

COMMUNITY DEVELOPMENT AUTHORITY OF THE
CITY OF WEST ALLIS, WISCONSIN

RESOLUTION NO. 1

RESOLUTION TO ADOPT THE BY-LAWS OF THE
COMMUNITY DEVELOPMENT AUTHORITY OF THE
CITY OF WEST ALLIS

BE IT RESOLVED by the Community Development Authority of the City of West Allis that the By-Laws attached hereto and incorporated herein by reference be and are hereby adopted as the By-Laws of the Community Development Authority of the City of West Allis.

BE IT FURTHER RESOLVED that the Secretary be and is hereby authorized and directed to retain said By-Laws among the official records of the Community Development Authority and to file a copy of said By-Laws together with a certified copy of this Resolution, with the City Clerk of the City of West Allis.

ADOPTED November 9, 1989.

Donald Charles
Chairperson

Attest:

John F. Stibel
Secretary

ATT0070

BY-LAWS OF THE
COMMUNITY DEVELOPMENT AUTHORITY
CITY OF WEST ALLIS, WISCONSIN

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the "Community Development Authority of the City of West Allis."

Section 2. Powers of the Authority. The powers of the Authority shall be vested in the Commissioners. The number of Commissioners, their appointment and terms shall be as provided in section 66.4325(2) of the Wisconsin Statutes.

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

Section 4. Offices of the Authority. The principal offices of the Authority shall be at the West Allis City Hall, 7525 West Greenfield Avenue, West Allis, Wisconsin 53214. The Authority may select by resolution other or additional offices from time to time.

ARTICLE II - OFFICERS

Section 1. Officers. Officers of the Authority shall be a Chairperson, a Vice-Chairperson and an Executive Director.

Section 2. Chairperson. The Chairperson, when present, shall preside at all meetings of the Authority. The Chairperson and the Secretary are authorized to execute on behalf of the Authority all contracts, deeds, notes and other forms of obligations or instruments when duly authorized by the Commissioners of the Authority to do so, except in cases where the execution thereof shall be expressly delegated by the Commissioners or by these By-Laws to some other officer or agent of the Authority, or shall be required by law to be otherwise executed; and, in general, shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Commissioners from time to time.

Section 3. Vice-Chairperson. In the case of the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairman and shall also perform such other duties as may be required by the Commissioners.

Section 4. Executive Director. The Executive Director shall be secretary and treasurer of the Authority. He or she shall also be the chief administrative officer of the Authority and shall direct, manage and supervise the Authority's administrative operation and technical activities in accordance with and subject to the direction of the Authority.

The Executive Director shall (a) keep the minutes of the meetings of the Authority in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these By-Laws or as otherwise required by law; (c) be custodian of the records of the Authority; and, (d) 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; and, (e) in general, perform all duties incident to the duties of the Secretary.

The Executive Director shall have the care and custody of all funds of the Authority. Such funds shall be deposited in the manner provided by law in the name of the Authority in such banks as the Authority may designate by resolution. The Executive Director, by original signature or authorized facsimile, 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. The Executive Director shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting, an account of his or her transactions and also of the financial condition of the Authority. He or she shall give such bond for the faithful performance of his or her duties as the Authority may determine, and the cost thereof shall be paid by the Authority.

The Executive Director is not a Commissioner of the Authority and has no power to vote on any matters which may come before the Authority.

Section 5. Additional Duties. The officers of the Authority shall perform such other duties and functions as the Authority shall prescribe by these By-Laws or by resolutions which it shall from time to time adopt.

Section 6. Election or Appointment. The Chairperson and Vice-Chairperson shall be elected from among the Commissioners of the Authority at the first meeting of the Authority and thereafter at the first meeting of the Authority held in the month of May in each calendar year and shall hold office until the next succeeding first day of June, or until their successors are elected and qualified. The Executive Director shall be appointed by the Authority. In the absence of the Executive Director, a Deputy Director, appointed by the Executive Director, shall assume the duties of the Executive Director. No Commissioners of the Authority shall be eligible for the offices of Executive Director or Deputy Director.

Section 7. Vacancies. Should the offices of Chairperson or Vice-Chairperson 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.

ARTICLE III - MEETINGS

Section 1. Regular Meetings. The Authority may provide, by resolution, the time and place, for the holding of regular meetings. Such meetings will be held at least monthly and at a uniform time.

Section 2. Special Meetings. Special meetings of the Authority for the purpose of transacting designated business may be called by or at the request of the Chairperson or Secretary or any four Commissioners. Notice of a special meeting shall 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.

Section 3. Notice of Meetings. Notice of any regular or special meeting shall be given in accordance with subchapter IV, Chapter 19 of the Wisconsin Statutes, Open Meetings of Governmental Bodies.

Section 4. Quorum. The majority of the number of Commissioners of the Authority shall constitute a quorum for the transaction of any business at a meeting of the Authority, but a majority of the Commissioners present, if less than such quorum, may adjourn the meeting to some other time or until a quorum is present.

Section 5. Order of Business - Agenda. The Secretary shall prepare an agenda for each meeting. The order of business shall be as follows:

- (a) Roll Call.
- (b) Scheduled Hearings.
- (c) Approval of Agenda.
- (d) Approval of the Minutes of the Previous Meeting(s).
- (e) Reports.
- (f) Unfinished, New and Miscellaneous Business.

Section 6. Voting. The act of the majority of the Commissioners present at a meeting at which a quorum is present shall be the act of the Commissioners, unless the act of a greater number is required by law or these By-Laws. Voting on all questions coming before the Authority shall be by voice and shall not be recorded by "yeas" and "nays" unless requested by a member of the Authority or otherwise required by law.

Section 7. Parliamentary Procedure. Robert's Rules of Order, Revised, shall govern the conduct of all meetings of the Authority except where the same shall be in conflict with law or these By-Laws.

ARTICLE IV - COMMITTEES

Section 1. Committees. The Authority may establish by resolution committees to review certain matters or issues which come before the Authority from time to time. Such committees shall be created, and the membership appointed, for purpose of study and review of such matters or issues. Such committees shall have no authority to act except to report the matters and issues back to the entire Authority with recommendations for appropriate action to be taken by the entire Authority.

Section 2. Committee of the Whole. Any Commissioner of the Authority may move to go into a Committee of the Whole to consider and report on any matter pending before the Authority. The Vice-Chairperson of the Authority shall preside as chairman of the committee. The committee shall consider any matter referred to it by the Authority and report and make recommendations thereon to the Authority.

ARTICLE V - AMENDMENTS

The By-Laws of the Authority may be amended after an amendment has been introduced at any regular meeting or special meeting and referred to the next regular or special meeting. Adoption of an amendment shall be by a two-thirds vote of the members of the Authority.

ARTICLE VI - MISCELLANEOUS

Section 1. Suspension of Rules. The Authority by unanimous vote may suspend any of its rules or By-Laws except as otherwise provided under applicable provisions of the Wisconsin Statutes.

CERTIFICATION

This is to certify that the foregoing are true and correct copies of Resolution No. 1 and By-Laws, as adopted by the Community Development Authority of the City of West Allis at the first meeting held on November 9, 1989.

COMMUNITY DEVELOPMENT AUTHORITY

By: John F. Stibal
(John F. Stibal)

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