#### BY-LAWS

# URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

Adopted March 23, 1948 as amended

# ARTICLE I

## THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be as specified in its Certificate of Incorporation, to wit: Urban Redevelopment Authority of Pittsburgh.

Section 2. Office of Authority. The office of the Authority shall be 12th Floor, Civic Building, 200 Ross Street, Pittsburgh, Pa., but the Authority may, by proper resolution, designate any other place as the office of the Authority.

### ARTICLE II

# **OFFICERS**

Section 1. Officers. The officers of the Authority shall be a Chairman, a Vice-Chairman and a Treasurer to be elected from the members of the Authority.

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

Section 3. <u>Vice Chairman</u>. The Vice-Chairman shall perform the duties and exercise the powers 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 and exercise such powers as are imposed on the Chairman until such time as the Authority shall elect a new Chairman.

Section 4. Chairman Pro Tem. In the event that the Chairman and Vice-Chairman are absent from any meeting or are incapacitated, the Authority shall elect from its membership a Chairman Pro Tem and such Chairman Pro Tem, during such absence or incapacity, and in any event no longer than until the next regular or special meeting, shall perform the duties and exercise the powers of the Chairman.

Section 5. Treasurer. The Treasurer 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 Authority may select. Except as otherwise authorized by resolution of the Authority, the Treasurer shall sign, and the Chairman or Vice-Chairman shall countersign, all orders and checks for the payment of money, and shall pay out and disburse such moneys under the direction of the Authority. He shall keep regular books of account showing receipts and expenditures, and shall render to the Authority, when requested, an account of his transactions and also of the financial condition of the Authority. He shall give such bond for the faithful performance of his duties as the Authority may determine.

Section 6. Assistant Treasurer. The Assistant Treasurer who shall be appointed by the Authority, shall perform the duties and exercise the powers of the Treasurer in the absence or incapacity of

the Treasurer; and in case of the resignation or death of the Treasurer, the Assistant Treasurer shall perform such duties and exercise such powers as are imposed on the Treasurer until such time as the Authority shall appoint a new Treasurer. Said Assistant Treasurer need not be a member of the Authority.

Section 7. Secretary. The Secretary, who shall be appointed by the Authority shall keep the records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purposes and shall perform all duties incident to his office. He shall keep in safe custody the seal of the Authority, and shall have power to affix such seal to all proceedings and resolutions of the Authority and to all contracts and instruments authorized to be executed by the Authority. Said Secretary need not be a member of the Authority.

Secretaries who shall be appointed by the Authority, shall perform the duties and exercise the powers of the Secretary in the absence or incapacity of the Secretary or in the event the Secretary is not readily available; and in case of the resignation or death of the Secretary, the Assistant Secretaries shall perform such duties and exercise such powers as are imposed on the Secretary until such time as the Authority shall appoint a new Secretary. Said Assistant Secretaries need not be members of the Authority.

Section 9. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the By-laws or rules and regulations of the Authority.

Section 10. <u>Election</u>. The Chairman, Vice Chairman and Treasurer shall be elected at the annual meeting of the Authority from among the members of the Authority, and shall hold office for one year or until their successors are elected and qualified.

Section 11. <u>Vacancies</u>. Should the office of Chairman, Vice-Chairman or Treasurer become vacant, the Authority shall elect a successor from its membership at the next regular meeting and such election shall be for the unexpired term of said office.

Section 12. Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions, as prescribed by the Urban Redevelopment Law of Pennsylvania and all other laws of the Commonwealth of Pennsylvania applicable thereto. The employment and compensation of such personnel shall be determined by the Authority.

## ARTICLE III

## MEETINGS

Section 1. Annual Meetings. The annual meeting of the Authority shall be held on the second Thursday of January at 2:00 P.M., at the regular meeting place of said Authority. In the event such date shall fall on a legal holiday, the Annual Meeting shall be held on the following Thursday.

Authority shall be held on the second Thursday of each and every month at 2:00 P.M. at such place as the members of the Authority shall determine, unless the Chairman of the Authority designates another place or time in a notice sent to the members of the Authority two days or more prior to the meeting. In the event the Regular Meeting date shall fall on a legal holiday, the Regular Meeting shall be held on the following Thursday.

Section 3. Special Meetings. The Chairman of the Authority may, when he deems it expedient, and shall, upon the written request of two members of the Authority, call a special meeting of the Authority 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 Authority or may be mailed to the business or home address of each member thereof two days or more prior to the date of such special meeting. No business shall be considered other than as designated in the call, but if all of the members of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4. Quorum. At all meetings of the Authority three of the members of the Authority shall constitute a quorum for the purpose of transacting business; provided, however, that a smaller number may meet and adjourn to some other time or until a quorum is obtained.

## ARTICLE IV

## **AMENDMENTS**

Section 1. Amendments to By-Laws. The By-laws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular or special meeting.