

Adopted May 5, 1954  
Amended April 29, 1957  
Amended September 15, 1958  
Amended December 29, 1958  
Amended June 8, 1964  
Amended December 14, 1964  
Amended February 27, 1967

RESOLUTION NO. 68

ADOPTING REVISED BY-LAWS FOR THE AGENCY

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO:

That the By-Laws of the Agency are hereby revised to read as follows:

BY-LAWS OF THE REDEVELOPMENT AGENCY OF THE  
CITY OF SACRAMENTO, CALIFORNIA

ARTICLE I - THE AGENCY

Section 1. Name of Agency. The name of the Agency shall be the "Redevelopment Agency of the City of Sacramento, California", in accordance with City Council Resolution No. 190.

Section 2. Seal of Agency. The seal of the Agency shall be in the form of a circle and shall bear the name of the Agency and the year of its organization.

Section 3. Office of Agency. The main office of the Agency shall be in the California Fruit Building, 4th and J Streets, Sacramento, California.

ARTICLE II - OFFICERS

Section 20. Officers. The officers of the Agency shall be a Chairman, a Vice Chairman, a Secretary who may be Executive Director, and an Assistant Secretary.

Section 21. Chairman. The Chairman shall be elected as provided by statute. He or she shall preside at all meetings of the Agency. Except as otherwise authorized by resolution of the Agency, the Chairman shall sign all contracts, deeds and other instruments made by the Agency. At each meeting the Chairman shall submit such recommendations and information as he may consider proper concerning the business, affairs, and policies of the Agency.

Section 22. 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 Agency shall elect a new Chairman.

Section 23. Secretary. The Secretary may be the Executive Director of the Agency, and, as Executive Director, he shall have general supervision over the administration of its business and affairs, subject to the direction of the Agency.

The Secretary shall keep the records of the Agency, shall act as secretary of the meetings of the Agency and record all votes, and shall keep a record of the proceedings of the Agency in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his office. He shall keep in safe custody the seal of the Agency and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Agency.

The Secretary shall also be the Treasurer of the Agency. As Treasurer he shall have the care and custody of all funds of the Agency and shall deposit the same in the name of the Agency in such bank or banks as the Agency may select. He shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Agency. Except as otherwise authorized by resolution of the Agency, all such orders and checks shall be countersigned by the Chairman, or in his absence, by the Vice Chairman. He shall keep regular books of accounts showing receipts and expenditures and shall render to the Agency an account of his transactions and also of the financial condition of the Agency for each calendar quarter, within 30 days after the close thereof. He shall give such bond for the faithful performance of his duties as the Agency may determine. [Amended by Resolution No. 315, adopted December 29, 1958.]

The compensation of the Secretary shall be determined by the Agency provided that a temporary appointee selected from among the members of the Agency shall serve without compensation (other than the payment of necessary expenses).

Section 24. Assistant Secretary. The Assistant Secretary shall perform the duties of the Secretary in his absence or under his direction, including his duties as Treasurer, but not those as Executive Director. He shall give such bond for the faithful performance of his duties as the Agency may determine.

Section 25. Additional Duties. The officers of the Agency shall perform such other duties and functions as may from time to time be required by the Agency or the by-laws or rules and regulations of the Agency.

Section 26. Election or Appointment. The Chairman and Vice Chairman shall be elected at the annual meeting of the Agency from among the members of the Agency, and shall hold office for one year or

until their successors are elected and qualified.

The Secretary and Assistant Secretary shall be appointed by the Agency. Any person appointed to fill the office of Secretary or Assistant Secretary, or any vacancy therein, shall have such term as the Agency fixes, but no member of the Agency shall be eligible to this office except as a temporary appointee.

Section 27. Vacancies. Should the office of Chairman or Vice Chairman become vacant, the Agency shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of the Secretary or Assistant Secretary becomes vacant, the Agency shall appoint a successor as provided in Section 26 of this Article.

Section 28. Additional Personnel. The Agency may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Community Redevelopment Act, as amended, of California and all other laws of the State of California applicable thereto. The selection and compensation of such personnel (including the Secretary) shall be determined by the Agency subject to the laws of the State of California.

### ARTICLE III - MEETINGS

Section 30. Annual Meeting. The regular meeting on the second Monday of January of each year shall be the Annual Meeting of the Agency and shall be for the purpose of electing officers and conducting other necessary business. [Amended by motion adopted December 14, 1964.]

Section 31. Regular Meeting. Regular meetings of the Agency shall be held at the main office of the Agency on every Monday of the year, at 7:30 p.m. [Amended by motion adopted February 27, 1967.]

Section 32. Special Meeting. Special meetings of the Agency may be called for any time and place in accordance with the provisions and procedures of Chapter 9, Part 1, Division 2, Title 5 of the Government Code, as such chapter may from time to time be amended.

Section 33. Quorum. The powers of the Agency shall be vested in the members thereof in office from time to time. A majority of all duly appointed and qualified members shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, and action may be taken by the Agency upon a vote of the majority of all the members present at any regular or special meeting where a quorum is present; provided, however, that a smaller number of members than a quorum may adjourn from time to time until a quorum is obtained. [Amended by motion adopted February 27, 1967.]

Section 34. Order of Business. At the regular meetings of the

Agency the following shall be the order of business:

1. Roll call
2. Approval of minutes of the previous meeting
3. Special Appearances
4. Communications
5. Report of Executive Director
6. Report of Committees
7. Unfinished Business
8. New Business
9. Adjournment.

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Agency. [Amended by Resolution No. 282, adopted September 15, 1958.]

Section 35. Manner of Voting. The voting on formal resolutions, matters pertaining to any Federal, State, county or city agency and on such other matters as may be requested by a majority of the Agency Members, shall be by roll call, and the ayes and noes and members present and not voting shall be entered upon the minutes of such meeting, except on the election officers which may be by ballot.

Section 36. Robert's Rules. All rules of order not herein provided for shall be determined in accordance with "Robert's Rules of Order Revised".

#### ARTICLE IV - AMENDMENTS

Section 40. Amendments to By-Laws. These By-Laws may be amended by the unanimous vote of all the duly appointed and qualified members of the Agency, at any regular or special meeting, without previous notice, or upon a vote of the majority of all the duly appointed and qualified members of the Agency at any regular or special meeting when at least seven days' written notice thereof has been previously given to all of the members of the Agency. [Amended by motion adopted February 27, 1967.]

AND BE IT FURTHER RESOLVED: That the regular annual meetings of this Agency held on January 2, 1952, January 7, 1953, and January 6, 1954, and each and every act, motion, resolution or proceeding taken at each and every of such meetings are hereby ratified, validated and confirmed.