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**BY LAWS**  
**OF THE**  
**HOUSING AND REDEVELOPMENT AUTHORITY**  
**OF THE CITY OF SAINT PAUL, MINNESOTA**

**ARTICLE I.**

**THE AUTHORITY**

Section 1. Name of Authority. The name of the Authority shall be the Housing and Redevelopment Authority of the City of Saint Paul, Minnesota.

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; Place of Meeting. The office of the Authority shall be at such place in the City of Saint Paul, Minnesota, as the Authority may from time to time by resolution determine. Regular and special meetings of the Authority shall be open to the public, except as provided by law, and shall be held in the City Council Chambers in City Hall, 15 West Kellogg

Boulevard, Saint Paul, Minnesota; provided, however, that upon written notice to the Commissioners pursuant to Chapter 15 of the Saint Paul Administrative Code, any regular or special meeting may be held at such other place within the City of Saint Paul, Minnesota, as the Notice shall designate.

Section 4. Board of Commissioners; Standing Committees. The Authority consists of seven commissioners who, according to Minn. Laws 1976 , Ch. 234, sec. 4, subd. 1, are the members of the City Council of the City of St. Paul, Mn. and who shall constitute its Board of Commissioners. From the members of the Board of Commissioners may be created standing committees which shall conform to the subcommittees and procedures established by Chapter A-2, Appendix to the Saint Paul Administrative Code.

## **ARTICLE II.**

### OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chairperson, a Vice-Chairperson, a Treasurer, a Secretary, and a Recording Secretary, and such others as from time to time are provided by official action of the Authority. A Commissioner shall not hold more than one of the above named offices at the same time.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Authority if he or she is present. At each meeting he or she shall make such reports to the Authority as he or she may deem necessary or as may be required of him or her, and perform such other duties as are incident to his or her office or that may be required of him or her by the Authority.

Section 3. Vice Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in his or her absence or incapacity and/or because of resignation or death of the Chairperson, until a new Chairperson is elected.

Section 4. Secretary and Recording Secretary. The Secretary shall perform the duties of the office of Secretary to the Board of Commissioners of the Authority. The Secretary shall convene meetings of the Authority in the absence of the Chairperson and Vice-Chairperson for the purpose of electing a presiding officer for the particular meeting from among the Commissioners in attendance. The Recording Secretary shall perform such duties of the office of Secretary as the Secretary of the Board may assign.

Section 5. Treasurer. The Treasurer shall cause to be kept full and accurate records and accounts in books belonging to the Authority of all monies and securities of the Authority. Funds of the Authority shall be deposited in banks approved by the Authority and located in the City of Saint Paul which comply with applicable State or Federal Law. Securities belonging to the Authority shall be deposited for safe keeping with one or more of the Authority's banks of account, or the Federal Reserve Bank, unless by resolution of the Authority it is determined to place them in a safe deposit vault. The Treasurer may annually make a full report of the financial condition of the Authority and make such other reports as may be required of him or her by the Authority. All Commissioners having authority to sign for the Authority in the control of funds or securities shall be bonded in such sums as may be required by the Authority by resolution.

Section 6. Execution of Instruments.

A) All contracts, bonds, loan and grant agreements, and other obligations made in the name of the Authority and authorized by the Board shall be executed on its behalf by the Chairperson or his/her designated Commissioner, the Executive Director of the Authority or Acting Executive Director and the Director, Office of Financial Services of the City.

B) All deeds, leases and other instruments pertaining to the conveyance of real estate, or any interest therein on behalf of the Authority shall first be authorized by the Board and executed by the Chairperson or his/her designated Commissioner of the Authority.

C) The satisfaction, assignment, release, subordination of loan and grant documents, and all property management leases, shall be executed by the Executive Director of the Authority or the Acting Executive Director or his/her designee, which designation shall be in a writing and filed with the Recording Secretary of the Authority,.

