

1. Agenda

Documents:

[BOMC-7-22-19-URA-AGENDA.PDF](#)

2. Meeting Called To Order/Adoption Of Agenda

3. Urban Redevelopment Agency (URA) Bylaws Discussion

Documents:

[DRAFT URA BYLAWS.PDF](#)

4. Public Comment

5. Adjournment



**URBAN REDEVELOPMENT AGENCY  
MEETING  
July 22, 2019  
Immediately Following Regular Meeting**

**AGENDA**

- Item No. 1            Meeting Called to Order
- Item No. 2            Adoption of Agenda
- Item No. 3            **Urban Redevelopment Agency (URA) Bylaws Discussion**  
Members of the URA will continue the bylaws discussion starting during their first meeting on July 17<sup>th</sup>.
- Item No. 4            Public Comment
- Item No. 5            Adjournment

**BYLAWS OF**  
**URBAN REDEVELOPMENT AGENCY OF THE CITY OF AVONDALE ESTATES**

**ARTICLE I. – THE AGENCY**

Section 1. Name of Agency. The name of the Agency shall be “Urban Redevelopment Agency of the City of Avondale Estates.”

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

Section 3. Office of Agency. The office of the Agency shall be located at the City of Avondale Estates, 21 North Avondale Road, Avondale Estates, Georgia 30002 or such other place in the City of Avondale Estates, Georgia, as the Agency may from time to time designate by resolution.

Section 3. Purpose of Agency. The Agency was activated by the Board of Mayor and Commissioners of the City of Avondale Estates, Georgia (the “City”) to assist the City in implementing its Urban Redevelopment Plan and such redevelopment projects described therein as the City may identify from time to time.

**ARTICLE II. – BOARD**

Section 1. Term of Members. All Board members shall serve for terms of office of four years, such term to be coterminous with such member’s term of office on the Governing Body of the City if such Board member also serves on the Governing Body of the City.

Section 2. Appointment. All Board members shall be appointed by the Mayor, with the advice and consent of the Governing Body of the City. Each Board member shall hold office until his or her successor has been appointed and has qualified. After his or her appointment, Board members shall enter upon their duties.

Section 3. Vacancies. A commissioner may be removed for inefficiency, neglect of duty, or misconduct in office as provided by Section 36-61-18(f) of the Act. In addition, a vacancy on the Board shall exist in the event of any of the following circumstances: a member is convicted of, or enters a plea of nolo contendere, to a felony; convicted of, or enters a plea of nolo contendere to a crime involving moral turpitude; convicted of any act of misfeasance, malfeasance, or nonfeasance of such person’s duties as a Board member; or fails to attend three (3) consecutive regular meetings of the Agency without an excuse approved by the Chairman or Vice Chairman. A vacancy shall also exist in the event of the death, resignation, or relocation of a member outside of the corporate limits of the City of Avondale Estates. Vacancies shall be filled as provided in Article II, Section 2 above.

Section 4. Notice of Meetings. Notice of regular meetings, including the time and place, shall be provided to members at least two (2) business days prior to the meeting.

### ARTICLE III. – OFFICERS

Section 1. Designation; Term of Office. The officers shall be appointed or elected in accordance with the provisions of the Urban Redevelopment Law (O.C.G.A. 36-61-1 *et seq.*), as amended (the “Act”). The officers of the Agency shall be a Chairman, a Vice Chairman, a Treasurer and a Secretary. The Chairman and Vice Chairman shall be appointed from among the Board members and shall serve until the earlier of the expiration of their term as a member or until the Mayor or the Governing Body of the City designates a successor Chairman or Vice Chairman. The Director of Finance and City Clerk of the City shall serve as Treasurer and Secretary, respectively, of the Agency, with duties and responsibilities to be performed in an ex-officio capacity. The Treasurer and Secretary shall serve for a period equal to their employment with the City. The Agency may by resolution appoint additional officers, including, but not limited to an assistant treasurer or an assistant secretary, and such officers may be Board members or employees of the City in an ex-officio capacity. All Officers shall continue to serve until their successors are duly qualified and elected.

Section 2. Chairman. The Chairman 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 or she may consider proper concerning the business, affairs, and policies of the Agency.

Section 3. Vice Chairman. The Vice Chairman shall perform the duties of the Chairman in the absence, resignation, incapacity or death of the Chairman.

