

2 BY- LAWS

3 ARTICLE I—THE AUTHORITY

4 Section 1. Name of Authority The name of the Authority shall be the
5 Caldwell Housing Authority as identified by the NUNC PRO TUNC Resolution #71-16
6 by the Council of the of the Caldwell City of Caldwell, April 18, 2016.

7 Section 2. Identity of the Authority The Caldwell Housing Authority
8 shall have a single business logo (seal or insignia) as defined by this section. The logo of
9 the Caldwell Housing Authority will reflect the current values or vision of the Caldwell
10 Housing Authority and may be revised at any time by resolution of the Board. The
11 official logo shall be the only identity of the Caldwell Housing Authority and shall be
12 used on official letterhead, business cards, facsimiles, contracts, receipts, and other
13 official documents.

14 Section 3. Purpose of Authority The Caldwell Housing Authority was
15 created by resolution of the Council of the City of Caldwell on June 3rd, 1946, to operate
16 in conjunction with Title 50 Chapter 19 of the Idaho Code. Its “authority” under law was
17 reaffirmed by Resolution of the Caldwell City Council on April 18, 2016. The Caldwell
18 Housing Authority performs public and essential functions, including, but not limited to
19 the following:

- 20 a) To sue and to be sued; to have a seal and to alter the same at pleasure; to have
21 perpetual succession; to make and execute contracts and other instruments

- 1 necessary or convenient to the exercise of the powers of the authority as outlined
2 by the law [IC 50-1904(a)].
- 3 b) Within the area of operation: to prepare, carry out, acquire, lease and operate
4 housing projects; to provide for the construction, reconstruction, improvement,
5 alteration or repair of any housing project or any part thereof [IC 50-1904(b)].
- 6 c) To arrange or contract for the furnishing by any person or agency, public or
7 private, of services, privileges, works or facilities for, or in connection with, a
8 housing project or the occupants thereof [IC 50-1904(c)].
- 9 d) To lease or rent any dwellings, houses, accommodations, lands, buildings,
10 structures or facilities embraced in any housing project and, subject to the
11 limitations of the law [IC 50-1904(d)].
- 12 e) To invest any funds held in reserves or sinking funds, or any funds not required for
13 immediate disbursement, in property or securities in which banks may legally
14 invest funds, subject to the control of the Caldwell Housing Authority; to purchase
15 its own bonds at a price not more than the principal amount thereof and accrued
16 interest, and all bonds so purchased shall be cancelled [IC 50-1904(e)].
- 17 f) Within its area of operation: to investigate into living, dwelling and housing
18 conditions and into the means and methods of improving such conditions[IC 50-
19 1904(f)].
- 20 g) Acting through one (1) or more commissioners or other person or persons
21 designated by the authority, to conduct examinations and investigations and to hear

1 testimony and take proof, under oath, at public or private hearings on any matter
2 material for its information; to administer oaths, issue subpoenas requiring
3 attendance of witnesses or the production of books and papers [IC 50-1904(g)].

4 h) To make, purchase, participate in, invest in, take assignments of, or otherwise
5 acquire loans to persons of low income to enable them to acquire, construct,
6 reconstruct, rehabilitate, improve, lease or refinance their dwellings, and to take
7 such security therefor as is deemed necessary and prudent by the Caldwell
8 Housing Authority [IC 50-1904(h)].

9 i) To make, purchase, participate in, invest in, take assignments of, or otherwise
10 acquire loans for the acquisition, construction, reconstruction, rehabilitation,
11 improvement, leasing or refinancing of land, buildings or developments for
12 housing for persons of low income. For purposes of this subsection, development
13 shall include either land or buildings or both [IC 50-1904(i)].

14 j) Any housing project shall be subject to the requirement that all units be made
15 available to low income persons according to the law [IC 50-1904(j)].

16 k) To exercise all or any part or combination of powers herein granted and
17 specifically expressed under Idaho Code [IC 50-1904(k)].

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19 Section 4. Office of Authority The offices of the Caldwell Housing
20 Authority shall be located at Farmway Village located on the northeast corner of
21 Highway 44 and Farmway Road in Caldwell, Idaho.

1 Section 5. Board of Commissioners The Caldwell Housing Authority shall
2 be managed by a Board of Commissioners, also known as, and commonly referred to as a
3 Board of Directors. The Board shall consist of at least five (5) members and no more
4 than seven (7) members [50-1910].

5 Section 6. Commissioner Appointment Commissioners of the Board of the
6 Caldwell Housing Authority shall be appointed by the mayor and confirmed by the
7 Caldwell City council for a term of five (5) years. Terms are staggered with one term
8 expiring December of each calendar year provided that a commissioners appointment
9 extends into a following term until the mayor appoints or reappoints a person to serve the
10 balance of the following term. Vacancies are filled in the same manner as the original
11 appointments were made, but for the unexpired term.

12 Section 7. Commissioner Resignation Any Commissioner may resign at
13 any time by giving written notice to the Board Chair. Such resignation takes effect at the
14 time specified in the resignation, or if the time is not specified, upon receipt thereof.
15 Unless otherwise specified in the resignation, the acceptance of a resignation is not
16 necessary to make it effective [50-1910]. Commissioner may not be compensated for
17 serving in any capacity; except that he or she is entitled to reimbursement for necessary
18 expenses, including travel expenses, incurred in the discharge of his or her duties [50-
19 1910].

