

BERKELEY REDEVELOPMENT AGENCY

BY-LAWS

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Resolution No. 1

In effect: May 16, 1961

TEXT CHANGES

ARTICLE	SECTION	ACTION	RESOLUTION NO.	EFFECTIVE DATE
I	1	Amended	202	09/08/76
		"	56	09/29/66
II	1	Amended	56	09/29/66
		"	754	09/08/76
	2	Amended	56	09/29/66
		"	754	09/08/76
	3	Amended	56	09/29/66
		"	754	09/08/76
	4	Amended	56	09/29/66
		"	754	09/08/76
	5	Amended	56	09/29/66
		"	754	09/08/76
	6	Amended	56	09/29/66
		Deleted	754	09/08/76
	7	Amended	56	09/29/66
		Deleted	754	09/08/76
III	1	Amended	56	09/29/66
		"	754	09/08/76
		"	774	12/09/76
		"	880	07/17/79
		"	903	12/16/80
		"	992	06/19/84
		"	1060	12/01/87
		"	1186	01/16/01
	3	Amended	754	09/08/76
		Old-Renumbered 4	995	07/17/84
		New-Added	995	07/17/84
		Amended	1114	11/20/90
		4	Amended	754
	4	Old-Renumbered 5	995	07/17/84

ARTICLE	SECTION	ACTION	RESOLUTION NO.	EFFECTIVE DATE
	5	Old Renumbered 6	995	07/17/84
	6	Deleted	754	09/08/76
		Added	801	07/06/77
		Old-Renumbered 7	995	07/17/84
	7	Amended	56	09/29/66
		Deleted	754	09/08/76
		Amended	1015	07/16/85
IV	1	Amended	56	09/29/66
		"	754	09/08/76
V		Deleted	754	09/08/76

BY-LAWS OF THE BERKELEY REDEVELOPMENT AGENCY

ARTICLE I. OFFICE AND SEAL

Section 1. Office.

The office of the Agency shall be located in the City of Berkeley as the Agency may from time to time designate.

Section 2. Seal.

The official 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.

ARTICLE II. OFFICERS AND PERSONNEL

Section 1. Officers.

The officers of the Agency shall be a Chairperson, a Vice Chairperson, an Executive Officer, and a Secretary.

Section 2. Chairperson.

The Mayor of the City of Berkeley shall be the Chairperson of the Agency. The Chairperson shall preside at all meetings of the Agency; sign all contracts, deeds and other instruments made by the Agency when required by federal or state regulations; and perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Agency from time to time.

Section 3. Vice Chairperson.

The Vice Mayor of the City of Berkeley shall be the Vice Chairperson of the Agency. The Vice Chairperson shall perform the duties of the Chairperson in the absence, incapacity, or inability of the Chairperson to act.

Section 4. Executive Officer.

The City Manager of the City of Berkeley shall be the Executive Officer of the Agency. The Executive Officer shall be responsible to the members of the Agency and, subject to the policies and directions of the Agency, shall exercise control over the administration of the Agency and the execution of the Agency policies. The Executive Officer shall sign on behalf of the Agency, all contracts and other documents approved by the Agency unless federal or state regulations require otherwise; appoint, remove, discipline, and supervise, the Agency's personnel; supply the Agency with such information and recommendations as necessary or as may be requested by the Agency; authorize and certify payrolls, requisitions and other documents relating to the financial affairs of the Agency; and perform such other duties as may from time to time be prescribed for the Executive Officer by the Agency. The Executive Officer may delegate such administrative duties and authority as are consistent with these by-laws and such other rules and regulations as may from time to time be approved by the Agency.

Section 5. Secretary.

The Executive Officer or his/her designee shall serve as the Secretary of the Agency. The Secretary shall attend all meetings of the Agency, maintain a full and thorough record of all proceedings of the Agency, keep all official records of the Agency, maintain custody of the seal of the Agency and perform all other duties incident to the Office of the Secretary.

ARTICLE III. MEETINGS

Section 1. Regular Meetings.

Regular meetings shall be established by resolution and shall be adopted prior to the start of each calendar year. Regular meeting dates shall coincide with dates of Council meetings but shall be scheduled prior to the start of a Council meeting with sufficient time to provide for conduct of business of the Agency. Meetings shall be held in the City Council Chambers.

Section 2. Special Meetings.

Special meetings may be called at any time by the Chairperson or by the majority of members of the Agency by delivering personally or by mail written notice to each member of the Agency at least 24 hours before the time of such meeting as specified in the notice. Said notice shall specify the time and place of said meeting and the business to be transacted.

No other business shall be considered at such meetings. Such notice may be dispensed with as to any member of the agency who at or prior to the time the meeting convenes, files with the Secretary a written waiver of notice. Notices of special meetings shall also be given to each newspaper, radio, or television station in the City of Berkeley requesting notice of special meetings in writing.

Section 3. Recess Periods.

No Redevelopment Agency meeting shall be scheduled during the month of August. In addition, the Redevelopment Agency shall not hold any regular meetings whenever the City Council establishes a recess period for the Spring and Winter recess.

During such periods of recess, the Executive Officer is authorized to take such ministerial actions for matters of operational urgency, as would normally be taken by the Redevelopment Agency during the period of recess, including such emergency actions as are necessary for the immediate preservation of the public peace, health and safety; the authority to extend throughout the period of time established by the City Council for the period of recess.

The Executive Officer shall make a full and complete report to the Agency at its first regularly scheduled meeting following the period of recess, of actions taken by the Executive Officer pursuant to this action, at which time the Agency may make such findings as may be required and confirms said actions of the Executive Officer.

Section 4. Public Meetings.

All regular and special meetings of the Agency shall be open to the public except for such executive sessions as are allowed by the Ralph M. Brown Act, Section 54950 et seq., California Government Code.

Section 5. Quorum.

A majority of the members of the Agency shall constitute a quorum for the transaction of business, but a smaller number may recess or adjourn from time to time until a quorum is obtained.

Section 6. Voting.

Voting on all matters shall be by voice vote or by roll call, and the ayes and noes shall be entered in the minutes of the meeting. All actions shall require a majority vote of the members of the Agency.

Section 7. Rules and Order.

The rules and procedures established by the Berkeley City Council shall be followed by the Agency except as otherwise provided herein and except that (a) any person may speak at a meeting if such person informs the Agency at any time before the meeting that he/she desires to speak.