

**RESOLUTION NO. 84 RESOLUTION ADOPTING REVISED BYLAWS OF THE
GLOVERSVILLE HOUSING AUTHORITY**

WHEREAS the Gloversville Housing Authority Board of Commissioners having directed Anthony Casale, Esq., attorney for the housing authority, to review the existing bylaws and to propose necessary revisions to same; and

WHEREAS, a copy of the proposed revisions being attached hereto as a stand-alone document to provide for easy review of the provisions of the bylaws that are revised by the instant resolution; and

WHEREAS, a copy of the revised bylaws being attached hereto;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Gloversville Housing Authority authorizes the adoption of the revised Bylaws of the Gloversville Housing Authority; and be it further


RESOLVED, that the revised bylaws be immediately filed with the New York State branch of the United States Housing & Urban Development.

Dated: 12/17/2020

Seconded: JOHN POLING

Ayes: 5

Noes:


Amanda Ossenfort
Executive Director
Gloversville Housing Authority

BY-LAWS
of the
GLOVERSVILLE HOUSING AUTHORITY
BOARD OF COMMISSIONERS

**REGULAR MONTHLY MEETING OF THE BOARD OF COMMISSIONERS HELD THE
SECOND MONDAY OF EACH MONTH AT 6:00 P.M.**

Meeting Location:

**GHA ADMINISTRATIVE OFFICE at
DuBois Garden Apartments
181 West Street, Gloversville, NY 12078-1911**

**Office: 518.773.7308
TDD Relay: 1.800.545.1833, Ext. 341**

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BY-LAWS
GLOVERSVILLE HOUSING AUTHORITY

ARTICLE I: AUTHORITY

Section 1: Name

The name of the Authority shall be the GLOVERSVILLE HOUSING AUTHORITY.

Section 2: Administrative Office Location

The administrative office of the Gloversville Housing Authority is located at DuBois Garden Apartments, 181 West Street, Gloversville, New York 12078-1911. All official books and records, including all electronic files, of the Gloversville Housing Authority shall be kept at and/or maintained and accessible on Authority computers at the office herein designated, unless otherwise provided by Authority resolution.

Section 3: Mission

The mission of the Gloversville Housing Authority is: "The Gloversville Housing Authority shall at all times develop and operate each development solely for the purpose of providing decent, safe, and sanitary housing for eligible families in a manner that promotes serviceability, economy, efficiency, and stability for the developments, and the economic and social well-being of the residents."

Section 4: Seal

The official seal of the Authority shall be as follows: Two concentric circles, between their circumferences the name of the Authority, "Gloversville Housing Authority" and within the inner circle, the words: "Corporate Seal 1964 New York".

Section 5: Incorporation

The Gloversville Housing Authority was incorporated March 18, 1963.

ARTICLE II: MEMBERS OF THE AUTHORITY

Section 1: Composition

The Gloversville Housing Authority shall consist of seven members.

a. Appointive Members

Five (5) of the seven (7) members shall be appointed by the Mayor of the City of Gloversville to staggered five (5) year terms in accordance with Section 30 Organization of Authorities of the Public Housing Law.

1. Per Section 30, not more than one member of an authority may be an official or an employee of the municipality at any one time. If appointed as a

member there is no forfeiture of municipal office or employment. The term of office of a member of an authority who is an official of the municipality shall terminate at the expiration of the elected term of municipal office.

2. The terms for members appointed to the board are as follows:

Seat 1 – present term expires December 7, 2021. Subsequently, all terms will be for five years, starting with the next full term being December 8, 2021 through December 7, 2026. This seat is presently occupied by Marcia Weiss.

Seat 2 – present term expires December 7, 2022. Subsequently, all terms will be for five years, starting with the next full term being December 8, 2022 through December 7, 2027. This seat is presently occupied by John Poling

Seat 3 – present term expires December 7, 2023. Subsequently, all terms will be for five years, starting with the next full term being December 8, 2023 through December 7, 2028. This seat is presently occupied by Margaret Pedrick.

Seat 4 – present term expires December 7, 2024. Subsequently, all terms will be for five years, starting with the next full term being December 8, 2024 through December 7, 2029. This seat is presently occupied by Brenda Leitt.

