

BY-LAWS

ARTICLE I

NAME AND OFFICE

The name of the authority shall be Redevelopment Authority of the City of Waukesha, Wisconsin and the principal office of the Authority shall be in the City of Waukesha, Waukesha County, Wisconsin. The mailing address of the Authority shall be the Community Development Department, 201 Delafield Street, Waukesha, Wisconsin 53188.

ARTICLE II

MEMBERSHIP AND OFFIDERS

1. MEMBERSHIP. The business and affairs of the Authority shall be managed by the 7 commissioners appointed by the Mayor and confirmed by the Common Council. Each commissioner shall hold his/her office until a successor has been appointed and qualified. Removals of commissioners shall be governed by Wisconsin Statutes Sec. 66.40. Vacancies and new appointments shall be appointed by the Mayor of the City of Waukesha.

2. Officers. The officers of the Authority shall be the Chairman, Vice-Chairman and Secretary. The Chairman shall be the presiding officer of the Redevelopment Authority and shall be selected by vote of the commissioners. The chairman shall preside at all meetings, appoint committees and perform such other duties as ordered by the Authority. In the absence of the Chairman, the Vice-Chairman shall act in his/her stead and shall also be selected by vote of the commissioners. The Authority may employ an Executive Director, who shall perform such duties, powers and responsibilities as may be from time to time delegated to him by the Authority. Upon his/her appointment the Executive Director shall be the Secretary of the Authority. The Director of Community Development shall be the Executive Director. In the absence of the Executive

Director, the Economic Development Project Manager shall act and serve in his/her stead, and shall serve as Acting Secretary to the Authority.

3. Election and Term of Office. The Chairman and Vice-Chairman shall be elected annually (1st meeting in May) by the vote of the commissioners. The Chairman and Vice-Chairman shall hold office until his/her successor shall have been duly elected, and a vacancy in either office shall be filled by majority vote of the commissioners for the unexpired portion of the term. The Executive Director shall hold office for an indefinite term.

4. Execution of Business. The Chairman, the Vice-Chairman and the Executive Director are authorized to execute on behalf of the Authority all contracts, notes, and other forms of obligation, deeds and leases, when authorized by at least 4 (four) of the commissioners of the Authority to do so.

5. Compensation. Commissioners shall receive no compensation for their services, but shall receive their actual and necessary expenses, including local travelling expenses incurred in the discharge of their duties.

ARTICLE III

MEETINGS

1. Meetings. Meetings of the commissioners may be called by or at the request of the Chairman or any two commissioners. Notice of all meetings shall be given by the Secretary to each commissioner at his/her usual address or City issued email at least 24 hours prior to the meeting and shall state the business to be considered and the time of the meeting. Notice of meetings shall also be posted at City Hall.

2. Quorum. Except as otherwise provided under the provisions of Section 66.431(5)6 of the Wisconsin Statutes, four (4) members shall constitute a quorum for the transaction of business and the taking of official action. Whenever a quorum is not present at a regular meeting or special meeting, those present may adjourn the meeting to another day or hold the meeting for the

purpose of considering such matters as are on the agenda. No action taken at such meetings shall be final or official unless and until ratified and confirmed at a subsequent meeting at which a quorum is present by approval of the minutes of that meeting at which a quorum was not present.

3. Order of Business - Agenda. The Secretary shall prepare an agenda for each meeting. The order of business shall be as follows:

1. Roll Call
2. Approval of Minutes
3. Hearings and Communications
4. Unfinished Business
5. New Business
6. Reports
7. Adjournment

4. Access to Meetings and Records. All regular and special meetings, hearings, records and accounts shall be open to the public. The Commission may go into closed sessions as Wisconsin Statutes permit.

5. Voting. Voting shall be by voice and shall not be recorded by 'yeas' and 'nays' unless requested by a member of the Authority.

6. Parliamentary Procedure. The parliamentary procedure in Authority meetings shall be governed by Roberts Rules of Order.

ARTICLE IV

AMENDMENT

These by-laws may be altered, amended or repealed and new by-laws may be adopted at any meeting of the commissioners by the affirmative vote of at least 5 commissioners.

