

BY-LAWS  
of  
REDEVELOPMENT AUTHORITY  
of the  
City of Harrisburg

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ARTICLE I,

Name, Seal and Office

Section 1. Name. The name of the Authority is "Redevelopment Authority of the City of Harrisburg".

Section 2. Seal. The seal of the Authority shall be in the form of a circle and shall bear the words "Redevelopment Authority of the City of Harrisburg" and the figures "1949".

Section 3. Office. The office of the Authority shall be such place as shall be designated by its members.

ARTICLE II.

Officers

Section 1. General. The officers of the Authority shall be Chairman, Vice-Chairman, Secretary and Treasurer, all of whom shall be members of the Authority. The offices of Secretary and Treasurer may be held by the same person. The Authority may, from time to time, elect additional Vice-Chairmen and Assistants to the Secretary and Treasurer.

Section 2. Chairman. The Chairman shall be the executive head of the Authority. He shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman shall sign all contracts, deeds and other instruments made by the Authority. He shall appoint all Members of such committees as may be necessary. He shall notify the appointing power of the expiration of the term of office of any Member of the Authority at least one month before the date of such expiration. He shall notify the appointing power of any resignation of a Member of the Authority stating the unexpired term thereof. He shall, in the intervals between meetings, consult with the various officers and employees of the Authority regarding the business of the Authority and shall at each meeting submit to the Authority such recommendations and information as he may consider proper concerning its affairs.

Section 3. Vice-Chairman. In the absence of the Chairman, a Vice-Chairman shall preside at all meetings of the Authority and in the case of the resignation, death or inability of the Chairman to perform his duties, a Vice-Chairman shall perform the duties of the Chairman.

Section 4. Secretary. The Secretary shall act as Secretary of the meetings of the Authority and shall keep a record of its proceedings in a minute book, in which he shall record the presence and absence of each Member of the Authority. He shall also enter upon the minutes any and all disclosures by any Member or employee of the Authority of the ownership or control by such Member or employee of any interest, direct or indirect, in any property included in or planned to be included in any project of the Authority, or in any contract for material or services to be furnished or used in connection with any project. He shall promptly transmit to all Members of the Authority and to its General Counsel a copy of the minutes of each meeting of the Authority. He shall have custody of the records of the Authority and shall have power to certify true and correct copies of all contracts, documents or other records of the Authority. He shall have custody of the corporate seal of the Authority and shall attest and affix the seal of the Authority to all contracts, deeds and other instruments made by the Authority. He shall attend to the giving and serving of all notices of meetings of the Authority. He shall have all other powers and shall perform all other duties usually appertaining to the office of Secretary. An Assistant Secretary, in the absence of the Secretary or when the Secretary is not available, shall have the powers and shall perform the duties of the Secretary.

Section 5. Treasurer. The Treasurer shall have the care and custody of all funds of the Authority and shall deposit or cause to be deposited the same in the name of the Authority in such bank or banks as the Authority may select. He shall disburse such funds as may be approved by the Authority, and except as otherwise authorized by resolution of the Authority, he shall sign all orders and checks for the payment of money. The Treasurer shall supervise the keeping of regular books of account showing receipts and expenditures, and at each regular meeting of the Authority (or oftener when requested) shall cause to be rendered to the Authority an accounting of the financial condition to the Authority and of its financial transactions. He shall give such bond for the faithful performance of his duties as the Authority may determine. An Assistant Treasurer, in the absence of the Treasurer or when the Treasurer is not available, shall have the powers and shall perform the duties of the Treasurer.

Section 6. Election of Officers. The officers of the Authority shall be nominated and elected at the annual meeting. All officers shall hold office for a period of one year and until their successors have been elected. All officers shall be eligible for re-election. In case of vacancy in any office, occurring at any time between annual meetings, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office.

### ARTICLE III.

#### Meetings

Section 1. Regular Meetings. The regular meetings of the Authority shall be held without notice on the third Tuesday of each month at 10:30 o'clock A.M. at the office of the Authority, or such other place as the Authority by resolution may adopt.

Section 2. Special Meetings. Special meetings of the Authority may be called at any time by the Chairman and shall be called by him upon the written request of two or more Members of the Authority. The meeting shall be called by the Chairman directing the Secretary to give notice of a special meeting of the Authority for the purpose of transacting any business designated in the call. Such notice shall be signed in the name of the Secretary and shall be given to each Member of the Authority, either personally or by mail or telegraph addressed to his business or home address at least two days prior to the date of such special meeting. If notice is sent by mail or telegraph, it shall be deemed to have been given to the respective Members when deposited in the United States mail, postage prepaid, or with the telegraph office for transmission. The notice shall specify the place, day and hour of the meeting and the general nature of the business to be transacted. Such notice may be waived by any Member of the Authority. At such special meeting no business shall be considered other than that designated in the call, but if all the Members of the Authority are present at a special meeting, even though no notice of the meeting shall have been given to them or any of them, any and all business may be transacted.