Seat 5 – present term expires December 7, 2025. This seat is presently vacant. The vacancy filled will be through December 7, 2025. Subsequently, all terms will be for five years, starting with the next full term being December 8, 2025 through December 7, 2030

b. Elected Tenant Members

The remaining two (2) members shall be residents of the Authority (including Section 8 residents) and shall each be elected by fellow residents to staggered two (2) year terms. Each year, the tenant elections will be held on the third Tuesday in the month of April. For the year 2021, tenant elections will be held for both seats that are elected by tenants. The initial terms for each tenant-elected seat shall be for two years and one year, respectively. Thereafter, each term shall be for two years.

1. The terms for the elected tenant members are as follows:

Seat 6 – the 2021 tenant election will provide for a term of two years, running from May 1, 2021 through April 30, 2023. Subsequently, all terms will be for two years. This seat presently occupied by Diane Sauve, as a holdover.

Seat 7 – the 2021 tenant election will provide for a term of one year, running from May 1, 2021 through April 30, 2022. Subsequently, all terms will be

for two years, starting with the next full term being May 1, 2022 through April 30, 2024.

- c. **Board of Commissioners**
The seven (7) members consisting of the five (5) appointive members and the two (2) elected tenant members will serve as the Board of Commissioners for the Gloversville Housing Authority.

Section 2: Powers and Responsibilities of Board of Commissioners

- a. The Board of Commissioners shall have general power to control and manage the business of the Gloversville Housing Authority consistent with HUD, New York State Public Housing Laws and any applicable local laws, the Authority's personnel policy, and these By-laws.
- b. The Board of Commissioners shall have the responsibility to:
 - 1. Provide oversight to ensure adherence to all pertinent legal and fiscal requirements for the Gloversville Housing Authority;
 - 2. Keep informed of Authority issues by regularly attending board meetings and actively participating on assigned standing and special committees;
 - 3. Provide final approval of Authority policies and budgets;
 - 4. Approve overall Authority plans;
 - 5. Appoint and remove the Executive Director;
 - 6. Elect Board Officers;
 - 7. Ensure that Authority personnel policies and Authority procedures handbook are established, maintained and reviewed annually; and
 - 8. Annually approve the Authority By-laws.

Section 3: Vacancies and Removals

A vacancy on the Board of Commissioners occurring other than by reason of the expiration of the term of a member shall be filled for the unexpired term, per Section 34, Public Housing Law. A member may be removed from the Board of Commissioners either voluntarily or involuntarily.

a. Vacancies

Vacancy of an appointed member of the Board of Commissioners shall be filled by the mayor of Gloversville. Vacancy of an elected tenant member shall be filled during the regular June election.

b. Removals – Voluntary

- 1. **Resignation.** A member may notify the Board Chair of his or her resignation. Such notification shall be sent in writing by both certified and regular mail to the Board Chair and the Executive Director.
- 2. **Term Expiration.** In the event that a member whose term expires and is either not reappointed or not reelected, the seated member shall be

considered a holdover until an appointed and/or election occurs, as applicable. See Public Housing Law, Sections 30 and 34.

3. **Vacancy of Tenancy.** A tenant member who does not maintain tenancy with the Gloversville Housing Authority will be removed upon vacancy or termination of tenancy.
4. **Death.** Upon the death of an appointed member, the mayor of Gloversville shall be notified. The mayor shall make an appointment to fill the vacancy for the unexpired term. Upon the death of an elected tenant member, the vacancy will be filled for the unexpired term during the regular June election unless the vacancy will exist for more than four months prior to the next election then a special election may be held to fill the vacancy.

c. Removals – Involuntary

1. The mayor of Gloversville may remove a member, whether appointed or elected, of the Authority for “cause” for the following reasons: inefficiency; neglect of duty; misconduct in office. (Section 34, Vacancies and Removals, Public Housing Law).
Reasons may include but are not limited to:
 - i. Documented and material violation of the Authority By-laws or public laws.
 - ii. Substantiated misconduct in the community or with any employee of the Gloversville Housing Authority.
 - iii. Undermining of the good name of the Gloversville Housing Authority.
 - iv. Unauthorized dissemination of confidential information related to the Gloversville Housing Authority.
 - v. Absence from meetings may result in removal from the Board if unexcused absence from meetings by a member exceeds more than three (3) absences in a fiscal year. The Board Chair may excuse an absence for a valid reason.
 - vi. Tenant member’s documented and material violation of his/her lease, public housing regulation or policies of the Gloversville Housing Authority, including becoming subject to removal from occupancy due to the operation of section one hundred fifty-six of PHL. (See Section 30, Article 3, Public Housing Law.)
2. The Board may remove a member, whether appointed or elected, for the following reasons:
 - i. Documented and material violation of the Authority By-laws or public laws.
 - ii. Substantiated misconduct in the community or with any employee of the Gloversville Housing Authority.
 - iii. Undermining of the good name of the Gloversville Housing Authority.