Section 4. Treasurer. The Treasurer shall serve in an ex-officio capacity and shall not be entitled to a vote. The Treasurer shall supervise the custodian Agency funds, the collection of monies due the Agency, expenditures of Agency funds, and the preparation and maintenance of appropriate books of account.

Section 5. Secretary. The Secretary shall serve in an ex-officio capacity and shall not be entitled to a vote. 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 such office. The Secretary shall keep in safe custody the seal of the Agency and shall have the power to affix such seal to all contracts and instruments to be executed by the Agency.

Section 6. Additional Duties. The officers of the Agency shall perform such other duties and functions as may from time to time be specified by resolution of the Agency.

Section 7. Vacancies. Should any office become vacant, the Mayor (with respect to the Chairman or Vice Chairman) shall appoint, or the Agency (with respect to any other office) shall elect, a successor at its next meeting, and such appointment or election shall be for the unexpired term of said office.

Section 8. 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 Act and all other laws of the State of Georgia applicable thereto. The selection and compensation of such personnel shall be determined by the Agency subject to the laws of the State of Georgia.

#### ARTICLE IV. – POWERS AND MEETINGS

Section 1. Powers. The Agency shall have all the powers conferred upon it by the Act and the Constitution and laws of the State of Georgia.

Section 2. Annual Meeting. The Agency shall have an annual meeting. The annual meeting shall be held in the month of January or such other month as shall be specified by resolution of the Agency.

Section 3. Special Meetings. The Chairman of the Agency may, when he or she deems it expedient, and shall, upon the written request of two members of the Agency, call a special meeting of the Agency for the purpose of transacting any business designated in the call. At such special meeting no business shall be considered other than as designated in the call, but if all of the members of the Agency are present at a special meeting any and all business may be transacted at such special meeting. Notice of special meetings must be written. Oral notice may be delivered personally or by telephone and shall be given at least twenty-four (24) hours prior to the time of the meeting. Written notice may be sent by regular mail, overnight mail, electronic mail or delivered personally. If delivery by electronic mail or personally, such notice shall be delivered at least twenty-four (24) hours prior to the time of the meeting. If written notice is delivered by overnight mail, such notice shall be mailed at least two (2) days prior to the date of the meeting. If written notice is sent by regular mail, such notice shall be mailed at least three (3) days prior to the date of the meeting. Notice shall be deemed to have been given properly to any commissioner who attends the meeting.

Section 4. Quorum. The powers of the Agency shall be vested in the members thereof in office from time to time. A majority of the members shall constitute a quorum for the purpose of conducting its business and exercising its powers and all other purposes.

Section 5. Manner of Voting. The voting on all questions coming before the Agency shall be by roll call and the yeas and nays shall be entered upon the minutes of such meeting, except in the case of election when the vote may be by ballot.

## ARTICLE V. – CONFLICTS OF INTEREST AND ETHICS POLICY

No member, officer or employee of the Agency shall have, directly or indirectly, any financial interest, profit, or benefit in any contract, work, or business of the Agency, nor in the sale, lease, or purchase of any property to or from the Agency. Should one or more members, officers or employees have acquired, prior to their affiliation with the Agency, property located in an area in which the Agency is undertaking to implement a redevelopment plan, and the Agency wishes to purchase or otherwise acquire such property from the employee, officer or member, then in such event, the sale or transfer of such property, upon full disclosure of the interest, shall not be deemed a violation of this Article. In addition to the foregoing, the members of the Agency may, by resolution, adopt a conflict of interest and ethics policy that incorporates the code of ethics of the City or the State of Georgia.

## ARTICLE VI. – MISCELLANEOUS

Section 1. Amendments to Bylaws. The Bylaws of the Agency may be amended at a regular or special meeting with the approval of at least two-thirds of the members of the Agency.

Section 2. Fiscal Year. The Agency shall have the same fiscal year as the City of Avondale Estates, Georgia.

Section 3. No Taxing Authority. Pursuant to the Act, the Agency shall not have the power to levy taxes and assessments.

Section 4. No Ex Parte Communications. No Board member shall make or knowingly cause to be made to any developer or contractor, or potential developer or contractor, any communication relevant to the Urban Development Plan or any project described therein outside of an Agency meeting.