

BY-LAWS OF THE LAND CLEARANCE FOR  
REDEVELOPMENT AUTHORITY OF THE  
CITY OF SPRINGFIELD, MISSOURI

ARTICLE I – THE AUTHORITY

Section 1.     Name of the Authority. The name of the Authority shall be the “Land Clearance for Redevelopment Authority of the City of Springfield, Missouri.”

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.

Section 3.     Office of Authority. The office of the Authority shall be located in the City of Springfield, at such place as designated by the Board of Commissioners of the Authority.

ARTICLE II – OFFICERS

Section 1.     Officers. The officers of the Board shall be a Chairman, a Vice Chairman and a Secretary-Treasurer.

Section 2.     Chairman. The Chairman shall preside at all meetings of the Board of Commissioners of the Authority. Except as otherwise authorized by resolution of the Board, the Chairman shall sign all contracts, deeds and other instruments made by the Authority. At each meeting the Chairman shall submit such recommendation and information as he may consider proper concerning the business, affairs and policies of the Authority.

Section 3.     Vice Chairman. The Vice Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman, the Vice Chairman shall perform such duties as are imposed on the Chairman, until such time as the Board shall select a new Chairman. In the absence of the Chairman, or his incapacity to

act, the Vice Chairman shall sign all orders and vouchers for the payment of moneys; provided, however, that said orders and vouchers shall also be signed by the Secretary-Treasurer of the Board of Commissioners.

In the absence of the Secretary-Treasurer, or his incapacity to act, the Vice Chairman shall sign all orders and vouchers for the payment of money; provided, however, that said orders and vouchers shall also be signed by the Chairman of the Board of Commissioners.

Section 4. Secretary-Treasurer. The Secretary-Treasurer shall keep or cause to be kept under his supervision the records of the Authority including a record of the meetings of the Board of Commissioners and a record of all votes and shall also keep or cause to be kept a record of the proceedings and actions of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his office. He shall keep or cause to be kept under his supervision in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Board of Commissioners.

He shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board may select. He shall sign all orders and vouchers for the payment of money except as otherwise authorized by the Board of Commissioners; provided, however, that in the absence of the Secretary-Treasurer, the Vice Chairman may sign in his stead. All moneys of the Authority shall be paid out and disbursed only under the direction and approval of the Board of Commissioners. The Secretary-Treasurer shall keep or cause to be kept regular books of account showing receipts and expenditures.

In the absence of the Secretary-Treasurer, or his inability to act, the Board may by resolution appoint from the Board an acting Secretary-Treasurer who shall have all the powers, duties and responsibilities of the Secretary-Treasurer for the period designated in said resolution.

Section 5. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by appropriate resolution of the Board of Commissioners of the Authority or by the By-Laws or rules and regulations of the Authority.

Section 6. Funds. All vouchers for the withdrawal of funds must bear a signature and a counter-signature as provided in the above Sections 2, 3 and 4.

The Chairman, Vice Chairman, Secretary-Treasurer and all other personnel engaged in handling or disbursing funds of the Authority shall give such bond for the faithful performance of his duties as the Board may designate.

Section 7. Election or Appointment. The first Chairman shall be designated by the Mayor. The first Vice Chairman and Secretary-Treasurer shall be elected at the first meeting of the Commissioners. Thereafter, the Chairman, Vice Chairman and Secretary-Treasurer shall be elected at the annual meeting of the Commissioners of the Authority from among their number and shall hold office for one year or until their successors are elected and qualified.

Section 8. Vacancies. Should the office of Chairman, Vice Chairman or Secretary-Treasurer become vacant, the Board of Commissioners shall elect a successor from its membership at the next regular meeting, and such successor shall be elected for the unexpired term.

Section 9. Additional Personnel. The Authority may, from time to time, by and through its Board of Commissioners, employ such personnel including an Executive Director as it deems necessary to the exercise of its powers, duties and functions as prescribed by the Land Clearance for Redevelopment Authority Law, and all other laws of the State of Missouri applicable thereto. The selection and compensation of all other personnel, other than the Executive Director, shall be made by the Executive Director, subject to review and approval by the Board of Commissioners.

Section 10. Executive Director. In addition to the selection of all other personnel, authority shall be vested in the Executive Director to promote, transfer, demote and separate personnel, subject to review and approval by the Board of Commissioners. Responsibility for the general supervision and direction of the operation and activities of the Authority shall be that of the Executive Director, subject to existing directives and policies of the Authority, and such future directives and policies adopted from time to time by the Authority through action by the Board of Commissioners.

## ARTICLE III – MEETINGS

Section 1. Annual Meeting. The annual meeting of the Board of Commissioners shall be held on the first Tuesday of June of each year at 4:00 o'clock P.M. at the regular meeting place of the Board. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding day.

Section 2. Regular Meetings. Regular meetings of the Board of Commissioners shall be held without notice at 4:00 p.m. on the first Tuesday of every month. In the event a day of regular meeting shall be a legal holiday, said meeting shall be held on the next succeeding secular day.

Section 3. Special Meetings. The Chairman of the Board may, when he deems it expedient, or shall upon the written request of two members of the Board of Commissioners, call a special meeting of the Board for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Board of Commissioners or may be mailed to the business or home address of each member of the Board at least two days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the members of the Board are present at a special meeting by and with their unanimous consent any item of business not designated in the call may be transacted at such special meeting.

Section 4. Quorum. The powers of the Authority 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. When a quorum is in attendance, action may be taken by the Board upon a vote of a majority of the Commissioners present.

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

1. Roll Call
2. Reading and Approval of the Minutes of the Previous Meeting
3. Bills and Communications
4. Reports of Committees
5. Unfinished Business
6. New Business
7. Adjournment

All resolutions shall be reduced to writing and shall be copied in a minute book of the Authority.

Section 6. Rules of Order. Unless otherwise specified, the Board of Commissioners shall be governed in all matters of procedure by that compilation of procedure known as “Roberts Rules of Order”.

Section 7. Manner of Voting. The voting on all questions coming before the Board shall be by roll call, and the yeas and nays shall be entered upon the minutes of such meeting, except in the case of elections when the vote may be by ballot.

#### ARTICLE IV – AMENDMENTS

Amendments to By-Laws. The by-laws of the Authority shall be amended only with the approval of at least three of the Commissioners of the Board at a regular or a special meeting.

Except by unanimous consent of all the Commissioners, no proposed amendment to the by-laws shall be voted upon until the same has been reduced to writing, filed with the Secretary-Treasurer and read at the regular meeting immediately preceding the meeting at which the same is voted upon.