- iv. Unauthorized dissemination of confidential information related to the Gloversville Housing Authority.
- v. Absence from meetings may result in removal from the Board if unexcused absence from meetings by a member exceeds more than three (3) absences in a fiscal year. The Board Chair may excuse an absence for a valid reason.
- vi. Tenant member's documented and material violation of his/her lease, public housing regulation or policies of the Gloversville Housing Authority, including becoming subject to removal from occupancy due to the operation of section one hundred fifty-six of PHL. (See Section 30, Article 3, Public Housing Law.)

Section 4: Conflict of Interest of Member

- a. No member of the Gloversville Housing Authority's Board of Commissioners shall have any right to, or interest in the Authority property or assets. No member shall, for reason of his or her office, be entitled to receive any salary or unapproved compensation from the Authority.
- b. It is the duty of any member of the Board of Commissioners to follow the Gloversville Housing Authority's code of conduct and to report to the Board any conflict of interest, real or apparent, at the earliest possible opportunity. Any person whose social, financial, or personal position precludes objectivity in relation to the affairs of the Gloversville Housing Authority or who has a financial relationship with the Gloversville Housing Authority shall be deemed to have a conflict of interest. It is expressly understood that simultaneous service as both a member of the Board of Commissioners as well as member of Tenant Relations Committee shall be a conflict of interest.
- c. Any member of the Board of Commissioners with such a conflict shall be required to recuse himself or herself during the discussion and subsequent vote on any topic giving rise to the conflict.
- d. Members of the Board of Commissioners shall not engage in any political activity while in the Gloversville Housing Authority property or pertaining to Authority business as per HUD.

ARTICLE III: BOARD OFFICERS

Section 1: General

The Officers of the Board of Commissioners shall be a Chair, a Vice Chair, and a Secretary. The Authority may also appoint, from time to time, such other officers, including a Treasurer, as the Authority may require and fix their duties, powers and terms of office.

Section 2: Nomination of Officers

The Chair shall appoint up to three (3) members to the Nominating Committee in August. The committee shall be responsible for recommending a slate of officers to the Board of Commissioners at the Annual Meeting.

Section 3: Election and Terms of Officers

The Chair, Vice Chair, and Secretary shall be elected by the Board of Commissioners of the Gloversville Housing Authority at the Annual Meeting of the Authority by a majority vote of the voting members present. The officers each will be elected to serve for a one-year term. Officers shall serve until their successors are elected. Election or appointment of an officer or agent shall not in itself create any contract right.

Section 4: Duties of Officers

a. Chair

The Chair shall be a member of the Board of Commissioners of the Authority and be qualified and willing to accept responsibilities outlined in these By-laws. The Chair shall:

1. Preside over all meetings of the Gloversville Housing Authority Board of Commissioners.
2. Appoint an acting secretary, if the Chair and Secretary are to be absent at the same time.
3. Present to the Board any communication that has been addressed to the Chair.
4. Have presented at each Annual Meeting of the Authority a report of the condition of the business of the Authority by the executive director.
5. Call Regular and Special meetings of the Authority in accordance with these By-laws.
6. See that all books, reports, statements, and certificates required by statute are properly kept, made and filed according to law and HUD regulations as administered by the Authority's executive director.
7. Enforce these By-laws and perform all duties incidental to the position of Chair which are required by law and HUD regulations, including the execution of all contracts, agreements, bonds, certificates of indebtedness, deeds, mortgages and leases, countersign checks, notes or other instruments for the payments of funds of the Authority, and shall have general supervision over the business and affairs of the Authority, subject to the direction of the Authority.
8. Present staff salaries to the local legislative body, as required, with assistance from the executive director on an annual basis.
9. Appoint members to standing committees and ad hoc committees as needed.

