

**RESOLUTION
of the
HOUSING AUTHORITY OF THE
TOWN OF MORRISTOWN**

Resolution No. 2009-10

**RESOLUTION APPROVING AND AUTHORIZING THE HOUSING AUTHORITY TO
ADJUST THE TIME OF ALL REGULAR BOARD OF COMMISSIONERS' MEETINGS
TO 6:00 P.M.**

WHEREAS, The Housing Authority of the Town of Morristown, a public entity organized and existing pursuant to both federal regulations and the laws of the State of New Jersey has determined that it would like to make a change to the regular meeting time of the Board of Commissioners' monthly meeting; and

WHEREAS, specifically, the Housing Authority seeks to adjust the meeting time for the Board of Commissioners' regular monthly meetings from its usual time of 7:00 p.m. to 6:00 p.m.; and

WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority of the Town of Morristown, and its overall goal of providing quality, affordable housing to its residents, to move its monthly Board of Commissioners' meeting to 6:00 p.m. instead of 7:00 p.m.

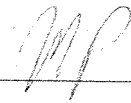
NOW THEREFORE,

BE IT RESOLVED, that the Board of Commissioners hereby approves and authorizes the Housing Authority of the Town of Morristown to adjust the time of all regular Board of Commissioners' meetings to 6:00 p.m. instead of 7:00 p.m.; and

BE IT RESOLVED FURTHER, that the Board further authorizes and directs the Executive Director of the Housing Authority of the Town of Morristown to take any and all necessary administrative actions to implement this resolution, including but not limited to providing adequate notification to the public of the time change in accordance with the requirements of the New Jersey Open Public Meetings Act.

Recommended for Approval:

Approved as to Form & Legality
On Basis of Facts Set Forth:



Budget Authorization Certified by:

Commissioner Elizabeth W. Bain

Yes

Commissioner Ernestine Cash

Yes

Commissioner Joshua Cochran

Yes

Commissioner Julia A. Kersey

Yes

Commissioner Steven A. Loeb

Yes

Commissioner Edward Ramirez

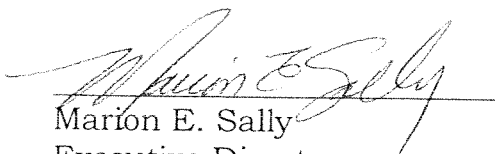
Yes

Commissioner Vera White

Yes

DATED: March 18, 2009

I certify that this is a true copy adopted by the Board of Commissioners of the Housing Authority at a regular meeting held on March 23, 2009.



Marion E. Sally
Executive Director

**BY-LAWS OF THE HOUSING AUTHORITY
OF THE
TOWN OF MORRISTOWN**

ADOPTED:

AUGUST 26, 1996

BY-LAWS OF THE HOUSING AUTHORITY
OF THE
TOWN OF MORRISTOWN

ARTICLE I - NAME, SEAL AND OFFICE

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

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 and the year of its organization.

Section 3. Office of Authority. The offices of the Authority shall be at 31 Early Street, in the Town of Morristown, State of New Jersey, but the Authority may hold its meetings at other places that it may designate by resolution.

ARTICLE II - OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chairperson, a Vice-Chairperson, and a Secretary-Treasurer.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairperson shall sign all contracts, deeds, and other instruments made by the Authority. For each meeting, the Chairperson, with the assistance of the Executive Director, shall compile the agenda and submit such recommendations and information to the Board as he/she may consider appropriate.

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

Section 4. Secretary-Treasurer. The Secretary-Treasurer shall be the Executive Director of the Authority. The Secretary-Treasurer 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/her 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.

**By-Laws of the Housing Authority
of the
Town of Morristown
Page 2**

He/she shall have the care and custody of all funds of the Authority and shall deposit same in the name of the Authority in such bank or banks as the Authority may select. The Secretary-Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such monies 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 Chairperson or Vice-Chairperson. The Secretary-Treasurer 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/her transactions and also of the financial conditions of the Authority. He/she shall give such bond for the faithful performance of his/her duties as the Authority may determine.

In the absence of an Executive Director, the Secretary-Treasurer shall be appointed by the Authority. Any person appointed to fill the office of Secretary-Treasurer shall have such term as the Authority fixes, but no Commissioner of the Authority shall be eligible to this office except as a temporary appointment.

The compensation of the Secretary-Treasurer shall be determined by the Authority. A temporary appointee selected from among the Commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses).

