



**Housing Authority Commission By-Laws**

**WHEREAS**, the Sault Ste. Marie Tribe of Chippewa Indians is duly organized Indian Tribe under the Indian Reorganization Act of 1934, as amended; and

**WHEREAS**, the Sault Tribe Housing Authority (STHA) is a Tribally Designated Housing Entity (TDHE), as created by Tribal Ordinance, Tribal Code Chapter 90; and

**WHEREAS**, the STHA finds it necessary to amend the By-Laws, Article II, Section 9, removal of commission members, by changing the language as presented; and

**NOW, THEREFORE, BE IT RESOLVED**, the Sault Tribe Housing Commission does hereby adopt by resolution the amendments to the Sault Ste. Marie Tribe of Chippewa Indians Housing Authority Commission By-Laws as written.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, all previous versions of the Sault Ste. Marie Tribe of Chippewa Indians Housing authority Commission By-laws be rescinded.

Sault Tribe

Housing Authority

154 Parkside

Kincheloe

Michigan

49788

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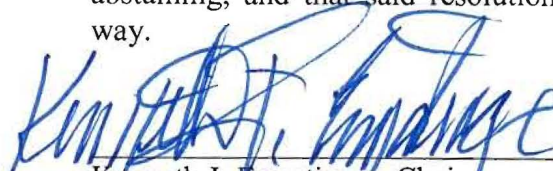
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**CERTIFICATION**

We, the undersigned, as Chairperson and Secretary/Treasurer of the Sault Tribe Housing Commission, certify that the Sault Tribe Housing Commission is composed of 7 members, 5 members constituting a quorum, were present at the meeting thereof duly called, noticed, convened and held on the 24 day of August, 2020; that the foregoing resolution was adopted at the said meeting by an affirmative vote of members 4 for, 0 against, 0 abstaining; and that said resolution has not been rescinded or amended in any way.

  
Kenneth J. Ermatinger, Chairperson  
Sault Tribe Housing  
Authority Commission

  
Heather L. Alstrom, Secretary/Treasurer  
Sault Tribe Housing  
Authority Commission

## **BY-LAWS OF**

The Sault Ste. Marie Tribe

Chippewa Indians Housing Authority Commission

### **ARTICLE 1 - THE AUTHORITY**

**Section 1 - Name of Authority.** The name of the Authority shall be the Sault Ste. Marie Tribe of Chippewa Indians (herein called the "Tribe"), Housing Authority (herein called the "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 the Authority.** The Administrative office of the Authority shall be at 154 Parkside Drive, Kincheloe, MI 49788.

### **ARTICLE II - OFFICERS**

**Section 1 – Commissioners.** Are appointed by the Tribal Board of Directors for a 4 year term. Commissioners may be re-appointed at the end of each 4 year term, without term limits.

Commissioners represent each of the geographic areas (units) of the Tribes service area, preference given to members from the vacant unit. However, if the vacancy lasts for a period of six months or more, the Commission will open the vacancy to members residing in any unit to represent the vacant unit.

**Section 2 - Officers.** The officers of the Authority shall be a Chairperson, a Vice Chairperson, and a Secretary/Treasurer.

**Section 3 - Chairperson.** The Chairperson shall preside at all meetings of the Board of Commissioners (herein called the "Commission"). The Chairperson does not vote unless there is a tie. Except as otherwise authorized by resolution by the Commission, the Chairperson shall sign all contracts, deeds and other legal instruments on behalf of the Authority. At such meeting, the Chairperson shall submit such recommendations and information as may be considered proper concerning the business, affairs, and policies of the Authority.

**Section 4 - Vice Chairperson.** The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in case of the resignation or death of the Chairperson, the Vice Chairperson shall perform the Chairperson's duties until such time as a new Chairperson is appointed.

**Section 5 - Secretary/Treasurer.** The Secretary/Treasurer shall monitor and assist the Recording Secretary to ensure complete and accurate records of all meetings and actions taken by the Commission. The Secretary/Treasurer shall monitor and assist staff accountants to ensure complete and accurate financial records, make periodic reports to the Commission and submit a complete annual report, in written form, to the Sault Ste. Marie Tribe of Chippewa Indians Board

of Directors (herein called the "Board of Directors") as required by Tribal Ordinance No.1, adopted August 28, 1974.

**Section 6 - Housing Director.** The Housing Director of the Authority shall be hired by the Tribe's Executive Director and Housing Commission upon concurrence of the Tribal Board of Directors. The Housing Director shall have general supervision over the administration of the business and affairs of the Authority, and shall be charged with the management of its housing projects. The Commission has the authority to review all decisions of the Housing Director.