10. Address Board Member(s) who are not complying with the By-laws.

11. Shall act as ex-officio member of all Board committees.

12. Attend audit exit conference to review annual report.

13. Approve payment of invoices on a weekly basis.

14. Be a co-signor on Authority checks and/or drafts.

15. Perform other duties as required.

b. Vice Chair

The Vice Chair shall be a member of the Board of Commissioners of the Authority and:

1. Be qualified and willing to accept all of the responsibilities of the Chair as outlined in these By-laws.
2. In the event of the absence or inability of the Chair to exercise the duties of Chair, the Vice Chair shall become the Action Chair of the Gloversville Housing Authority, with all the rights, privileges and powers as if the Vice Chair had been the duly-elected Chair.
3. In general, perform all duties incident to the office of Vice Chair and such other duties as from time to time may be assigned by the Chair.

c. Secretary

The Secretary shall be a member of the Board of Commissioners of the Authority and:

1. Be responsible for ensuring the recording of the proceedings of all meetings of the Board of Commissioners.
2. See that all notices are duly given in accordance with the provisions of these By-laws and as required by law, including the New York State Open Meetings Law (ONL), Article 7, Public Officers Law.
3. Be custodian of all records of the Authority and of the seal of the Authority and shall affix the seal to all HUD regulated and required documents as noted in HUD regulations.
4. In general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Chair.

Section 5: Removal of Officers

Any officer identified in Section 1 may be removed from their position as officer by the members of the Board of Commissioners of the Authority by majority vote of the voting members present.

Section 6: Vacancy of Officers

Should any vacancy among the officers occur by death, resignation, or otherwise, the same shall be filled by majority vote of the Board of Commissioners of the Authority for the unexpired portion of the term of such vacated office(s).

Section 7: Signature of Checks

The Chair or the Vice Chair, and the Executive Director shall be authorized to sign the checks or drafts of the Gloversville Housing Authority. Two signatures are required at all times.

ARTICLE IV: EXECUTIVE DIRECTOR

Section 1: General

The Board of Commissioners shall have the responsibility to appoint and the authority to remove an Executive Director.

Section 2: Duty to Board of Commissioners

The Executive Director shall keep the Board of Commissioners informed of Authority activity, including all matters that may require action to be taken by the Board of Commissioners. The Executive Director shall attend all standing committee meeting and special (ad hoc) committee meetings as designated by the Chair. The Executive Director shall carry out all duties and responsibilities and meet the job requirements as outlined in the job description for the Gloversville Housing Authority's Executive Director.

Section3: Conflict of Interest

It is the duty of the Executive Director to follow the Gloversville Housing Authority's code of conduct and to report to the Board of Commissioners any conflict of interest, real or apparent, at the earliest possible opportunity. If a conflict of interest is identified, the Executive Director shall be required to recuse himself or herself during the discussion and subsequent action taken by the Board of Commissioners on any topic giving rise to the conflict. The Board shall submit to HUD any requests ti have the conflict of interest waived if it is deemed the conflict should be waived for good cause shown.

ARTICLE V: BOARD MEETINGS

Section 1: Parliamentary Authority and Posting

Except as otherwise stated by these By-laws, all Board meetings shall follow the guidelines established by the New York State Open Meetings Law (OML) and Robert's Rules of Order (Newly Revised). In accordance with OML, a meeting notice shall be publicly posted for each open meeting, including the Annual meeting, Regular meetings and Special meetings held by the Gloversville Housing Authority's Board of Commissioners.

Section 2: Order of Business

- A. Call to Order
 - 1. Pledge of Allegiance
 - 2. Moment of Silence
- B. Roll Call
- C. Approval of the Minutes
- D. Public Comment
- E. Announcements of Commissioners
- F. Communications (Board Chair to report on any he/she received)
- G. Old Business
- H. Executive Director's Report

- I. Board Committee Reports
- J. New Business
 - 1. Resolutions
 - 2. Other Action
- K. Executive Session (as needed)
- L. Adjournment

The Order of Business may be changed by the Chair if necessary.

Section 3: Annual Meeting

The Annual meeting of the Gloversville Housing Authority shall be held on the second Monday of September immediately following the Regular meeting. Should the day appointed for holding such meeting fall upon a legal holiday, the meeting shall be held the next succeeding Tuesday thereafter. The time, date and location of the Annual meeting may be modified with appropriate notice at the discretion of the Board.

