



**PLATTE COUNTY HOUSING
AUTHORITY**

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BY-LAWS OF PLATTE COUNTY HOUSING AUTHORITY

Article I—The Authority

Section 1. The name of the Authority shall be Platte County Housing Authority. (From this point forward referred to as the “Authority”).

Section 2. The powers of the Authority shall be vested in the Board Members in office. Current tenants of the Platte County Housing Authority apartment complex shall not be eligible to serve on the Board of Directors.

Section 3. The seal of the Housing Authority shall be in the form of a circle and shall bear the name of the Authority.

Section 4. The office of the Housing Authority shall be at such a place in Platte County, State of Wyoming, as designated by resolution.

Section 5. The Board may, by simple majority, recommend the Board of County Commissioners remove a Board Director for the following reasons:

- 1) A Board Director misses more than two consecutive regular board meetings without good cause as determined by the Board, or;
- 2) A Board Director misses three (3) regular board meetings per the appointed term (November 1 – October 31), without good cause as determined by the Board.

The decision to recommend removal of a Board Director shall be forwarded to the Board of County Commissioners by the Executive Director.

Should a Board position become vacant for any reason the Executive Director shall notify the Board of County Commissioners advising them of this fact and requesting that a replacement be appointed.

Article II –Officers

Section 1. The officers of the Platte County Housing Authority shall be a President, a Vice President and a Secretary.

Section 2. The President shall preside at all meetings. The President shall sign all legal documents made by the Authority. The President shall submit recommendations and information considered proper concerning the business, affairs and policies of the authority.

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

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Section 4. The Secretary shall record the proceedings of Authority meetings and shall provide a written copy of the proceedings in the form of minutes.

Section 5. The Executive Director shall be selected and appointed by the Platte County Housing Authority Board of Directors. The Executive Director has general supervision over the administration of the business and affairs of the Housing Authority. The Director is charged with the management of the housing projects of the Authority. The Executive Director shall have custody of all the 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 Director shall sign all orders and checks for the payment of money under the direction of the Authority. All orders and checks shall be countersigned by the President or another Officer. The Director shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority at each regular meeting (or more frequently when requested) an account of transactions and also of the financial condition of the Authority. The compensation of the Director shall be determined by the Authority.

Section 6. 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 7. The President, Vice President and Secretary shall be elected at the November meeting of the Authority from among the members of the Board Officers and shall hold office for one year or until their successors are elected and qualified.

Section 8. Should the office of President, Vice President or Secretary become vacant, the Authority shall elect a successor from its membership at the next regular meeting. Such election shall be for the unexpired term of said office.

Section 9. The Authority may employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by Wyoming law. The selection and compensation of such personnel shall be determined by the Authority subject to Wyoming law.

Article III-Meetings

Section 1. A schedule for regular monthly meetings, including date, time and location, will be provided by the Director for approval at the July meeting.

Section 2. The President of the Authority may, upon 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 each member of the Authority or may be mailed to the business or home address of each member of the Authority at least two 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. All meetings of the Platte County Housing Authority, both regular and special, shall be conducted in compliance with the Wyoming Administrative Procedures Act and Wyoming laws addressing open meetings.

Section 3. Three Board Members shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. A smaller number may adjourn 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 board members present.

Section 4. At the regular meetings of the Authority the following shall be the items of business using the Platte County Housing Authority Rules of Order (Attachment #1)

- Call to order and Roll call (Head count to determine a quorum)
- Presentation of the agenda
- Introduction of Guests
- Reading and approval of the minutes of the previous meeting
- Reports of the Executive Director (Financial and other information deemed important)
- Reports of committees
- Unfinished business
- New business
- Adjournment

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

Section 5. The voting on all questions coming before the Authority shall be by voice. The President asks members to verbally say “aye” or ‘nay” to the motion.

Article IV – Amendments

The by-laws of the Authority shall be amended only with the approval of at least three 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.

CERTIFICATE

I, Carolyn A. Teter, President of the Housing Authority of the County of Platte, Wyoming, do hereby certify that the Attached copy of the By-Laws of the Platte County Housing Authority Is a true and correct updated copy of the original By-Laws with a motion Adopted and passed 11-10-2020.