D) All contracts, leases and other agreements, documents and instruments on behalf of the Authority shall be approved as to form by the City Attorney, which approval as to form shall constitute the City Attorney's advice that the contract is in proper form and that all of the requirements of the laws of the state and ordinances of the City of Saint Paul have been complied with. The approval by the City Attorney as provided in this section shall not apply to contracts in an amount of One Thousand Five Hundred Dollars (\$1,500.00) or less.

### **ARTICLE III.**

#### **TERMS OF OFFICERS**

All officers of the Authority shall be elected at each organizational meeting of the Authority and shall serve at the pleasure of the Board of Commissioners. Officers who are not Commissioners shall serve at the pleasure of the Board of Commissioners.

### **ARTICLE IV.**

#### **VACANCIES**

Should the office of Chairperson, Vice-Chairperson, Treasurer and/or Secretary become vacant, the Authority shall elect a successor at a regular meeting and such election shall be for the unexpired term.

### **ARTICLE V.**

#### **EXECUTIVE DIRECTOR**

An Executive Director shall be appointed by the Authority, at such compensation, for such term, and with such duties as the Authority shall determine by resolution. The Executive Director shall designate a member of the Authority staff to serve as Acting Executive Director in the short term absence or disability of the Executive Director. The designation of an Acting Executive Director shall be in a writing signed by the Executive Director and filed with the Recording Secretary.

## **ARTICLE VI.**

### **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 Municipal Housing and Redevelopment Act, Minn. Stat. §§469.001-469.047 and any amendments thereto, and all other laws of the State of Minnesota applicable thereto. The compensation of such personnel shall be determined by the Authority upon recommendation of the Executive Director.

## **ARTICLE VII.**

### **ORGANIZATIONAL MEETINGS**

The organizational meetings of the Authority shall be held immediately preceding the first regular meeting in January of the year following municipal elections.

## **ARTICLE VIII.**

### **REGULAR MEETINGS**

Except as otherwise provided in Article I, Section 3 of these By-Laws, and Chapter 15 of the Saint Paul Administrative Code, regular meetings shall be held without notice on every Wednesday of each month at 2:00 P.M., except during any week when such meeting would be the fifth meeting in that calendar month.

## **ARTICLE IX.**

### **SPECIAL MEETINGS**

Special meetings of the Authority may be held pursuant to Chapter 15 of the Saint Paul Administrative Code upon notice given in the manner provided in Section 15.03 of said Chapter 15.

## **ARTICLE X.**

### **RULES OF PROCEDURE**

The powers of the Authority shall be vested in the Commissioners thereof in office at any one time and the proceedings of the Authority shall be governed by the Rules of Procedure established by the Council of the City of Saint Paul as contained in Chapter A-1, Appendix to the St. Paul Administrative Code and any subsequent amendments thereto. Rule 5 shall not apply. In applying these Rules of Procedure, the word "council" shall be read as Board of Commissioners, the words "mayor" and "administrative officials" shall be deemed to include the Authority executive director, the words "city clerk" and "secretary to the council" shall be deemed to include the Authority recording secretary, and the words "city attorney" shall be deemed to include the Authority general counsel.

Rules of Procedure relating to initiation, consideration and adoption of ordinances are deemed inapplicable to the proceedings of the authority board. Motions and resolutions shall become effective upon board approval. Board approval shall require an affirmative vote of at least four members. Consideration of administrative matters may be initiated by board members, or by the executive director with the approval of a board member, by submission to the recording secretary to the Board in accordance with Rule 14(a)(1) of the Rules of Procedure. Administrative matters may be considered and approved without referral to committee.

Any matter of board business to be referred to a standing committee after initiation under Rule 14(a)(1), may be communicated to the Council of the City of Saint Paul in regular meeting for referral to a standing committee of the board.

**ARTICLE XI.**  
**AMENDMENTS**

The By Laws of the Authority shall be amended pursuant to Rule 4 of Chapter A-1,  
Appendix to the St. Paul Administrative Code.