its powers, duties and functions as prescribed by Section 29-4-205(5), C.R.S., and all other laws of the State of Colorado applicable thereto. The selection and compensation of such personnel or contract services shall be determined by the Housing Authority subject to the laws of the State of Colorado.

III  
MEETINGS/QUORUM

Section 1. Presiding Officer. The Chair or Vice Chair shall be the presiding officer at Housing Authority meetings. If both the Chair and Vice-Chair are absent from a meeting of the Housing Authority, the secretary shall call the meeting to order and call roll. The majority of the Housing Authority commissioners present shall then elect a Temporary Chair, who shall be the presiding officer.

Section 2. Annual Meeting. The annual meeting of the Housing Authority shall be held at the first regular meeting of each year, at such time and places as determined by the Housing Authority

Section 3. Regular Meetings. The Housing Authority shall meet, as necessary, at such time and places as determined by the Housing Authority.

Section 4. Special Meetings. The Chair may, when he/she deems it expedient, and shall, upon the written request of four (4) members of the Housing Authority, call a special meeting of the Housing Authority. The call for a special meeting may be delivered to each member of the Housing Authority by written notice 24 hours in advance of the special meeting. Such written notice shall be served personally, via email, and written notice shall also be posted in at least one public place, but a special meeting may be held on shorter notice if all members of the Housing Authority are present and have waived notice thereof in writing. At such special meeting, no business shall be considered other than as designated in the notice, but if all of the commissioners of the Housing Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 5. Study Sessions. Study sessions may be called by the Chair at any time or by the Housing Authority at any regular meeting. The secretary shall use diligent effort to give advance notice to each commissioner of the time and purpose of the meeting, provided that notice will not be necessary for a study session called at a Housing Authority meeting at which a quorum is present.

Section 6. Secretary-Minutes. The Secretary, or the Secretary's designee, shall attend and shall keep the minutes of each meeting of the Housing Authority. On or before the Friday preceding each regular meeting of the Housing Authority, the Secretary shall cause to be delivered to each commissioner a copy of the minutes of the preceding regular and/or special meeting. The minutes will not be read if each commissioner has been provided with a copy of the minutes in advance of the meeting at which those are to be approved. Approval of minutes will be done by general consent and a motion for approval will not be necessary. Minutes shall be signed by the Presiding Officer and by the Secretary of the meeting at which the minutes are approved.

Section 7. Order of Business - Agenda. The order of business for regular meeting of the Housing Authority will generally be:

- (1) Roll Call
- (2) Housing Authority Business

The Presiding Officer may vary from the order of business if the majority of the commissioners present do not object. At least three (3) business days preceding each regular meeting of the Housing Authority, the Secretary shall prepare a written Agenda showing the order of business. The Secretary shall cause the Agenda to be delivered to each member of the Housing Authority and shall post the Agenda as required by section 24-6-402(2)(c), C.R.S.

Section 8. Meeting to be Public. All regular and special meetings of the Housing Authority shall be open to the public, and citizens shall have a reasonable opportunity to be heard under such rules and regulations as the Housing Authority may prescribe. The Housing Authority may hold such study sessions and executive sessions as the Housing authority may determine and may exclude from said meetings the public and citizens, provided however, no formal and legally binding action by the Housing Authority shall be taken at such executive or study session. All meetings of the Housing Authority are subject to part 4 of the Colorado Sunshine Act of 1972, as amended.

Section 9. Quorum. The powers of the Housing Authority shall be vested in the commissioners thereof in office from time to time. A majority of the commissioners of the Housing Authority in office at the time shall be a quorum for the transaction of business at all Housing Authority meetings; but in the absence of a quorum, a lesser number may adjourn any meeting to a later date or time.

#### IV

#### ORGANIZATION AND RULES OF THE HOUSING AUTHORITY

Section 1. The Housing Authority shall determine its own organization, rules and order of business subject to the following provisions:

- (1) Minutes of the proceeding of each regular and special meeting shall be kept in the English language by the Secretary and shall be signed by the Presiding Officer and Secretary of the meeting at which the minutes are approved.
- (2) A roll call vote upon all resolutions and motions shall be taken by "yes" or "no" vote and entered upon the records; except that where the vote is unanimous, it shall only be necessary to state that the vote was unanimous.
- (3) No member of the Housing Authority shall vote on any question in which he has a financial interest, other than the common public interest or on any question concerning his own conduct.

V  
PARLIAMENTARY PROCEDURE

Section 1. Parliamentary Authority.

Bob's Rules of Order shall be the parliamentary authority for all meetings of the Housing Authority and the rules contained therein shall govern the procedures utilized at such meetings where not inconsistent with these procedures.

Section 2. Voting. Every commissioner present when a question is put shall vote either "yes" or "no", unless excused from voting by the Housing Authority.

Section 3. Reconsideration. After the decision of any question, any commissioner who voted with the prevailing side may move for a reconsideration of any action at the same or at the next succeeding regular meeting; provided, however, that an action of the Housing Authority authorizing or relating to any contract may be reconsidered at any time prior to the final execution thereof. A motion to reconsider may be seconded by any commissioner and shall require a majority vote of the commissioners in office for adoption. After a motion to reconsider has been once voted on and lost, it shall not be introduced again except by unanimous consent of the Housing Authority.

Section 4. Recess During Meeting. The Presiding Officer may, at any point in the agenda, declare a recess for a specified time.

VI  
PUBLIC HEARING - PROCEDURES

Public Hearings will be conducted in accordance with the following procedures:

- (1) The Presiding Officer will:
  - a. Declare the public hearing open;
  - b. Announce the public hearing procedures;
  - c. With the consent of the Housing Authority, establish reasonable time limits for the hearing and reasonable time allocations therein;
  - d. Ask for an introductory presentation by Housing Authority staff or other representatives, if appropriate;
  - e. Ask for the petitioners presentation, if appropriate;
  - f. Ask for the presentation of those members of the public who would like to be heard;
- (2) Each side of an issue will be given an opportunity to be heard and to present their case.
- (3) At any point in the hearing, either side may question any witnesses who

have made presentations. Any person desiring to question any witness must first be recognized by the Presiding Officer.

- (4) Following the presentation of those who wish to be heard, opportunity will be given for rebuttal.
- (5) Any person speaking or presenting any information at the hearing may be questioned by the Housing Authority and by any other representatives of the Housing Authority.
- (6) Following questions from the Housing Authority commissioners, the Presiding Officer will declare the public hearing closed and the matter will be remanded to the Housing Authority for consideration.


VII  
ADDRESSING THE HOUSING AUTHORITY

Each person addressing the Housing Authority shall give his or her name and address for the record, shall state the subject he or she wishes to address, and shall limit the address to a reasonable time. The Presiding Officer, with the general consent of the Housing Authority, may limit the time of any and all addresses.

VIII  
AMENDMENTS

These Rules of Procedure may be amended by a two-thirds vote of the Housing Authority commissioners in office.

**IN WITNESS WHEREOF**, we have hereunto subscribed our names as Commissioners of the Silverton Housing Authority this 9 day of October, 2023.

  
Shane Fuhrman, Chair

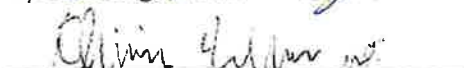
  
Sallie Barney, Vice Chair

  
Dayna Kranker, Commissioner

  
Jordan Bierma, Commissioner

  
Tyler George, Commissioner

  
Jim Harper, Commissioner

  
Olivia Edwards, Commissioner