If a meeting of the Authority is adjourned, it shall not be necessary to give any notice of the adjourned meeting other than by announcement at the meeting at which such adjournment is taken; nor shall it be necessary to give any notice of the business to be transacted at such adjourned meeting.

Section 3. Annual Meetings. The annual meeting of the Authority shall be held at the first regular meeting of the Authority in January of each year.

Section 4. Quorum. Three members of the Authority shall be necessary to constitute a quorum for the transaction of business, and the acts of a majority of the Members present at a meeting at which a quorum is present, shall be the acts of the Authority. If there be less than a quorum present, a majority of those present may meet and adjourn the meeting from time to time.

Section 5. Manner of Voting. At the request of the Chairman or of any member, the Secretary shall call the roll of the "Ayes" and "Nays" on any question coming before the Authority, which he shall enter in the minutes.

Section 6. Order of Business. At the regular meetings of the Authority, the following shall be the order of business:

1. Roll Call.
2. Reading and action on approval of the minutes of the previous meeting.
3. Presentation of bills and communications.
4. Reports of Officers.
5. Unfinished business.
6. New business.
7. Adjournment.

## ARTICLE IV.

### Personnel

Section 1. Employment of Personnel. The Authority may from time to time engage such personnel, either permanent or temporary, as it may require, and it shall determine the qualifications of such persons and their tenure and compensation.

Section 2. Executive Director. The Authority may appoint an Executive Director who shall supervise the administration of the business and affairs of the Authority and shall coordinate and facilitate the work of the various Departments. He shall be subject only to the direction and control of the Authority. He shall have the power to call to his aid and assistance the Directors of the various Departments and all employees of the Authority. He shall prepare all budgets, make all purchases ordered by the Authority and shall be in charge of all personnel. He shall, in advance of each meeting of the Authority, submit to its members a written Agenda of the business to be transacted. He shall be charged with the carrying out of all orders, directions and resolutions adopted or given by the Authority. He shall, at the end of each month, submit to the Authority written reports of the operation of the Authority for the previous month with such recommendations as he may consider proper; and he may from time to time submit such other reports as he may deem advisable.

Section 3. Director of Public Relations. The Authority may appoint a Director of Public Relations who shall be charged with the dissemination of information to the public and shall be in charge of the public relations of the Authority. He shall secure the approval from the Executive Director of all information disseminated by him.

Section 4. Departments. The Authority may establish such departments as are necessary to facilitate the conduct of its activities, and prescribe the functions and duties thereof.

## ARTICLE V.

### Advisory Committees

Section 1. Committees. The Authority may from time to time establish advisory committees for the purpose of advising the Authority.

Section 2. Appointment. All members of Advisory Committees shall be designated by the Chairman of the Authority.

Section 3. Meetings. Meetings of the respective Advisory Committees may be held at such times and places as may be determined by the respective Committees. The Chairman of the Authority may call meetings of any of the Advisory Committees.

Section 4. Reports. Reports from any Advisory Committee shall be delivered to the Chairman of the Authority and shall be presented at meetings of the Authority.

## ARTICLE VI.

### Audits, Examinations and Reports

Section 1. Audits and Examinations. The Authority shall, at least once in each year, make or cause to be made by an accountant employed for the purpose, a detailed examination of the books, papers, securities, and affairs of the Authority and of the status of its loans, bonds, and annual contributions and of such other matters as the Authority may specifically designate. The Authority may make or cause to be made such other examination at any time as it may deem desirable. The Authority shall have the power to employ such assistance as it may deem necessary to make any examinations. The results of all such examinations shall be reported in writing to the Authority and copies thereof shall be placed on file with the Authority and properly noted in its minutes.

The Executive Director shall report to the Authority whenever examinations of any of its affairs are made by the Federal Government, the State Planning Board or by any other agency, and at the conclusion of any such examination the Secretary shall forthwith request of said agency a written report of the result of its examination, which report when received shall be presented by the Secretary at the next regular meeting of the Authority and shall be properly noted on its minutes.

Section 2. Reports. At least once each year the Authority shall prepare a report of its activities for the preceding year, which shall be transmitted to the Department of Community Affairs of the Commonwealth of Pennsylvania, Mayor of the City of Harrisburg, City Council and to such other public bodies, agencies or persons as the Authority may determine. Each Department of the Authority, and the Executive Director, shall at the end of each month, submit to the Authority written reports of their activities for the previous month with such recommendations as they may consider appropriate.

Section 3. Plans and Methods of Financing. The Authority shall file with the State Planning Board and other public agencies as provided by law copies of all plans, layouts, estimated costs and proposed method of financing of proposed Redevelopment projects, as well as of any changes which may be made in any such project.

ARTICLE VII.

Amendments

Section 1. Amendments to By-Laws. The By-Laws of the Authority shall be amended only with the approval of at least three of the Members of the Authority. No amendment shall be adopted unless it shall have been introduced at a prior regular meeting or special meeting, and unless five days' written notice thereof, together with an exact copy of the proposed amendment, shall have been given to each Member of the Authority, reciting the time and place of the meeting at which the proposed amendment shall be noted upon.