

**BYLAWS OF  
CITY OF RENSSELAER  
INDUSTRIAL DEVELOPMENT AGENCY**

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**ARTICLE I  
THE AGENCY**

Section 1.     NAME. The name of the Agency shall be City of Rensselaer Industrial Development Agency.

Section 2.     Seal of Agency. The seal of the Agency shall be at Rensselaer in the County of Rensselaer, New York, but the Agency may have other offices at such other places as the Agency may from time to time designate by resolution.

**ARTICLE II  
Board Members of the Agency**

Section 1.     Board Members of the Agency. The Agency shall consist of five (5) board members who shall be appointed by the governing body of the City of Rensselaer (the “Board”).

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 agreements, contracts, deeds, and any other instruments of the Agency. At each meeting the Chairman shall submit such recommendations and information as he 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 or incapacity of the Chairman, and in case of the resignation or death of the Chairman, the Vice Chairman shall perform such duties as are imposed on the Chairman until such time as the agency shall appoint a new Chairman.

**ARTICLE III  
OFFICERS**

Section 1.     Officers. The officers of the Agency shall be an Executive Director, a Secretary, an Assistant Secretary, a Treasurer, and an Assistant Treasurer. Any two or more offices may be held by the same person, except the offices of Executive Director and Secretary.

Section 2.     Executive Director. The Executive Director shall not be a member of the Board. The Executive Director shall have general supervision over the administration of the business and affairs of the Agency, subject to the direction of the Board. The Executive Director shall be charged with the management of all projects of the Agency.

Section 3. Secretary. The Secretary may be a member of the Board. 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 this office. The Secretary shall keep in safe custody the seal of the Agency and shall have power to affix such seal to all contracts and other instruments authorized to be executed by the Agency.

Section 4. Assistant Secretary. The Assistant Secretary may be a member of the Board. The Assistant Secretary shall perform the duties of the Secretary in the absence or incapacity of the Secretary; and in the case of resignation or death of the Secretary, the Assistant Secretary shall perform such duties as are imposed on the Secretary until such times as the Board shall appoint a new Secretary.

Section 5. Treasurer. The Treasurer shall not be a member of the Board. The Treasurer shall have the care and custody of all funds to the Agency and shall deposit the same in the name of the Agency in such bank or banks as the Agency may select. The Treasurer shall sign all instruments of indebtedness, all orders, and all checks for the payment of money; and shall pay out and disburse such moneys under the direction of the Board. Except as otherwise authorized by resolution of the Board, all such instruments of indebtedness, orders and checks shall be counter-signed by the Chairman. The Treasurer shall keep regular books of accounts showing receipts and expenditures, and shall render to the Agency at each regular meeting an account of his transactions and also of the financial condition of the Agency. The Treasurer shall give such bond for the faithful performance of his duties as the Board may determine.

Section 6. Assistant Treasurer. The Assistant Treasurer shall not be a member of the Board. The Assistant Treasurer shall perform the duties of the Treasurer in the absence or incapacity of the Treasurer; and in the case of resignation or death of the Treasurer, the Assistant Treasurer shall perform such duties as are imposed on the Treasurer until such times as the Board shall appoint a new Treasurer. The Assistant Treasurer shall give such bond for the faithful performance of his duties as the Board may determine.

Section 7. Additional Duties. The officers of the Agency shall perform such other duties and functions as may from time to time be required by the Board, by the Bylaws of the Agency, or by the rules and regulations of the Agency.

Section 8. Appointment of Officers. All officers of the Agency shall be appointed at the annual meeting of the Agency by the members of the Board, and shall hold office for one year or until the successors are appointed.

Section 9. Vacancies. Should any office become vacant, the Board shall appoint a successor at the next regular meeting, and such appointment shall be for the unexpired term of said office.

#### ARTICLE IV ADDITIONAL PERSONNEL

Section 1. Additional 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

New York State Industrial Development Agency Act, as amended, and all other laws of the State of New York applicable thereto. The selection and compensation of all personnel shall be determined by the Board subject to the laws of the State of New York.

## ARTICLE V MEETINGS

Section 1. Annual Meeting. The annual meeting of the Agency shall be held in the month of December at the regular meeting place of the Agency at a time and date determined by resolution of the Agency.

Section 2. Regular Meetings. Regular meetings of the Agency must be held with notice at such times and places, as from time to time, may be determined by resolution of the Agency.

Section 3. Special Meetings. The Chairman of the Agency may, when he deems it desirable, 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. The call for a special meeting may be delivered to each member of the Agency or may be mailed to the business or home address of each member of the Agency at least two days prior to the date of such special meeting. Waivers of notice may be signed by any members failing to receive a proper notice. At such special meeting no business shall be considered other than that as designated in the call, but if all the members of the Agency are present at a special meeting, with or without notice thereof, any and all business may be transacted at such special meeting.

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

Section 5. Order of Business. At the regular meetings of the agency, the following shall be the order of business:

1. Roll Call.
2. Reading and approval of the minutes of the previous meeting.
3. Bills and communications.
4. Report of the Treasurer.
5. Reports of Committees.
6. Unfinished Business.
7. New Business.
8. Adjournment.

All resolutions shall be in writing and shall be copied in or attached to a journal of the proceedings of the Agency.

Section 6.     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 on the minutes of such meeting, except in the case of appointments when the vote may be by ballot.

## ARTICLE VI AMENDMENTS

Section 7.     Amendments to Bylaws. The bylaws of the Agency shall be amended only with the approval of at least a majority of all of the members of the Agency at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days written notice thereof has been previously given to all members of the Agency.