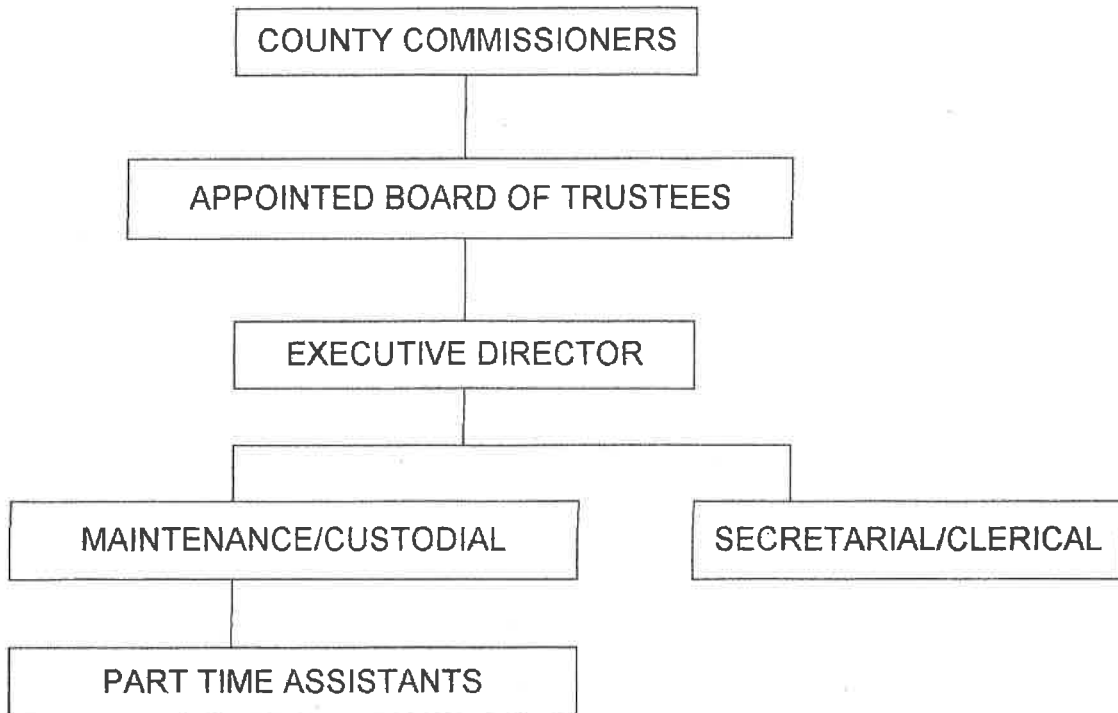
IN WITNESS WHEREOF, I have hereunto set my hand and seal of the said Authority this the 11 day of November, 2020.

Carolyn A. Teter
President

Shirley Shindalt
Witness

(SEAL)

**PLATTE COUNTY HOUSING AUTHORITY
ORGANIZATIONAL CHART**



**ATTACHMENT #1
PLATTE COUNTY HOUSING AUTHORITY
RULES OF ORDER**

Board meetings will be conducted in an orderly, effective process, led and defined by the President.

Accordingly:

1. All by-law obligations respecting board meetings must be satisfied.
2. Board Meetings shall be called to order at the time specified in the notice of meeting and upon satisfaction of quorum.
3. Meeting order and decorum shall be maintained and all members treated with dignity, respect, courtesy and fairness during discussion and debate and in all other respects.
4. Board members must keep their comments relevant to the issue under consideration.
5. Board meetings will be conducted at a level of informality considered appropriate by the President, including that discussion of a matter may occur prior to a proposal that action be taken on any given subject.
6. Proposals that the board take action, or decide a particular matter, shall be made by main motion of a board member, discussed and then voted on. Motions require a second to proceed to discussion and subsequent vote.
 - A. The President of the board may, to the same extent as any board member, make motions, engage in debate and vote on any matter to be decided.
 - B. A motion to amend a main motion may be amended but third level amendments are out of order.
 - C. A motion to refer to a committee, postpone, or table, may be made with respect to a pending main motion, and if carried shall set the main motion aside accordingly.
7. Board members may speak to a pending motion on as many occasions, and at such length, as the President may reasonably allow.
8. A vote on a motion shall be taken when discussion ends, but any board member may, during the course of debate, move for an immediate vote which, if carried, shall end discussion and the vote on the main motion shall then be taken.
9. A majority vote will decide all motions before the board excepting those matters in the by-laws which oblige a higher level of approval.
10. A motion to adjourn a board meeting may be offered by any board member or, on the conclusion of all business, adjournment of the meeting may be declared by the President.