



GARFIELD COUNTY HOUSING AUTHORITY

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BYLAWS: GARFIELD COUNTY HOUSING AUTHORITY

AS AMENDED March 26, 2025

ARTICLE I - GENERAL

Section 1. Name of Authority. The name of the Authority shall be the "Garfield County Housing Authority" of the State of Colorado (hereinafter, the "Authority").

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the words: "HOUSING AUTHORITY OF THE COUNTY OF GARFIELD, COLORADO". The use of this seal on all documents for which said seal has been authorized is hereby ratified, confirmed and approved.

Section 3. Offices of Authority. The main office of the Authority shall be at 1430 Railroad Avenue, Unit Fin the city of Rifle, Colorado.

ARTICLE II - OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chair, a Vice-Chair, and a Secretary (who shall be the Executive Director of the Authority).

Section 2. Chair. The Chair shall preside at all meetings 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. 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 Authority shall select a new Chair.

Section 4. Secretary. The Secretary shall be the Executive Director of the Authority. The Secretary shall keep 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 the office. He/she 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.

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 bylaws or rules and regulations of the Authority.

Section 6. Election or Appointment. The Chair and Vice-Chair shall be elected at the annual meeting of the Authority, and shall hold office for one (1) 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.

Section 7. Vacancies. Should the office of the Chair or Vice-Chair 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. Should the office of

Executive Director/Secretary become vacant, the Authority shall appoint an interim successor until such time as a permanent replacement is determined by the Authority.

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 Housing Authorities 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.

ARTICLE III - MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held, after full and timely notice to the public, on the fourth Wednesday of March at a place designated by the Authority. The Chairperson may fix a different date for the annual meeting; if she/he does so, each member and the public shall be notified.

Section 2. Regular Meeting. The regular meeting shall be held, after full and timely notice to the public, on such day, at such time and at such place as shall be designated on the public notice. Such meetings may be convened electronically or other means of communication.

Section 3. Special Meetings. The Chair of the Authority may, when he/she deems it expedient, and shall, upon the written request of two members of the Authority, by verbal or written notice, call a special Board meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting shall be delivered to each member of the Authority at least forty-eight (48) hours

prior to the date of such special meeting. Such meetings may be convened by telephone or other means of communication. The special meeting shall be held after full and timely notice to the public. 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 special meeting.

Section 4. Quorum. Three (3) Commissioners shall constitute a quorum for the purpose of conducting the business of the Authority and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained.

Section 5. Order of Business. At any regular meeting of the Authority, any business set forth on the agenda shall be the order of business, whether or not stated in any notice sent with respect to such meeting, except as otherwise specifically provided herein.

Section 6. Manner of Voting. The voting on all questions coming before the Authority shall be by roll call, and the "Ayes" and "Nays" shall be entered upon the minutes of such meetings.

ARTICLE IV-COMMITTEES

Section 1. Committees. The Chairperson, subject to the limitations imposed by the Board, or the Board itself may create committees consisting of two (2) or more Board members.

Section 2. Creation, Combination, and Termination of Committees. The creation of committees is discretionary with the Board. If the Board determines that any committee should not exist, it shall terminate the committee, assign the functions of such committee to a new or existing committee, or to the Board itself acting as a committee of the whole.

Section 3. Appointment and Tenure. The Chairperson, subject to the limitations imposed by the Board, shall appoint the members of the committees. One of the committee members shall be designated committee chairperson. Each member of a committee shall continue as such until the next annual election of officers and until his/her successor is appointed, unless the member shall sooner resign or be removed from the committee. Any other Board member may attend any committee meetings he/she desires; however, only committee members may vote on committee matters. Committee members must regularly attend the committee meetings in order to be a committee member in good standing. Failure to regularly attend committee meetings constitutes cause for removal from the committee.

Section 4. Meetings and Notice. Meetings of a committee may be called by the Chairperson, the chairperson of the committee or a majority of the committee's voting members. Each committee shall meet as often as is necessary to perform its duties. Notice of a meeting of a committee may be given at any time and in any manner reasonably designed to inform the committee members of the time and place of the meeting. Such meetings may be convened by telephone or other means of communication. However, if there is a meeting of three (3) or more Board members, notice must be provided in accordance with state statute and the meeting open to the public.

Section 5. Quorum. A majority of the voting members of a committee shall constitute a quorum for the transaction of business at any meeting of the committee. Each committee shall keep minutes of its proceedings and shall report to the Board periodically.

Section 6. Manner of Acting. A committee may take action by majority vote if the committee consists of at least three (3) Board members.

Section 7. Resignation and Removal. Any member of a committee may resign at any time by giving written notice to the chairperson of the committee or the Chairperson. Such resignation, which may or may not be made contingent upon formal acceptance, shall take effect upon the date of receipt or at any later time specified in the notice. The Chairperson, with prior approval of the Board, may remove any member of a committee.

Section 8. Vacancies. A vacancy in any committee or any increase in the membership thereof shall be filled for the unexpired portion of the term by the Chairperson with approval of the Board.

ARTICLE V - AMENDMENTS

Amendments to By-Laws. The by-laws of the Authority shall be amended only with the approval of at least three (3) members of the Authority at a regular or a special meeting, provided at least seven (7) days prior written notice thereof has been previously given to all the members of the Authority.

Place into service on the 26th day of March 2025, by unanimous vote of the Garfield
County Board of Commissioners.



Monique Speakman, Board Chair

Cheryl R Strouse, Board Secretary