

BY-LAWS
OF THE MARBLEHEAD HOUSING AUTHORITY

ARTICLE I – THE AUTHORITY

Section 1. Name of the Authority. The name of the Authority shall be the Marblehead Housing Authority.

Section 2. Seal of the 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 Office of the authority shall be located within the Town of Marblehead, Massachusetts.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chairman, a Vice Chairman, a Treasurer, an Assistant Treasurer, and a secretary who shall be Executive Director.

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, he 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 a vacancy in the office of the Chairman.

Section 4. Treasurer and Assistant Treasurer. The Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority except as otherwise authorized by resolution of the Authority. The Authority may by resolution designate one or more members to countersign such orders and checks, and may from time to time qualify, change, or

cancel any such designation. The Assistant Treasurer shall perform the duties of the Treasurer in the absence of or incapacity of the Treasurer, and in case of a vacancy in the office of the Treasurer. The Treasurer and Assistant Treasurer shall give bond for the faithful performance of their duties. Any member elected to the office of Treasurer or Assistant Treasurer shall serve without compensation other than payment of necessary expenses.

Section 8. Election or Appointment. The Chairman, Vice Chairman, Treasurer and Assistant Treasurer shall be elected at the annual meeting of the Authority from among the Members of the Authority, and shall hold office for one year or until their successors are elected and qualified.

The Authority shall appoint one person to fill the office of Secretary and Executive Director. Any person appointed to fill the office of Secretary and Executive Director, or any vacancy therein, shall have such term as the Authority fixes, but no Member of the Authority shall be eligible to this office except as a temporary appointee.

Section 9. Vacancies. Should the office of Chairman, Vice-Chairman, Treasurer or Assistant Treasurer become vacant, the Authority shall elect a successor from its membership at the next meeting, and such election shall be for the unexpired term of said office.

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 the Housing Authority Law of the Commonwealth of Massachusetts applicable thereto.

ARTICLE III – MEETINGS

Section 1. General Provisions. Annual meeting and regular meetings of the Authority shall be held at such time and place as may be originally designated or subsequently changed by Board vote at any regular or special meeting. All meetings shall be held at the office of the Authority in the absence of the specific designation of some other meeting place in any such Board vote.

Section 2. Annual Meetings. Annual meetings of the Authority shall be held without notice for the purposes of electing officers and for the conduct of such other business as may come before the meeting.

Section 7. Manner of Voting. All questions coming before the Authority shall be presented in the form of motions or resolutions chronologically numbered. The vote on all resolutions shall be by roll call, and each resolution and motion shall be entered in full upon the minutes of the meeting. For all resolutions, the ayes and nays shall be recorded.

ARTICLE IV – AMENDMENTS

Amendments to By-Laws. The By-Laws of the Authority shall be amended only by resolution adopted by the affirmative vote of at Least three Members of the Authority at a regular or special meeting, held after seven days' notice in writing of the substance of the proposed amendment shall have been sent to each Member.