

# HOUSING BOARD

---

SANDY LAPERA, CITY CLERK  
CITY OF ONEIDA

A municipal housing authority, to be known as the city of Oneida housing authority, is hereby created and established for the city of Oneida in the county of Madison, for the accomplishment of any or all the purposes specified in article eighteen of the constitution of the State of New York. It shall constitute a body corporate and politic, be perpetual in duration and consist of not less than three nor more than five members. It shall have the powers and duties now or hereafter conferred by this chapter upon municipal housing authorities. It shall be organized in the manner prescribed by and subject to the provisions of this chapter, and the authority, its members, officers and employees and its operations and activities shall in all respects be governed by the provisions of this chapter.

BY-LAWS OF THE CITY OF ONIEDA HOUSING AUTHORITY

ARTICLE X - THE AUTHORITY

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

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. The offices of the Authority shall be in the City of Oneida, New York, at such place or places 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 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 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 - Secretary. The Secretary shall keep the records of the Authority, 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 his performing all duties incident to his office. He shall also have the power to certify as to the correctness of all copies of the minutes of the Authority and any extracts therefrom and as to the correctness of all copies of papers and documents filed with the City of Oneida Housing Authority. He shall keep in safe custody the seal of the Authority and shall have the power to affix such seal to all contracts and instruments authorized to be executed by the Authority and to attest all such contracts and instruments.

He shall have the care and custody of all 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. The Secretary 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, all such orders and checks shall be countersigned by the Chairman. He shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each annual

meeting (or oftener when requested), an account of his transactions and also of the financial condition of the Authority. He shall give such bond for the faithful performance of his duties as the Authority may determine.

The compensation of the Secretary shall be determined by the Authority.

Section 5 - Executive Director. The Secretary shall be the Executive Director of the Authority and 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.

Section 6 - 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 7 - Election or appointment. The first Chairman of the Authority designated by the Mayor of the city, shall hold office for the length of his initial term as Commissioner of the Authority. Thereafter the 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 his successor is elected and qualified.

The Secretary and Vice-Chairman shall be appointed by the Authority. Any person appointed to fill the office of Secretary or Vice-Chairman or any vacancy therein, shall

have such terms as the Authority fixes.

Section 8 - Vacancies. Should the offices of 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 terms of said office. When the office of Secretary becomes vacant, the Authority shall appoint a successor, as aforesaid.

Section 9 - 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 Article III, Public Housing Law, as amended, and all other laws of the State of New York applicable thereto. The selection and compensation of such personnel (including the Secretary), shall be determined by the Authority subject to the laws of the State of New York.

#### ARTICLE III - MEETINGS

Section 1 - Annual Meeting. The annual meeting of the Authority shall be held on the 1st Thursday of June at 8 o'clock P.M. at the regular meeting place of the Authority. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding secular day.

Section 2 - Regular Meetings. Regular meetings may be held without notice at such times and places as may from time to time be determined by resolution of the Authority.

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 may be delivered to each member of the Authority or may 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. At such special meeting no business shall be considered other than as designated in the call, but if all of 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. Bills and communications.
4. Report of the Secretary.
5. Reports of Committees.
6. Unfinished business.
7. New business.
8. Adjournment.

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

Section 6 - Manner of Voting. All voting shall be in accord with Robert's Rules of Order Revised.

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 special meeting, but no such amendment shall be adopted unless at least seven days written notice thereof has been previously given to all of the members of this Authority.

Original By-Laws were adopted June 5, 1970



Upon calling the Ayes and Noes, the vote stood: Result:

Mr. Tooker	<u>Aye</u>	Ayes	<u>4</u>
Mr. Deyermond	<u>Aye</u>	Noes	<u>0</u>
Mrs. O'Brien	<u>Aye</u>	Absent	<u>1</u>
Dr. Hillenbrand	<u>Absent</u>	Not Voting	<u>0</u>
Mr. Floyd	<u>Aye</u>		

The Chairman declared the motion carried and said resolution adopted.

\_\_\_\_\_  
(Chairman)

I hereby certify that the above is correct.

Edward J. McDaniel  
( Executive Secretary

Dated: May 12, 1975

At a regular Meeting of the City of Oneida Housing Authority, held in the Authority offices at 226 Farrier Avenue, Oneida, New York, on the 12th day of May, 1975.

