



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2013-1-23 (2)

**Date:** January 11, 2013  
**To:** THA Board of Commissioners  
**From:** Michael Mirra  
Executive Director  
**Re:** Resolution Amending THA By-Laws

### Background

This resolution proposes some ministerial amendments to THA's By-Laws. We need to change them to allow the Board to change the time of its regular meeting. This was also a good time to make some other housekeeping changes.

Section	Change	Purpose of Change
1.1	<b>The Name of the Authority</b> The <u>official</u> name of the Authority is "Housing Authority of the City of Tacoma," (hereinafter "Authority"). <u>It may also use the name "Tacoma Housing Authority".</u>	This change acknowledges how we usually refer to THA.
1.2	<b>Purpose of the Authority</b> The Authority is a public body corporate and politic, exercising public and essential governmental functions and having all the powers necessary or convenient to carry out and effectuate the purposes and provisions of Chapter 35.82 RCW, <u>as those laws may be amended by time to time</u> , including but not limited to the following:	This changes means we do not have to amend the bylaws when state law changes.

Section	Change	Purpose of Change
2.2.3(a) )	<b>Directly Assisted Commissioner</b> Federal law requires that the membership of the Board contain one (1) member who is directly assisted by the Authority's federal housing program. "Directly assisted" means either (i) being a public housing resident and appearing on the lease; or (ii) being a recipient of assistance from the Authority's Housing Choice Voucher Program <u>or other federally funded rental assistance programs.</u>	Federal law requires that one commissioner be a participate in a federally assisted housing program. Normally that would be the public housing program or the voucher program. Because we are a MTW agency, we have other federal programs, like our new HOP program. This change makes clear that someone receiving assistance of that sort would qualify as such a commissioner.
3.5	<b>Secretary</b> The Executive Director of the Authority serves as ex-officio Secretary of the Authority. In that capacity, he/she <u>or his or her designee:</u> (i) keeps or causes to be kept, correct and permanent records of the Authority; (ii) acts as Secretary of the meetings of the Authority and records all votes; (iii) keeps a record of the proceedings of the Authority in a minute book to be kept for such purposes; and (iv) performs all other duties incident to his/her office.	The executive director is the secretary of the Board. This section says that he or she records the votes and takes minutes. This change makes clear that he or she can delegate to someone, like Christine.
4.1.2	<b>Regular meetings</b> <del>Regular Monthly meetings of the Authority are held without notice at the office of the Authority (902 South L Street, Tacoma, Washington) on a schedule and at locations that the Board shall determine in advance, on the fourth Wednesday of each month at 4:00 PM. If this date falls on a legal holiday, the meeting is held on the next succeeding business</del>	This is the change that sparked this general review of the by-laws.  The Board is changing the starting time of its regular meeting. We need to change the bylaws to do that since the present bylaws stated a specific time. Let us make the bylaws less specific so the Board can change its meeting schedule by resolution without changing the bylaws.
4.5	<b>Order of Business</b> At the regular meetings of the Board, the following is the customary order of business. The Board may curtail, enlarge, or modify this order: (a) Call to Order (b) Roll Call	This updates the order of business to how we have come to do it.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2013-1-23 (2) AMENDMENT OF THA'S BY-LAWS

A RESOLUTION of the Board of Commissioners of the Housing Authority of the City of Tacoma  
**Whereas,**

The Board may amend its By-Laws to better serve its efficient functioning;

**Whereas,**

The proposed changes would help ease or clarify the Board's operations;

**Whereas,**

The Board has received the seven days of advance notice required by the present by-Laws.

**Whereas,**

*Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:*

The Board adopts the changes in the by-laws set forth in the attached red-lined draft.

**Approved: January 23, 2013**

  
Janis Flauding, Chair



CERTIFICATE [OPTIONAL SECTION]

I, the undersigned, the duly chosen, qualified and acting Executive Director of the Housing Authority of the City of Tacoma (the "Authority") and keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution No. 2013-1-23 (2) (the "Resolution") is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a meeting of the Authority held on the 23rd day of (January), 2013, and duly recorded in the minute books of the Authority.

2. That such meeting was duly convened and held in all respects in accordance with law, and, to the extent required by law, due and proper notice of such meeting was given; that a quorum was present throughout the meeting and a majority of the members of the Board of Commissioners of the Authority present at the meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 24 day of (January), 2013.

  
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Michael Mirra, Executive Director of the Authority