



## Legislation Text

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**DATE:** February 26, 2019

**TO:** Members of the Housing & Redevelopment Authority

**FROM:** Janine Atchison, Housing Coordinator

2019 Housing & Redevelopment Authority Election of Officers

**SUMMARY AND ACTION REQUESTED:**

The Housing & Redevelopment Authority (HRA) to elect new officers for 2019.

**BACKGROUND:**

Each year the HRA must elect officers to fill the positions of Chair, Vice-Chair, and Secretary. Current officers are Dayna Norvold, Chair; Eric Zweifel, Vice-Chair; and Jane Hager Dee, Secretary.

Officer duties include:

Chair. The Chair shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board, the Chair and the Secretary shall sign all contracts, deeds, checks and other instruments made or executed by the Authority.

Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair, until such time as, the Board shall select a new Chair.

Secretary. The Secretary, or designee, shall keep minutes of all meetings of the Board and shall maintain all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board or the by-laws or rules and regulations of the Authority.

**ANALYSIS:**

All appointed HRA Board members are eligible to serve as officers.

**RECOMMENDATION:**

The HRA elect officers for 2019.