Moved by TOOKER Seconded by O'BRIEN

AN AMENDMENT TO THE BY-LAWS OF THE CITY  
OF ONEIDA HOUSING AUTHORITY IN REGARD  
TO MEMBERSHIP ON THE HOUSING AUTHORITY.

The City of Oneida Housing Authority, by virtue of the power and authority vested in it by law does hereby enact as follows:

Section 7 of the By-Laws of the City of Oneida Housing Authority, heretofore enacted and adopted on June 5, 1970, is hereby amended by adding anew subdivision as Section 7a to read as follows:

1. The Housing Authority membership shall include two tenants to be elected by all the resident tenants, for a period of two years. This Authority shall consist of 7 members.

2. The election of said tenant members of the Authority shall be held on the 1st business day of June, commencing in 1976. Said election shall be held between the hours of 6 and 9 P.M., and may be by secret paper ballot, after nominations are received at a meeting of the resident tenants called for that purpose on ten days' notice in writing to all resident tenants. All resident tenants eighteen years of age or older shall be eligible to nominate, be a candidate and vote at the election.

3. The two tenant representatives receiving the most votes shall be elected simultaneously, the one receiving the most votes is elected for a two year term and the other for a one year term. Thereafter the term of office shall be two years commencing on the 5th day of June, 1976 and shall take office upon execution of an oath of office which shall be filed in the office of the City Clerk of Oneida, New York.

4. An elected tenant representative shall cease to serve as such upon termination of his tenancy for any reason, or upon his becoming subject to removal from occupancy due to the operation of Section 156 of the Public Housing Law.

5. This amendment shall take effect immediately upon approval by the City of Oneida Housing Authority at a regular or special meeting thereof and upon seven days' written notice thereof to all members of the authority. This amendment shall first be subject to the approval of the Commissioner of Housing and Community Renewal.

1 amey

At a Regular Business Meeting of the City of Oneida Housing Authority held at the Housing Authority Offices, 226 Farrier Avenue, Oneida, New York on the 13th day of April, 1987.

Moved by Commissioner Maier, and

Seconded by Commissioner Bolton.

WHEREAS: The City of Oneida Housing Authority has discussed it's rules and regulations for Tenant Candidates campaigning for Tenant Commissioner and also it's rules and regulations for electing a tenant elected Commissioner.

NOW, Therefore, Be It Resolved; Whereas the City of Oneida Housing Authority does hereby approve it's rules and regulations for Tenant candidates campaigning for Tenant commissioners and also it's rules and regulations for electing a tenant elected commissioner. This regulation will become part of it's original by-laws dated June 5, 1970.

Upon calling the Ayes and Noes, the vote stood:

Ward Coe	<u>Aye</u>	Absent	<u>1</u>
Fredrick Bolton	<u>Aye</u>	Ayes	<u>6</u>
John Deyermund	<u>Absent</u>	Noes	<u>0</u>
Garvin Maier	<u>Aye</u>		
William Sarensky	<u>Aye</u>		
Prudence Wayland-Smith	<u>Aye</u>		
Delbert Weimer	<u>Aye</u>		

The Chairman declared the motion carried.  
I hereby certify the above is correct.

Ward Coe  
Chairman

Lester L. Allen, Jr.  
Executive Secretary

April 13, 1987

# CITY OF ONEIDA HOUSING AUTHORITY

226 FARRIER AVENUE  
ONEIDA, NEW YORK 13421  
(315) 363-8450

## RULES AND REGULATIONS FOR ELECTING A TENANT ELECTED COMMISSIONER

1. Nomination of tenant will be the 1st Monday of May within Towers I Community Room commencing at 2:00 pm.
2. Tenant election will be held the 2nd Wednesday of May between the hours of 1:00 and 3:00 pm within Mail Room lobby after being duly posted upon all bulletin boards.
3. All residents residing within Oneida Towers I, Oneida Towers II, and the Herbert D. Brewer Apartments may be eligible, to nominate, be a candidate, and vote at an election provided they are at least eighteen years of age.
4. Secret ballots will be counted immediately following the election with the following representative present: representative from the City of Oneida Housing Authority, Tenant Association President from both Oneida Towers I and II or their duly authorized representative especially where there might be a possible conflict of interest.

