



## URBAN RENEWAL AGENCY BYLAWS

### ARTICLE I - AGENCY

**Section 1. Name.** The name of the Agency shall be "Harrisburg Redevelopment Agency - The Urban Renewal Agency of the city of Harrisburg, Oregon," as the duly designated urban renewal agency of the City of Harrisburg, Oregon, in accordance with Ordinance No. 626 adopted by the City Council of the City of Harrisburg, Oregon, on December 23rd, 1992.

**Section 2. Seal.** The seal of the Agency shall be in the form of a circle and shall bear the name Harrisburg Redevelopment Agency - The Urban Renewal Agency of the City of Harrisburg, Oregon, and the year of its organization, to-wit: 1992.

**Section 3. Office.** The office of the Agency shall be at 120 Smith St, Harrisburg, Oregon, or at such other location as the Agency may from time to time designate by resolution.

### ARTICLE II - OFFICERS, PERSONNEL, COMMITTEES

**Section 1. Officers.** The officers of the Agency shall be a chairman, a vice-chairman, an executive director, a legal counsel, a treasurer, a secretary, and any other officers whom the Agency deems necessary.

**Section 2. Chairman.** The Chairman shall be the Mayor of the City of Harrisburg. The chairman shall preside over all deliberations of the Agency. The chairman shall have a vote on all questions before the Agency. Except as otherwise provided by resolution of the Agency, the chairman shall sign all contracts, deeds and other instruments authorized to be executed by the Agency. At each meeting, the chairman shall submit such recommendations and information, as the chairman may consider proper concerning the business, affairs and policies of the Agency.

**Section 3. Vice-Chairman.** The vice-chairman shall be the President of the council of the City of Harrisburg. In the chairman's absence from an agency meeting, the vice-chairman shall preside. Whenever the chairman is unable to perform the functions of the office, the vice-chairman shall act as chairman. If both the chairman and vice-chairman are absent from an Agency meeting, the members present shall select one of their numbers to perform the chairman's functions at the meeting.

**Section 4. Executive Director.** The Executive Director shall be the chief executive officer and administrative head of the Agency and shall be responsible to the Agency for the proper administration of the affairs placed in the Executive Director's hands. The Executive Director shall administer the affairs of the Agency in accordance with Federal, State and local laws. The Executive Director shall see that all contracts of the Agency are carried out in the best interest of the Agency under appropriate law.

- (a) The Executive Director shall cause to have prepared plans, reports, and other necessary matters concerning any given Urban Renewal or Redevelopment Areas; and shall report from time to time to the Agency on the status of the Urban Renewal or Redevelopment Programs.
- (b) The Executive Director shall appoint and remove appointive agency officers and employees except as the Bylaws otherwise provide and shall have general supervision and control over them and their work.
- (c) The Executive Director shall serve as the budget officer of the Agency.
- (d) The City Administrator of the City of Harrisburg shall act as the Executive Director of the Agency.

**Section 5. Legal Counsel.** The legal counsel shall advise the Agency in all matters coming before the Agency. The legal counsel shall be the City Attorney of the City of Harrisburg.

**Section 6. Treasurer.** The treasurer shall be responsible for the fiscal administration of all funds of the agency. The treasurer shall be appointed by the Executive Director of the Agency.

**Section 7. Secretary.** The secretary shall keep the official records of the Agency, attest signatures of the Agency, certify copies of Agency documents, and perform such other duties required of the secretary. The secretary shall keep in safe custody the seal of the Agency and shall affix such seal to all contracts and instruments authorized to be executed by the Agency. The secretary shall be appointed by the Executive Director.

**Section 8. Additional Duties.** The officers of the Agency shall perform such other duties and functions as may from time to time be required by the Agency.

**Section 9. Additional Personnel, Committees.** The agency may, from time to time, employ such personnel and create committees, subcommittees or advisory groups as it deems necessary to exercise its powers, duties and functions as prescribed by the laws of the State of Oregon applicable thereto.

### **ARTICLE III - MEETINGS**

**Section 1. Annual Meeting.** The annual meeting of the Agency shall be held on the second Tuesday in January immediately following the Harrisburg City Council meeting, at the regular meeting place of the Agency. In the event such day falls on a legal holiday, the annual meeting shall be held on the next succeeding Tuesday.

**Section 2. Regular Meetings.** Regular meetings shall be held at such time and place as determined by resolution of the Agency.

A regular meeting may be adjourned to a later date by a vote of the majority of the members present and voting.

**Section 3. Special Meetings.** The chairman of the Agency upon the chairman's own motion may, or upon the written request of two members of the Agency shall, call a special meeting of the Agency, notice of which shall be given by the appointed secretary to all members of the Agency at the time of the call.

Special meetings may also be held at any time by the common consent of all the members of the Agency.

Unless otherwise specified in the call, all special meetings of the Agency shall be held at the regular meeting place of the Agency.

Public notification of the special meeting shall be made as widely and timely as possible.

**Section 4. Open Meetings.** The deliberations and proceedings of the Agency shall be public except as state law allows otherwise. All such meeting shall be electronically recorded.

**Section 5. Quorum.** The powers of the Agency shall be vested in the members thereof in office from time to time. A majority of the Agency shall constitute a quorum to do business, but a smaller number may adjourn from time to time until a quorum is obtained.

**Section 6. Order of Business.** At the regular meetings of the Agency, the following agenda shall be substantially the order of business:

- (a) Roll Call.
- (b) Approval of minutes of previous meeting.
- (c) Concerned Citizens.
- (d) Report of Executive Director.
- (e) Unfinished business.
- (f) New and miscellaneous business.
- (g) Adjournment.

**Section 7. Manner of Voting.** Voting shall be by record vote.

**Section 8. Robert's Rules.** All rules of order not herein provided for or provided for by resolution shall be determined in accordance with Robert's Rules of Order Newly Revised (1981 Edition).

## **ARTICLE IV - FINANCIAL**

**Section 1. Separate Fund.** A separate fund or funds of the City of Harrisburg shall be established for the Agency. All disbursements from these funds shall be authorized by the Agency.

**Section 2. Budget.** Budget procedure followed for all other funds of the City of Harrisburg shall also be substantially followed for the fund or funds of the Agency.

**Section 3. Audit.** An annual audit of the fund or funds of the Agency shall be performed by the auditor of the City of Harrisburg using the same procedures as are used for all other funds of the City.

**Section 4. Signatures on Checks.** All checks drawn upon the accounts of the Agency shall bear two signatures. Authorized signers on the Accounts of the Agency shall be the Executive Director, the Secretary, the Chairman, and the Vice-Chairman.

## **ARTICLE V - AMENDMENTS**

**Section 1. Amendment of Bylaws.** These Bylaws may be amended by resolution at any regular or special meeting of the Agency by a 2/3 vote of the voting quorum present, provided that the proposed amendment has been submitted in writing to all members at least six days prior to the meeting where amendment is to be considered.

[HRA By-Laws Adopted by Resolution No. HRA-60, on Jan 8, 2019, with previous versions being repealed.]