



Public Facilities Authority of Coweta County

Regular Meeting Session

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~ Agenda ~

Shannon Zerangue
770.254.2601

Wednesday, August 4, 2021

10:00 AM

Commission Chambers

PUBLIC FACILITIES AUTHORITY OF COWETA COUNTY

Call to Order

Attendee Name	Present	Absent	Late	Arrived
Authority Member Ted Meeker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Authority Member Don Phillips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Authority Member Kelvin Thompson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Authority Member David Fowler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Authority Member Cynthia Bennett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attorney Jerry Ann Conner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
County Administrator Michael Fouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Associate County Administrator Eddie Whitlock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assistant County Administrator Kelly Mickle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
County Clerk Shannon Zerangue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Deputy County Clerk Fran Collins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

REGULAR SESSION

NEW BUSINESS

1. Request Adoption of the Bylaws for the Public Facilities Authority of Coweta County
2. Request Election of Officers for the Public Facilities Authority of Coweta County
3. Request Appointment of Clerks for the Public Facilities Authority of Coweta County
4. Roles and Responsibilities of the Public Facilities Authority of Coweta County
5. Request Discussion/Adoption of a Meeting Schedule for the Public Facilities Authority of Coweta County

ADJOURNMENT

As set forth in the Americans with Disabilities Act of 1992, the Coweta County government does not discriminate on basis of disability, and will assist citizens with special needs given proper notice (seven working days). For information, please call (770) 254-2601.



Public Facilities Authority

To: Public Facilities Authority of Coweta County

From: Shannon Zerangue, County Clerk

Date: 7/29/2021

RE: Bylaws for the Public Facilities Authority of Coweta County

Issue: Bylaws for the Public Facilities Authority of Coweta County

Discussion: The Attorney has prepared Bylaws for review and adoption by the Public Facilities Authority of Coweta County.

Recommendation: It is recommended that the Public Facilities Authority of Coweta County adopt Bylaws governing the Authority.

A RESOLUTION TO APPROVE AND ADOPT BYLAWS OF THE COWETA COUNTY PUBLIC FACILITIES AUTHORITY

WHEREAS, on May 5, 2021, House Bill 753 was signed into law by the Governor of the State of Georgia becoming Act 85; and

WHEREAS, Act 85 created the Coweta County Public Facilities Authority (the “Authority”); and

WHEREAS, this Act established the Coweta County Public Facilities Authority (hereinafter the “Authority”), deemed to be a political subdivision of the state and a public corporation; and

WHEREAS, the Authority desires to approve and adopt Bylaws, attached hereto as Exhibit A;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE COWETA COUNTY PUBLIC FACILITIES AS FOLLOWS:

The members of the Coweta County Public Facilities Authority hereby approve and adopt the Bylaws of the Authority in substantially the form attached hereto as Exhibit A.

SO RESOLVED AND EFFECTIVE, this the _____ day of _____ 2021.

Approved:

Attest:

Clerk

(SEAL)

Attachment: Draft Bylaws 072921 (clean draft) (10400 : PFA - Bylaws)

**BYLAWS OF THE
COWETA COUNTY
PUBLIC FACILITIES AUTHORITY**

ARTICLE I.

NAME

The name of this organization shall be the Coweta County Public Facilities Authority (hereinafter sometimes referred to as the “Authority”). The Authority is in accordance with Act 85 (H.B. 753) of the 2021 Session of Georgia General Assembly.

ARTICLE II.

CREATION; GOVERNING LAW

The Authority was created by the Coweta County Public Facilities Authority Act, Act 85 (H.B. 753) of the 2021 Session of the Georgia General Assembly, (hereinafter sometimes referred to as the “Act”). The operations and activities of the Authority shall be governed by the Act. In the event of conflict between these Bylaws and the Act, the Act shall control.

ARTICLE III.

PURPOSES

Without limiting the generality of any provision of the Act, the general purpose of the Authority is declared to be that of providing buildings, facilities, equipment, and services for the citizens in Coweta County, Georgia.

ARTICLE IV.

