

By-Laws
of the
Lancaster County Land Bank Authority

Article I

- Section 1. The name of the Organization is the Lancaster County Land Bank Authority (the Land Bank).
- Section 2. The offices of the Land Bank shall be at such place or places as the Land Bank may from time to time designate by resolution.
- Section 3. The Land Bank's seal shall be circular in form and shall have inscribed thereon the name of the Land Bank and the words "Pennsylvania, 2016."
- Section 4. The purposed activities of the organization are set forth by the establishing ordinance passed by the Lancaster County Commissioners, and any amendments thereto, and the Certificate of Incorporation issued by the Commonwealth of Pennsylvania.

Article II - Membership

- Section 1. The Land Bank shall be composed of individuals named and appointed pursuant to law as set forth in Article I, Section 4.
- Section 2. The Land Bank Board shall be comprised of seven (7) members that reflect the diversity and range of interests affected by the Land Bank's activities. Each member of the Board of the Redevelopment Authority of the County of Lancaster (Redevelopment Authority) on the date of creation of the Land Bank shall serve on the Land Bank Board for the same term as his or her term on the Redevelopment Authority, and the Lancaster County Board of Commissioners shall appoint two additional members who are residents of Lancaster County, and at least one of whom shall not be a public official or municipal employee and shall maintain a membership with a recognized civic organization in Lancaster County.
- Section 3. The Board of Directors of the Redevelopment Authority shall serve on the Land Bank Board for so long as they serve on the board of the Redevelopment Authority. The Lancaster County Board of Commissioners shall appoint two additional members who shall serve five (5) year terms from January 1 of the year of creation of the Land Bank. Newly appointed members of the Redevelopment Authority shall automatically be members of the Land Bank Board for a term the same as his or her term on the Redevelopment Authority.
- Section 4. Members shall continue to serve until their successors have been appointed and confirmed.

- Section 5. Members shall serve without compensation and may seek reimbursement for expenses associated with duties relating to the Land Bank activities.
- Section 6. Members of the Land Bank Board and its employees shall be subject to the Act of July 19, 1957 (P.L. 101), No. 451, known as the State Adverse Interest Act and the ethical standards and disclosure requirements of 65 Pa.C.S. Chapter 11 and any other supplemental rules and guidelines adopted by the Land Bank.
- Section 7. Any vacancy in the two members appointed by the Lancaster County Board of Commissioners shall be filled by appointment by the Lancaster County Board of Commissioners. Vacancies of members serving by virtue of appointment to the Authority board shall be filled by the Redevelopment Authority.

Article III – Meetings

- Section 1. The Land Bank shall hold regular public meetings, shall make each meeting's agenda available on the Land Bank's website in advance of such meeting and shall allow for public comment on matters under deliberation at each such public meeting.
- Section 2. The place, date and time of the Land Bank meetings shall be determined at the discretion of the Land Bank Board.
- Section 3. All meetings of the Land Bank Board shall comply with the Pennsylvania Sunshine Act.
- Section 4. The Chair of the Land Bank Board may call special meetings by written notice of at least twenty-four (24) hours to each Board member and in accordance with the Pennsylvania Sunshine Act.
- Section 5. A quorum shall be necessary for the transaction of any business by the Land Bank Board. A majority of the members of the Land Bank Board, excluding vacancies on the Land Bank Board, shall constitute a quorum. The Land Bank Board shall act by a majority vote of the Members at a meeting at which a quorum is present, except as otherwise provided in the Ordinance.
- Section 6. No voting by proxy shall be permitted.
- Section 7. Minutes of all meetings of the Land Bank Board and its Committees shall be made and maintained.

Article IV – Officers

- Section 1. The Land Bank Board shall elect officers to serve as Chair, Vice Chair, Secretary and Treasurer to serve one (1) year terms. Members may be re-elected to serve successive terms. Election shall be made at the first meeting of the calendar year.

- Section 2. The Chairman shall preside at all meetings, shall establish such committees from among the members of the Land Bank as deemed necessary, shall jointly with the Secretary execute, by his or her signature, all contracts for the Land Bank and shall carry out such other general specific duties and responsibility as may be attached to his office by the Land Bank.
- Section 3. The Vice Chairman, in the absence of the Chairman, shall preside at meetings, shall execute contracts, and shall carry out the general and specific duties and responsibilities attached to this office by the Land Bank.
- Section 4. The Secretary shall be responsible for preparing accurate records of all meetings, shall execute contracts, and shall carry out the general specific duties and responsibilities attached to this office by the Land Bank. Recording duties of the Secretary may be assigned to an appointed designee at the discretion of the Land Bank Board.
- Section 5. The Treasurer shall provide for the custody of funds and other property of the Land Bank, and shall carry out general and specific duties and responsibilities attached to the office by the Land Bank. Record keeping and fund management duties may be assigned to staff at the discretion of the Land Bank, or through administrative agreement for management of Land Bank activities.

Article V – Miscellaneous

- Section 1. Committees may be appointed from time to time as determined by the Land Bank Board. Committees may be formed to undertake any actions consistent with the powers of the Land Bank Board that relate to the administration or programmatic activities of the Land Bank.
- Section 2. The Land Bank is empowered to form an advisory committee which, in the discretion of the Land Bank, will be of aid in the administration of the business affairs of the Land Bank. In no event shall any such committee be formed without at least one member of the Land Bank as a member thereof.
- Section 3. The members of the Land Bank Board, by a majority vote of members present, may authorize the Executive Director to execute, jointly with the Secretary or Secretary designee, a contract on behalf of the Land Bank.

Article VI – Amendments

- Section 1. These By-Laws may be amended at any meeting of the Land Bank by a majority vote of those present.
- Section 2. No such amendment shall be valid unless written notice thereof shall have been given to all members of the Land Bank, with notice of the meeting in which such action is contemplated.