

## **PART B**

### **ORGANIZATIONAL REGULATIONS AND RULES OF PROCEDURE**

1. **General Description of the Authority's Organization.**

The business of the Authority is managed by the Board of Directors. The Board consists of five voting members and a non-voting member. All actions taken by the Board shall be taken pursuant to the by-laws of the Authority, as heretofore adopted, or as the same may be amended from time to time.

2. **Authority Contact Information.**

-The Authority's principal headquarters shall be located at 1981 S. State Street, Dover, DE 19901. Members of the public may obtain information regarding the Authority by writing to the Authority at that address or they may contact the Authority at the following telephone number: 302-674-7768

3. **Executive Director and DEMHRA Assistant**

(a) The day-to-day affairs of the Authority shall be managed by an Executive Director, who shall be appointed by the Board of Directors. The Executive Director shall be a resident of Delaware, and shall possess such skills and experience as the Board deems appropriate. Unless otherwise provided in the resolution of election or appointment, the Executive Director serves at the pleasure of the Board and shall be subject to removal at any time by the Board, with or without cause. The Executive Director shall be responsible for developing and recommending a plan of operation for the Authority and for implementing the statutory duties of the Authority. The Executive Director shall be responsible for appointing, subject to the approval of the Board, employees and agents of the Authority as staff members and fixing their compensation. The Executive Director shall be responsible for the general management and control of the business and affairs of the Authority, and shall see that the books, reports, statements and certificates required by the statute under which the Authority is organized or any other laws applicable thereto are properly kept, made and filed according to law.

(b) The Board shall appoint a person, who need not be a member of the Board, to act as the DEMHRA Assistant. At the direction of the Executive Director, the DEMHRA Assistant shall give, or cause to be given, notice of all meetings of the directors, and all other notices required by law or by the By-Laws, and in case of his or her absence or refusal to do so, any such notice may be given by any person thereunto directed to do so by the Executive Director or by the Board, upon whose requisition the meeting is called as provided in these By-Laws. The DEMHRA Assistant shall record all the proceedings of the meetings of the Authority and of the Board, and any committee

thereof, and shall perform such other duties as may be assigned to him or her by the Board or the Board's designated representative.

4. Accounting for Funds.

Assessments collected by the Authority shall, pursuant to 25 Del. C. §7012(a), be deposited into the Delaware Manufactured Home Relocation Trust Fund ("Trust Fund") established with the Delaware Division of Revenue of the Department of Finance. The Trust Fund shall be for the exclusive use by the Authority to fund the Authority's administration and operations. Interest earned from the monies in the Trust Fund shall be deposited into the Trust Fund. The Authority shall maintain an operating account at a bank selected by the Board of Directors for use by the Authority in paying the day-to-day administrative costs of the Authority. All disbursements out of the Authority's operating account shall require the signature of at least two members of the Board of Directors, unless the Board, by resolution, determines otherwise.

5. Operating Procedures for Proper Control of Disbursements of Authority Funds.

In order to effectively disburse funds while complying with the financial reporting requirements of the Authority, the Authority shall comply with the "Operating Procedures for Proper Control of Disbursements", as approved by the Board of Directors.

6. Conduct of Directors and Employees of the Authority.

In carrying out their respective responsibilities and duties, the directors, - and employees of the Authority shall comply with the provisions of Subchapter I, of Title 29, Chapter 58 relating to conflicts of interest. No board member, - or employee of the Authority may participate on behalf of the Authority in the review or disposition of any matter pending before the Authority in which said person has a personal or private interest. A personal or private interest in a matter is an interest which tends to impair a person's independence of judgment in the performance of the person's duties with respect to that matter. No board member, -or employee may represent or otherwise assist any private enterprise with respect to any matter before the Authority with which the director, - or employee is associated by employment or appointment. Each director, -and employee of the Authority shall endeavor to pursue a course of conduct which will not raise suspicion among the public that he or she is engaging in any acts which are in violation of the public trust and which will not reflect favorably upon the Authority. No director,- or employee of the Authority shall accept any compensation, gift, payment of expenses or any other thing of monetary value under circumstances in which such acceptance may result in impairment of independence of judgment in the exercise of said person's duties or have any adverse effect on the confidence of the public in the integrity of the Authority. Any board member, - or employee of the Authority who has a financial interest in any private enterprise that does business with the Authority shall file with the State Public Integrity Commission a written statement fully disclosing the same. No board member, - or employee shall use his position with the Authority to secure unwarranted privileges, private advancement or gain. No board member, - or employee

of the Authority shall, beyond the scope of such person's position with the Authority, disclose confidential information gained by reason of such position with the Authority nor shall such individual otherwise use such information for personal gain or benefit.

7. Reimbursement of Expenses.

Members of the Board of Directors, - and employees of the Authority shall be reimbursed from monies of the Authority for actual and necessary expenses incurred by them on behalf of the Authority provided that the type of expense incurred is approved in advance by the Board of Directors. Each member of the Board of Directors shall be entitled to a mileage reimbursement at the rate set forth in 29 Delaware Code Section 7102 (or such future reimbursement rate that may be promulgated) for travel to and from meetings of the Board of Directors of the Authority. Any employee of the Authority shall be entitled to mileage reimbursement at the same rate for travel related activities on behalf of the Authority, exclusive of travel to and from their respective place of employment.

8. Borrowing Funds.

Pursuant to 25 Del. C. §7011(d), the Authority, acting through its Board of Directors, may borrow from private finance sources and issue notes or vouchers in order to meet the objectives of the Authority and those of the Trust Fund, on such terms and conditions as deemed appropriate by the Board of Directors. No individual member of the Board of Directors shall be personally liable for any funds borrowed by the Authority.

9. Meetings of the Authority.

The Board of Directors of the Authority shall hold regular meetings on at least a quarterly basis at a location in Kent County, Delaware as designated by the Board, or such other location as approved by at least 3 of the 5 Board members.

10. Staff Members.

The Staff Members employed by the Authority, including the Executive Director, shall be responsible for reviewing applications for financial assistance under the Act and making recommendations to the Board of Directors with respect to such applications. In reviewing applications, the Staff Members shall comply with the Policies and Procedures of the Authority.