- a. The Secretary shall direct the Executive Director to send to every member of the Board of Commissioners a notice specifying the time and place of such Annual meeting at least seven (7) days but not more than three (3) weeks in advance of the meeting.
- b. The purpose of the Annual meeting shall be to :
 - 1. Elect the Officers.
 - 2. Review the Annual Report.
 - 3. Review and approve any changes to the Order of Business.
 - 4. Review and approve the By-laws.
 - 5. Conduct other business deemed necessary by the Board of Commissioners.

Section 4: Regular Meeting

A Regular meeting of the Gloversville Housing Authority shall be held at least once a month on the second Monday at 6:00 p.m. at the Administrative Office of the Authority. Should the day appointed for holding such meeting fall upon a legal holiday, the meeting shall be held the next succeeding Monday thereafter.

The board may from time to time hold the meeting on a different day and time and that under such circumstances, notice/publication of the meeting shall be made in the same manner as for a "Special Meeting" set forth at Section 5 of this Article.

- a. At least seven (7) days and not more than three (3) weeks prior to each meeting, the Secretary shall direct the Executive Director to send the following items to each member of the Board of Commissioners:
 - 1. Notice specifying the time and place of the meeting;
 - 2. Statement requesting members to contact the Board Chair if unable to attend;

3. The meeting agenda;
4. Resolution(s) to be presented;
5. Minutes of the previous meeting(s);
6. Any other documentation or notification clarifying agenda items.

Section 5: Special Meeting

A Special meeting of the Gloversville Housing Authority may be called at any time by the Chair of the Board of Commissioners upon majority vote of the Board. The Chair of the Authority may when he/she deems it necessary or proper and shall, upon the written request of two members of the Authority, call a Special meeting for the purpose of transacting any business designated in the notice thereof.

Notification of the Special meeting shall be served either personally or by USPS mail or electronic mail upon each member of the Board of Commissioners of the Authority at least 48 hours prior to the time set for the meeting, however, such notice of 48 hours may be waived by written consent of the members. The notification shall state the reason for the Special meeting, the business to be transacted at the meeting, and by whom the meeting was called. No business other than that specified in the notice may be transacted at such special meeting without the unanimous consent of all the members of the Board of Commissioners present at the meeting.

Section 6: Executive Session

Closed or "Executive" session may be entered into by the members of the Board of Commissioners during an open meeting under certain circumstances, per the Open Meetings Law (OML). The public is excluded from attending the Executive session unless specifically authorized by the Board of Commissioners to attend. The OML states that a motion must be made during an open meeting to enter into Executive session; then, a motion must identify the general area or areas of the subject or subjects to be considered; and third, the motion must be carried by a majority vote of the total membership of the Board of Commissioners. No action by formal vote shall be taken without reconvening to the open meeting.

Section 7: Quorum

The seven (7) members consisting of the five (5) appointive members and the two (2) elected tenant members serve as the Board of Commissioners for the Gloversville Housing Authority.

A quorum will be satisfied when a majority of four (4) of the seven (7) members of the Board of Commissioners are attending any open meeting of the Authority. If less than a majority (quorum) of the Board is present at a meeting, no meeting may take place. The Board Secretary shall reflect that a quorum was not present and that the meeting could not take place.

Section 8: Voting

Voting shall be by roll call vote, by voice, or by a show of hands of the members present at all meetings of the Gloversville Housing Authority's Board of Commissioners. Each Board member shall have one (1) vote on each matter submitted to a vote of the members of the Board of Commissioners. Proxy voting is prohibited and there will be no secret votes at any meeting of the Gloversville Housing Authority. Unless otherwise stated in the By-laws, all action of the

Board must be decided by a majority of Board members present provided a quorum is met. The voting results shall be entered upon the minutes of the meeting.

ARTICLE VI: BOARD COMMITTEES

Section 1: Standing and Special Committees

The Board committees shall be designated as Standing or Special (ad hoc). The committees assist with reducing the workload of the full board by allowing related topics and designated activities to be discussed in committee. Board committees may make reports and recommendations to the Board of Commissioners; decisions on action items are made by the Board of Commissioners.

