

**BY-LAWS OF THE HOUSING AUTHORITY**  
**OF THE**  
**CITY OF CAMBRIDGE, MASSACHUSETTS**

**ARTICLE I - THE AUTHORITY**

Section 1 - Name of Authority. The name of the Authority shall be "Cambridge Housing Authority."

Section 2 - Seal of Authority. The Seal of the Authority shall be in the form of a circle and shall bear the following words:

"Cambridge Housing Authority, Massachusetts, Established 1935."

Section 3 - Office of Authority. The offices of the Authority shall be at 678 Massachusetts Avenue in the City of Cambridge, Massachusetts, but the Authority may have offices at such other places or place as the Authority may from time to time designate by resolution.

**ARTICLE II - OFFICERS**

Section 1 - Officers. The Officers of the Authority shall be a Chairman, a Vice-Chairman, a Treasurer or Finance Committee, and an Executive Director, who shall be an officio 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. 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 incapacity 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 as the Authority shall appoint a new Chairman.

Section 4 - Executive Director. The Executive Director of the Authority shall have general supervision over the administration of the business and affairs of the

Authority, subject to the direction of the Authority. He shall be charged with the management of the Housing Projects of the Authority.

The Executive Director, or in the absence of the Executive Director, the Chairman, 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. He shall give such bond for the faithful performance of his duties, as the Authority may determine.

The compensation of the Executive Director shall be determined by the Authority.

The Executive Director of the Authority shall be ex officio Secretary. In that capacity he shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and 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 this office. He 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 - Assistant Executive Director. The Assistant Executive Director shall act in the absence of the Executive Director and shall have co-equal authority with the Executive Director to sign all orders and checks for the payment of money, as set forth in Section 4 on page 2.

Section 6 - Comptroller. The Comptroller shall be responsible for the accounting process of the Authority. He shall have the care and 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. He shall keep regular books of accounts showing receipts of expenditures which shall be open at all times for the inspection and examination by the Authority and he shall render to the Authority at each regular meeting (oftener when requested), an account of his transaction and also of the financial condition of the Authority.

Section 7 - 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 8 - Election or Appointments. The Chairman and Vice-Chairman shall be elected at the annual meeting of the Authority from among the commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

The Executive Director shall be appointed by the Authority and shall have such term as the Authority fixes.

Section 9 - Vacancies. Should the offices of the Chairman or Vice-Chairman 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. When the office of Executive Director becomes vacant, the Authority shall appoint a successor, as aforesaid.

Section 10 - 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 Section 26N, Chapter 484, Public Laws of Massachusetts, 1938, and all other Laws of the Commonwealth of Massachusetts applicable thereto. The selection and compensation of such personnel (including the Secretary) shall be determined by the Authority, in accordance with the provisions of the previously mentioned statutes.

### **ARTICLE III - MEETINGS**

Section 1 - Annual Meetings. The annual meeting of the Authority shall be held on the first regular meeting in January, at 7:00 p.m., at the regular meeting place of the Authority.

Section 2 - Regular Meetings. Regular meetings of the Authority shall be held on the second and fourth Wednesdays of each succeeding month at 7:00 p.m., at the office of the Authority, 678 Massachusetts Avenue, Cambridge, Massachusetts, and the Executive Director shall notify each member of said meeting in writing at least one week prior to the holding of said regular meeting.

Section 3 - 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 shall either be delivered to each

member of the Authority at least one day prior to the date of said meeting or 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. Except as hereinafter provided, no business other than as designated in the call, shall be considered at such special meeting. If all 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. At all meetings of the Authority, a majority of the members of the Authority shall constitute a quorum for the purpose of transacting business, provided that a smaller number may meet and adjourn to some other time or until a quorum is obtained.

Section 5 - 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. Reports of the Secretary
4. Bills and communications
5. Reports of Committees
6. Unfinished Business
7. New Business
8. Adjournment

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority

Section 6 - 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.

#### ARTICLE IV – AMENDMENTS

Section 1 - Amendments to By-Laws. The by-laws of the Authority shall be amended only with the approval of at least three of the 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 the members of the Authority.