

BY-LAWS OF THE CITY OF GARY REDEVELOPMENT COMMISSION

(Revised April 2014)



ARTICLE I – THE COMMISSION

Section 1. Name. The name of the Commission shall be the “City of Gary Redevelopment Commission.”

Section 2. Office of Commission. The office of the Commission shall be in the City Hall Annex located at 839 Broadway, Gary, Indiana, or at such other place or places as the Commission may from time to time designate by resolution.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Commission shall be a President, Vice President and a Secretary.

Section 2. President. The President shall preside at all meetings of the Commission. Except as otherwise authorized by resolution of the Commission or where the law requires the signature of the Mayor or other City official, the President shall sign all contracts, deeds, and other instruments made in the name of Commission and as otherwise provided by law. The President shall, together with the Executive Director, approve all vouchers for expenditure of any Redevelopment funds, as authorized or required by law.

Section 3. Vice President. The Vice President shall perform the duties of the Presidents in the absence of incapacity of the President; and, in case of the resignation or death of the President, the Vice President shall perform such duties as are imposed on the President until such time as the Commission shall select a new President.

Section 4. Secretary. The Secretary shall perform the duty of opening and unsealing submissions when procuring services, as may be required by the Commission. The Secretary shall be responsible for publicly announcing submissions and associated documented at regular or special meetings of the Redevelopment Commission, where authorized by law.

Section 5. Executive Director. There shall be an Executive Director of the Commission who shall inform and carry out the policy determinations of the Commission and have general supervision over the administration of its business affairs. At each Commission meeting, the Executive Director shall place before the Commission all such business to come before it and submit such recommendations and information as he or she may consider proper concerning the business and affairs of the Commission.

Section 6. Fiscal Agent. The City Controller of the City of Gary shall be and is hereby designated as Fiscal Agent for the Commission. The Fiscal Agent shall assist the Commission in establishing the municipal budget for Redevelopment operations. The Fiscal Agent shall act as custodian of Commission accounts and assist the Executive Director in quarterly budgeting, payment of bonds, and any reporting or auditing as required by law. The Fiscal Agent shall, when authorized by the Commission, establish budgets and dedicated funds necessary for the affairs and functions of the Commission and, from time to time, close funds and accounts as necessary, under the supervision of the Executive Director.

Section 7. Purchasing Agent. The City Controller of the City of Gary shall be and is hereby designated Purchasing Agent for the Commission. The Purchasing Agent shall process payments authorized by the Commission for professional services, contractual obligations, capital outlays, supplies or other expenses, as directed by the Executive Director. The Purchasing Agent shall also oversee and distribute payroll associated from all federal, tax-based, and municipal Redevelopment Department accounts.

Section 8. Additional Personnel. The Commission may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by law. The selection and compensation of such personnel shall be determined by the Commission subject to the laws of the State of Indiana.

Section 9. Additional Duties. The officers of the Commission shall perform such other duties and functions as may from time to time be required by the Commission, by its by-laws, rules, or regulations as well as such other duties as are now or may hereafter be required by law.

Section 10. Election or Appointment. The President, Vice President, and Secretary shall be elected at the annual meeting of the Commission from its members and shall hold office for one year or until their successors are elected and qualified.

Section 11. Vacancies. Should any office 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 said office.

ARTICLE III - MEETINGS

Section 1. Annual Meeting. The annual meeting of the Commission shall be held on the first Wednesday of January at 4:00 pm at the regular meeting place of the Commission. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding Wednesday.

Section 2. Regular Meeting. Regular meetings shall be held at 4:00 pm CST on the first and third Wednesday of each month at the office of the Commission.

Section 3. Special Meeting. The President may call a special meeting of the Commission for the purpose of transacting any business designated in the call. The Executive Director may, when he or she deems expedient, request the President to call a special meeting of the Commission for the purpose of transacting any business designated in the call. Upon confirmation of a quorum, the Commission shall hold such special meeting at the office of the Commission.

Section 4. Quorum. The powers of the Commission shall be vested in the Commissioners thereof in office from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. The concurrence of a majority shall be necessary to authorize any action.

Section 5. Order of Business. At the regular meetings of the Commission, the following shall be the order of business:

1. Call to Order
2. Roll Call
3. Acceptance and Approval of Minutes of Previous Meeting
4. Claims List (of current meeting date)
5. Request for Action
6. Report from Executive Director
7. Report from Commission Attorney
8. Commissioners' Comments
9. Public Comments (on Agenda Items only)
10. Adjournment

Section 6. Manner of Voting. The voting on all actions coming before the Commission shall be by voice vote; a roll call vote or a secret ballot shall be had upon the

request of any member present, in which case the roll call vote shall be recorded by name and the secret ballot by the number of ayes and nays. Any member present may abstain from voting at any time.

Section 7. Conduct of Meetings. At all meetings of the Commission, participation in discussions and deliberations shall be limited to the members of the Commission, its staff, legal counsel and technical consultants and experts. Others in attendance at such meetings shall not be permitted to participate unless required to do so by the President. In all other matters, Roberts Rules of Order shall be the governing rules for all meetings.

Section 8. Amendments to By-Laws. These by-laws of the Commission may be altered, amended or repealed and new by-laws adopted upon the majority vote of all members of the Commission at a regular or special meeting, provided all member have been advised in writing of any and all proposed changes at least one week in advance of said meeting.