# CITY OF ONEIDA HOUSING AUTHORITY

226 FARRIER AVENUE  
ONEIDA, NEW YORK 13421  
(315) 363-8450

## RULES AND REGULATIONS FOR TENANT CANDIDATES CAMPAIGNING FOR TENANT ELECTED COMMISSIONER

1. TENANTS NOMINATED FOR ELECTION BY TENANTS MAY CAMPAIGN IN ONEIDA TOWERS I ONEIDA TOWERS II AND HERBERT D. BREWER APARTMENT COMPLEX.
2. TENANT CAMPAIGNING MUST ONLY BE DONE BETWEEN 8:00A.M. TILL 9:00 P.M. WITHIN ONEIDA TOWERS I, ONEIDA TOWERS II AND HERBERT D. BREWER APARTMENT COMPLEX.
3. CAMPAIGNING METHODS USED MAY BE IN THE FORM OF POSTED SIGNS ON BULLETIN BOARDS, BY ELEVATORS, MAILROOM, ETC.
4. CAMPAIGNING MAY BE IN THE FORM OF SPEAKING AND TALKING WITH TENANTS.
5. CAMPAIGN BROCHURES CAN BE MAILED TO TENANTS THRU U.S. MAIL, GIVEN TO TENANTS, WITHIN HALLWAYS, OR APARTMENTS WITHIN ALL APARTMENT PROJECTS.
6. CAMPAIGNS MUST ALWAYS BE RUN WITH GOOD JUDGEMENT IN A SOUND ETHICAL AND MORAL MANNER.
7. CANDIDATES MUST RUN THEIR CAMPAIGNS THEMSELVES AND NOT HIRE OUTSIDE SOURCES TO AID THEM IN ANY WAY.
8. NO CAMPAIGNING MAY BE DONE ON RADIO, T.V., OR NEWSPAPERS.

AT A REGULAR BUSINESS MEETING OF THE CITY OF ONEIDA HOUSING AUTHORITY HELD AT THE ONEIDA HOUSING AUTHORITY OFFICES, 226 FARRIER AVENUE, ONEIDA, NEW YORK 13421.

RESOLUTION:

TERM LIMIT FOR POSITION OF CHAIRPERSON OF THE BOARD OF COMMISSIONERS. TO BE INCORPORATED INTO THE BY-LAWS FOR THE BOARD OF COMMISSIONERS. THE TERM LIMIT SHALL READ AS FOLLOWS:

CHAIRPERSON CAN BE ELECTED TO ONE YEAR TERM FOR A MAXIMUM OF TWO CONSECUTIVE TERMS. AFTER ONE YEAR TERM REPLACEMENT, A PREVIOUS COMMISSIONER MAY AGAIN BE RE-ELECTED TO THE POSITION OF CHAIRPERSON.

MOVED TO ACCEPT RESOLUTION BY COMMISSIONER COE  
SECONDED BY COMMISSIONER ROSE.

UPON CALLING THE AYES AND NOES, THE VOTES STOOD:

KATHLEEN CANDEE	<u>ABSENT</u>	AYES <u>5</u>
WARD COE	<u>AYE</u>	NOES <u>0</u>
WALTER HUNT	<u>AYE</u>	ABSENT <u>2</u>
GARVIN MAHER	<u>ABSENT</u>	
BLANCHIE MCCRITE	<u>AYE</u>	
RUTH ROSE	<u>AYE</u>	
JOYCE WEIMER	<u>AYE</u>	

THE CHAIRMAN DECLARED THE MOTION CARRIED.

NOW, THEREFORE BE IT RESOLVED THAT THE CITY OF ONEIDA HOUSING AUTHORITY HAS APPROVED TERM LIMITS FOR CHAIRPERSON OF THE BOARD OF COMMISSIONERS.

I HEREBY CERTIFY THAT THE ABOVE IS CORRECT.

Walter Hunt  
WALTER HUNT, CHAIRMAN

Leslie E. Taylor  
LESLIE E. TAYLOR,  
EXECUTIVE DIRECTOR

JULY 13, 1998

DATE