Section 5. Election. The Chairperson and the Vice-Chairperson shall be elected at the Annual Meeting of the Authority from among the Commissioners of the Authority and shall hold office for one (1) year or until their successors are elected and qualified but no more than two (2) successive terms.

Section 6. 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 federal regulations and state law.

The selection and compensation of such personnel (including the Secretary-Treasurer) shall be determined by the Authority subject to the laws of the State of New Jersey

ARTICLE III - MEETINGS

Section 1. Rules of Order. All meetings shall be conducted in accordance with Robert's Rules of Order.

**By-Laws of the Housing Authority
of the
Town of Morristown
Page 3**

Section 2. Annual Meeting. The Annual Meeting of the Authority shall be held on the first regular meeting date in October of each year at the regular meeting place of the Authority.

Section 3. Regular Meeting. Regular meetings of the Authority shall be held on the fourth Monday of each month at 7:00 p.m. at a meeting place designated by the Authority. In the event such date is on a legal holiday, the meeting shall be held on the preceding Monday.

Section 4. Special Meetings. The Chairperson of the Authority may, when he/she deems it expedient, and shall upon the written request of three (3) 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 shall be communicated to each member of the Authority prior to the time of such special meeting in accordance with the provisions of the Open Public Meetings Act (Sunshine Law). At such special meeting, no business shall be considered other than as designated in the call. However, if all members of the Authority are present at the special meeting, any and all business may be transacted.

Section 5. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Four (4) Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes.

Section 6. Order of Business. At the regular meetings of the Authority, the following shall be the order of business:

1. Call to Order
2. Reading of the Open Public Meetings Act Notice
3. Roll Call
4. Pledge of Allegiance
5. Public Comment
6. Approval of Minutes
7. Executive Director's Report
8. Manahan Village Resident Council's Report
9. Committee Reports
10. Old Business
11. Schedule of Bills
12. Resolutions
13. New Business
14. Second Public Comment
15. Council Liaison
16. Adjournment

**By-Laws of the Housing Authority
of the
Town of Morristown
Page 4**

At any time, the Chairperson may change the order of business. All resolutions shall be in writing and copies will be kept in a journal of same.

Section 7. 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.

Section 8. Committees. The following are standing committees: Finance, Personnel, Buildings and Grounds, Family Investment Center Task Force, Manahan Village Advisory, and Senior Advisory. Commissioner members of each committee shall be appointed by the Chairperson at the annual meeting. Ad Hoc committees may be formed as the Authority deems necessary.

ARTICLE IV - ORIENTATION

Orientation of New Commissioners. A new Commissioner shall, during the first month of his/her appointment, meet with the Chairperson and the Executive Director. At this meeting, they will receive an explanation of his/her role as a Commissioner, the goals and responsibilities of the Authority as an organization, a tour of the Authority's properties, and an introduction to the Authority's staff members. A package of the following written information shall be given to new Commissioners: Handbook for Commissioners, organizational chart, last three months Minutes, current budget, personnel policy, occupancy and admissions policy, conflict of interest policy, job descriptions, New Jersey Open Public Meetings Act, and any other information deemed of importance.

ARTICLE V - ATTENDANCE AND MANDATORY TRAINING

Section 1. Attendance by Commissioners. Commissioners are expected to attend all Board meetings. In the event that they are unable to attend, they should so inform the Executive Director.

Commissioners are expected to attend committee meetings to which they have been assigned. In the event they are unable to attend, they should so inform the Executive Director.

If a Commissioner is absent without notice to the Authority for three (3) or more regular meetings, the Chairperson should contact the Commissioner to discuss his/her absence and determine the Commissioner's interest in continuing to sit on the Board.

By-Laws of the Housing Authority
of the
Town of Morristown
Page 5

Section 2. Mandatory Training for Commissioners. The State of New Jersey has mandated that Commissioners attend a certain number of courses during his/her term on the Board. It is expected that Commissioners will complete the necessary training within the deadline as established by the Department of Community Affairs. If the training is not completed by the deadline, the Department will deem the Commissioner resigned and contact the Town Council of the Town of Morristown requesting the appointment of another Commissioner.

ARTICLE VI - AMENDMENTS

Amendments to the By-Laws. The By-Laws of the Authority shall be amended only with the approval of at least four (4) of the members of the Authority at a regular or special meeting, but no such amendment shall be adopted unless at least seven (7) days written notice thereof has been previously given to all members of the Authority.