1 Section 3. Vice Chair / Vice President. The Vice Chair / Vice President shall
2 perform the duties of the Chair / President in the absence or incapacity of the Chair /
3 President.

4 Section 4. Treasurer. The Board shall choose a member to act as
5 Treasurer to the Board. The duties of the Treasurer shall be concerning the regular
6 accounts payable, including payroll and staff reimbursements that occur as a normal
7 extension of the business of the Authority. The Treasurer shall meet monthly or as
8 expedient with Caldwell Housing Authority staff to review and account summaries and
9 countersign necessary payments. In the event the Treasurer will be unavailable to
10 countersign payments, he/she shall arrange for another Board member to act as Treasurer
11 for that period of time and shall advise the Executive Director of the same [50-1910].

12 Section 5 Secretary. The Board shall appoint and employ an Executive
13 Director, who serves as ex-officio Secretary of the Board. The Secretary / Executive
14 Director cannot be selected from any person currently appointed by the Caldwell City
15 Council to the Board of the Caldwell Housing Authority. In his/her capacity, the
16 Executive Director: (1) keeps or causes to be kept, correct and permanent records of the
17 Authority; (2) manages the day to day operations of the Caldwell Housing Authority, (3)
18 hires or appoint persons to positions authorized by the Board; (4) executes agreements
19 and contracts per Board approval, (5) assures the regular maintenance of Caldwell
20 Housing Authority property, (6) undertakes projects to improve or expand housing and
21 related services to low income individuals (7) acts as Secretary of the Board meetings of

1 the Caldwell Housing Authority and records all votes; and (8) performs all other duties
2 incident to his/her office. The Executive Director shall serve at the pleasure of the Board.

3 Section 6 Special Elections. Upon passage of an official resolution of the
4 Board, a *Special Elections Meeting* may be scheduled in June of any year to elect new
5 officers to the Board. Officers may serve two (2) consecutive terms. Terms are
6 continuous and official and run consecutively between *Special Elections Meetings*. No
7 elections may take place without a prior resolution for a *Special Elections Meeting*.

8 Article III—Finances

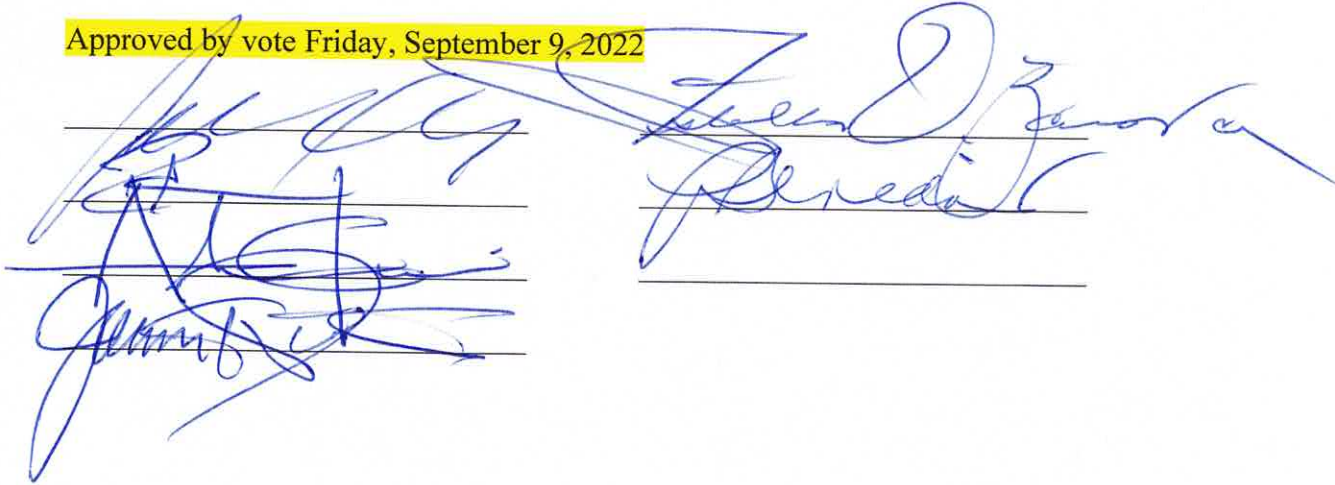
9 Section 1. Bank Accounts. The Caldwell Housing Authority shall, from
10 time to time, and as necessary, select banking and financial institutions that best meet the
11 needs of the organization. Consideration should first be given to financial institutions
12 that have branch offices in Caldwell and serve the greater Caldwell area. Consideration
13 should also be given to banking and financial institutions who are committed to
14 development and re-development activities in the Caldwell area.

15 Section 2. Signators to Account. The Chair / President of the Board, the
16 Secretary / Executive Director, and the Financial Officer shall be signators to all accounts
17 of the Caldwell Housing Authority. In addition, Commissioners / Directors of Board
18 shall be signators to the general account of the Caldwell Housing Authority. Although
19 Commissioners / Directors are exempt from personal liability with regards to financial
20 decisions regarding the Caldwell Housing Authority, any of them may opt out of this
21 responsibility.

1 Amendments to By-Laws. The Board may from time to time amend and repeal
2 bylaws, rules and regulations, not inconsistent with the law to carry into effect the powers
3 and purposes of the Caldwell Housing Authority.

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5 Approved by vote Friday, September 9, 2022

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The image shows several handwritten signatures in blue ink over horizontal lines. On the left side, there are three distinct signatures. On the right side, there are two signatures, with the top one being significantly larger and more stylized than the one below it.