Section 2: Standing Committees

The Standing Committees shall be: Executive; Finance; Buildings and Grounds; Personnel; and Tenant Relations. All standing committees shall consist of no more than three (3) members of the Board. Members of all committees shall be appointed by the Board Chair, or the Vice Chair, if directed by the Chair to do so. The Board Chair shall appoint the chair of each committee. Meetings of standing committees may be held as needed. Committee participation by Board members is required as assigned.

- a. **Executive Committee**
The Executive Committee shall consist of three elected officers of the Board. The Executive Committee shall meet when Authority matter arise that other standing committees do not normally address and or that need immediate attention due to potential impact on the Authority prior to the next meeting of the Board. If the Executive Committee determines after meeting that immediate Board action is required a Special Meeting may be called.
- b. **Finance Committee**
The Finance Committee shall be responsible for regularly monitoring and reporting the finances of the Gloversville Housing Authority and recommending to the Board any modifications to the budget of the Authority which may be necessary to properly carry out the functions, procedures and guidelines of the Authority. The Finance Committee will review the annual audit and report key finding to the Board.
- c. **Buildings and Grounds Committee**
The Buildings and Grounds Committee shall be responsible for reviewing and monitoring Authority activity related to major projects, proposals, contracts, and maintenance issues related to buildings and grounds.
- d. **Personnel Committee**
The Personnel Committee shall be composed of the Board Chair plus two (2) other members of the Board. The Personnel Committee shall be responsible for overseeing personnel activities of the Gloversville Housing Authority. The Personnel Committee is responsible for recommending changes in the Personnel Policy and Procedures Handbook to the full Board. The Committee will be kept apprised by the Executive Director of relevant personnel matters, including all matters that may require Board action, including revisions to

personnel policies and Authority procedures. The Personnel Committee is also responsible for conducting the annual performance evaluation of the Executive Director. In case of a vacancy in the position of the Executive Director, the Personnel Committee is responsible for organizing and running a search for a successor. The Personnel Committee, in consultation with the Executive Director, proposes the annual compensation budget for all staff subject to the full Board approval.

e. **Tenant Relations Committee**

The Tenant Relations Committee shall be responsible for reviewing issues presented in writing to them by either the tenant or the Executive Director that were not satisfactorily resolved between the tenant and the administration of the Gloversville Housing Authority. Before the Tenant Relations Committee will considering reviewing the unresolved issue, documentation must be provided demonstrating a good faith effort to resolve the issue by the tenant and the applicable employee(s) of the Authority administration. The Tenant Relations Committee will keep the Board informed of any unresolved issues referred to them by either the tenant or the Executive Director and the outcome.

Section 3: Special Committees

Special (ad hoc) committees shall be appointed by the Chair, with the consent of the Board. Special committees are created for a specific task or circumstance. The appointed members focus on the activities related to the task or circumstance. The committee shall be discharged upon completion of the assigned task

ARTICLE VII: IMMUNITY/INDEMNIFICATION/INSURANCE

Section 1: Immunity

Each Commissioner of the Authority shall be immune from liability from any claim of any nature whatsoever for any statements made or actions taken during his/her term as Commissioner taken in the good faith exercise of the powers granted and duties imposed under the law governing the Gloversville Housing Authority.

Section 2: Indemnification

The Gloversville Housing Authority shall indemnify all members of its Board of Commissioners against claims, actions, judgments, fines, amounts paid in settlement, and reasonable expenses and costs, including attorney's fees, in connection with any claim asserted against any Commissioner(s), by action in court or otherwise, by reason of any act, statement or omission of any Commissioner(s) who acting in his/her capacity objectively acted in good faith for a purpose that such person reasonably believed to be in the best interest of the Authority and not unlawful.

Section 3: Insurance

The Gloversville Housing Authority will purchase appropriate indemnification insurance coverage (directors and officers liability insurance) for its Board of Commissioners to cover acts taken during their tenure.

ARTICLE VIII: AMENDMENTS TO THE BY-LAWS

Section 1: Adoption

All previously adopted by-laws, and or Board resolutions pertaining to previously adopted by-laws, shall be considered null and void upon adoption of amendments to the by-laws by the Board of Commissioners.

Adopted this 17 day of December, 2020

By

Marcia Weiss 12/17/2020

Marcia Weiss, Board Secretary

Date

John Poling

John Poling, Board Chair

Date

SEAL