**Section 7 - Additional Duties.** The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Commission and the By-laws, rules and regulations of the Authority.

**Section 8 - Election or Appointment.** The Commission shall submit to the Board of Directors its recommendation of a Chairperson to hold a four (4) year term of office. The Vice Chairperson and Secretary/Treasurer shall be elected at the annual meeting of the Commission from among the members of the Commission, and shall hold office for one (1) year or until their successors are elected and qualified. The Commission shall submit to the Board of Directors its recommendation for Commissioner appointment and/or re-appointments.

**Section 8a - Officer Vacancies.** Should the office of the Vice Chairperson and Secretary/Treasurer become vacant, the Commission shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of office. The Board of Directors shall accept all resignations from office.

**Section 8b - Commissioner Member Vacancies.** Should a member of the Commission resign or be removed the Commission must declare the seat vacant to the Board of Directors. The Secretary to the Board of Directors will publicly solicit applicants for the vacancy. The Commission will review applications, select a final applicant, and recommend such appointment to the Board of Directors for final approval.

**Section 9 - Removal of Commission Members.** Any Commission Member may be removed by a majority of the Commission with the approval of the Board of Directors whenever, in their judgment, the best interest of the Commission will not be served thereby, including, but not limited to, missing three (3) regular meetings per calendar year without being excused. Excused is defined as illness for self or family, work related commitments, medical appointments, and preplanned vacations with notification from the commissioner prior to 7:00a.m. on the day of the scheduled meeting. Once a Commission Member is removed, the seat must be declared vacant to the Board of Directors for a new member to be appointed.

**Section 10 - Additional Personnel.** The Authority may from time to time employ such personnel as it deems necessary to carry out its powers, duties and functions as prescribed by law and through a Board of Director's resolution. The selection and compensation of such personnel (including the Housing Director) shall be in accordance with the personnel policies of the Sault Ste. Marie Tribe of Chippewa Indians.

### **ARTICLE III - MEETINGS**

**Section 1 - Annual Meeting.** The annual meeting of the Commission shall be the first meeting of the calendar year.

**Section 2 - Regular Meetings.** A schedule of regular monthly meetings shall be determined at the annual meeting for that calendar year at the regular meeting place of the Commission. The annual calendar will be published; this shall serve as public notice. In the event such date falls on a legal holiday, the regular meeting shall be rescheduled and/or cancelled. If there is no quorum present, the meeting shall be cancelled and rescheduled.

**Section 3 - Special Meetings.** Special meetings may be scheduled to accommodate a previously cancelled regular meeting. The Chairperson may, call a Special Meeting of the Commission for the purpose of transacting any business designated in the notice. At such Special Meeting no business shall be considered other than as designated in the notice, and no action may be taken without the concurrence of a majority of the Commission, but if all of the members of the Commission are present at a Special Meeting any and all business may be transacted at such meeting.

**Section 4 – Meeting Notice.** The recording secretary of the Commission shall give all Commission members written notice of all Regular Meetings at least five (5) calendar days in advance of such meetings. The recording secretary shall give all Commission members written notice of all Special Meetings at least five (5) calendar days in advance of such meetings.

**Section 5 - Quorum.** The powers of the Authority shall be vested in the members of the Commission thereof in office. Four (4) voting members of the Commission shall constitute a quorum for the transaction of business. When a quorum is in attendance, action may be taken by the Authority only upon a vote of the majority of the members of the Commission present except with respect to emergency meetings as provided by Section 3 of this Article, and with respect to the adoption of bond resolutions which require adoption by the vote of an absolute majority of the Commission

**Section 6 - Order of Business.** At a regular meeting of the Authority the following shall be the order of business:

1. Roll Call.
2. Opening Prayer.
3. Approval of previous meeting minutes.
4. New Business.
5. Old Business.
6. Financials.
7. Adjournment.

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

**Section 7 - Manner of Voting.** The voting on all questions coming before the Commission shall be by roll call, if necessary for audience. Yeas and nays shall be the normal practice of voting and will be entered upon the minutes of such meeting, except in the case of elections when the vote may be by ballot.

**Section 8 - Subcommittee.** The Commission shall have the ability to create ad-hoc or standing subcommittees which shall have the authority to negotiate business on behalf of the Commission. Final authority to transact business is determined by a vote of the majority of the full commission at a regularly scheduled meeting.

#### **ARTICLE IV - AMENDMENTS**

**Section 1 - Amendments to By-laws.** The By-laws of the Authority shall be amended only with the approval of a least a majority of the Commissioners at any Board meeting, provided, that at least seven days written notice thereof has been previously given to all members of the Commission. Any amendments shall be approved by the Board of Directors.