

**BY-LAWS OF THE HOUSING AUTHORITY OF THE
CITY OF LANDER, WYOMING
Adopted and Approved February 18, 2025**

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be "The Housing Authority of the City of Lander, Wyoming." Commonly known as the Lander Housing Authority.

Section 2. Office of Authority. The office of the Authority shall be at such a location as designated by the Board, in the City of Lander, State of Wyoming

Section 3. The Authority is established in accordance with Wyoming State Statute 15-10 (inclusive) all other laws of the State of Wyoming applicable thereto. The function of the Authority shall be as stated in City of Lander Resolutions 136 dated February 27, 1979, and Resolution 1203 dated May 11, 2021, and all other subsequent Resolutions duly approved and adopted by the City of Lander.

ARTICLE II - OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chairperson, a Vice Chairperson, a Secretary and a Treasurer. A Secretary/Treasurer officer may be elected to perform combined duties.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairperson 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/she may consider proper concerning the business, affairs and policies of the Authority.

Section 3. Vice Chairperson. The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. The Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Authority shall select a new Chairperson.

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 shall perform all duties incident to the office. The Secretary shall assume all duties of the Chairperson and Vice Chairperson in the absence of both of those officers.

Section 5. Treasurer. The Treasurer shall have fiduciary responsibility of all funds of the Authority and shall keep or verify financial transactions as requested by the Board or the Auditing agency.

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. The Officer's duties may be designated to staff positions or a contract for services as the Board deems appropriate.

Section 7. Required Public Officer Training. Each Board Member shall comply with the State Statute 9-1-510, inclusive, and complete and approved Public Officer Training within 12 months of being appointed to the Board

Section 8. Removal. The Authority may remove officers and members with or without cause as approved by a majority vote of the Board.

Section 9. Attendance. Removal of a member may take place in the event of three (3) consecutive, unexcused absences. Each individual case will be reviewed by the Authority.

Section 10. Election or Appointment. The Chairperson, Vice Chairperson, Secretary and Treasurer shall be elected at the annual meeting of the Authority from among the board members of the Authority and shall hold office for one year or until their successors are elected and qualified.

Section 11. Vacancies. Should the office of any of these elected positions 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. Officer vacancies should be filled as soon as possible.

Section 12. Additional Personnel. The Authority may employ such personnel, as it deems necessary to exercise its powers, duties and functions as prescribed by the laws of the State of Wyoming applicable thereto. The selection and compensation of such personnel shall be determined by the Authority subject to

the laws of the State of Wyoming. The Board has the right to enter into contractual agreements for management (in whole or in part) of the facilities. All contracts for services shall be duly approved by a majority of the Board and executed by signature of the Chairperson.

ARTICLE III-MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be in February of each year or at an alternate time and place established by the board.

Section 2. Regular Meetings. Regular meetings will be held at a time and place to be established by the Board. All meetings will be held in accordance with Wyoming State Statute 16-4-403, Open public meetings law. The Board reserves the right to discuss business in an executive session for personnel, potential litigation, and property issues as allowed in Wyoming State Statute.16-4-405

Section 3. Special Meetings. The Chairperson of the Authority may, when deemed expedient, OR 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 by the request. The call for a special meeting must be communicated to each member of the Authority and publically posted at least 24 hours prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call.

Section 4. Membership. The Housing Authority Board shall consist of (five) 5 voting members per Wyoming State Statute 15-10-115 through 117. Members of the Board are nominated by the existing Board Members, recommended to the Mayor and appointed by the City Council of the City of Lander.

The term of each such member shall be 5 years, with terms to be staggered to ensure continuity. Upon completion of the first term, each term may be renewed once for a maximum of up to 2 terms served. Should a vacancy occur for any reason, immediate notice thereof shall be given to the City Clerk. The vacancy shall be filled as soon as possible and in accordance with this Section. The newly appointed member shall be assigned to serve the remainder of the unexpired term of the vacancy and then be eligible for one more full five (5)-year term.

The membership shall strive to have representatives with competent business and/or financial experience. The membership can have committees, ad

hoc members, volunteers, and paid staff as necessary to carry out all the duties of the Board. In addition, the City Council may assign a staff liaison or a council liaison (or both) to the Authority.

Section 5. Order of Business. At the regular meetings of the Authority the following shall be the order of business.

1. Roll call.
2. Approval of the minutes of the previous meeting.
3. Bills and communications.
4. Facility Management reports.
5. Reports of Committees.
6. Strategic Planning: Goals & Objectives update.
7. Unfinished business.
8. New business.
9. Adjourn.

Section 6. Quorum - Manner of Voting. Three board members shall constitute a quorum for the purpose of conducting its business, exercising its powers, and for all other purposes. No action may be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date. The Authority shall conduct its meetings according to Robert's Rules of Order.

Proxy voting shall not be allowed. Telephonic and video attendance and voting may be allowed if the member attended and participated in the entire discussion of the voting matter.

The result of voting on all questions coming before the Authority shall be entered upon the minutes of such meeting.

ARTICLE IV- CONFLICT OF INTEREST

Section 1. Any member of the Authority who has a conflict of interest on any agenda item that is before the Authority shall voluntarily excuse themselves, vacate the seat, and refrain from discussing and voting on said agenda item.

ARTICLE V-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 a special meeting, but no such amendment shall be adopted unless at least 14 days written notice thereof has been previously given to all of the members of the Authority. These Bylaws and any such amendments will require the final adoption of the Lander City Council as the Board's governing body pursuant to Wyoming State Statutes.

Duly approved and adopted this 18^h day of February 2025

Chairman – Janeira Hart

Attest: Secretary – RaJean Strube Fossen