POWERS, AUTHORITY, AND RESPONSIBILITES

The Authority shall promote its purpose of providing buildings, facilities, equipment, and services for the citizens in Coweta County, Georgia through the exercise of the following powers, authority and responsibilities, and such others as may be provided for or authorized by the Act:

- 1) To have a seal and alter the same at its pleasure;
- 2) To acquire by purchase, lease, gift, condemnation, or otherwise, and to hold, operate, maintain, lease, and dispose of real and personal property of every kind and character for its corporate purposes;
- 3) To appoint, select, and employ officers, agents, and employees, including engineering, architectural, and construction experts, fiscal agents, and attorneys, and to fix their respective compensations;

- 4) To execute contracts, leases, installment sale agreements, and other agreements and instruments necessary or convenient in connection with the acquisition, construction, addition, extension, improvement, equipping, operation, or maintenance of a project; and any and all persons, firms, and corporations, and the county, the Coweta County School System, and any municipality within the county are hereby authorized to enter into contracts, leases, installment sale agreements, and other agreements or instruments with the authority upon such terms and for such purposes as they deem advisable and as they are authorized by law;
- 5) To acquire, construct, add to, extend, improve, equip, hold, operate, maintain, lease, and dispose of projects;
- 6) To pay the costs of the project with the proceeds of revenue bonds or other obligations issued by the Authority or from any grant or contribution from the United States of America or any agency or instrumentality thereof or from this state or any agency or instrumentality or political subdivision or municipal corporation thereof or from any other source whatsoever;
- 7) To accept loans or grants of money or materials or property of any kind from the United States or any agency or instrumentality thereof, upon such terms and conditions as the United States or such agency or instrumentality may require;
- 8) To accept loans or grants of money, materials, or property of any kind from this state or any agency or instrumentality or political subdivision or municipal corporation thereof, upon such terms and conditions as this state or such agency or instrumentality or political subdivision or municipal corporation may require;
- 9) To borrow money for any of its corporate purposes, to issue revenue bonds, and to provide for the payment of the same and for the rights of the holders thereof;
- 10) To pledge the payment of revenue bonds, notes, and other forms of obligations issued by the authority and any and all revenue and properties of the authority, both real and personal;
- 11) To exercise any power usually possessed by private corporations performing similar functions, including the power to incur short-term debt and to approve, execute, and deliver appropriate evidence of any such indebtedness;
- 12) To prescribe rules, regulations, service policies, and procedures for the operation of any project.
- 13) To adopt, alter, or repeal its own bylaws, rules, regulations governing the manner in which its business is transacted; and

- 14) To do all things necessary or convenient to carry out the powers expressly given in the Act.

**ARTICLE V.
RULES AND REGULATIONS**

The Authority shall promulgate such rules and regulations as the Authority may deem necessary or expedient for the government of the Authority and the operation, management, and maintenance of such projects as the Authority may determine appropriate from time to time.

**ARTICLE VI.
OFFICES**

The Authority shall establish within the Coweta County, State of Georgia its principal office and may establish such other offices as its members may from time to time authorize and direct.

**ARTICLE VII.
THE AUTHORITY**

Section 1. Members

- 1) The size and composition of the Authority and the appointment and terms of members of the Authority shall be as provided in the Act.
- 2) The business and affairs of the Authority shall be governed by rules and policy established by the members of the Authority to the full extent of the powers and authority conferred upon the Authority by law.
- 3) An Authority member may be reimbursed for actual expenses necessarily incurred in the performance of their duties, provided that such expenses, or any portion thereof, are not reimbursed by any other organization or entity, public or private.
- 4) The Authority members may by rule, by law or other action delegate to one or more of its committees, officers, agents, or employees such powers and duties as it may deem proper; provided, however, that any such delegation shall not be deemed to be in derogation of any of the Authority's powers.
- 5) No vacancy in the Authority membership shall impair the right of a quorum to exercise all the rights and perform all the duties of the Authority.

Section 2. Bonds and Indemnities

All officers, agents, and employees of the Authority shall, at the expense of the Authority, furnish such bonds and indemnities as may from time to time be required by the Authority.

Section 3. Addresses

All notices and written materials required by these Bylaws to be given to any Authority member shall be sent to such address as such member shall have on file with the Office of the Authority.

Section 4. Seal

The seal of the Authority shall have inscribed thereon the words “Coweta County Public Facilities Authority” between two (2) concentric circles and the words “Georgia” and “Seal” in the center thereof, or such other configuration as the Authority shall deem appropriate.

Section 5. Fiscal Year

The fiscal year of the Authority shall begin on the first (1st) day of October in each year and end on the thirtieth (30th) day of September of the following year.

ARTICLE VIII.

OFFICERS, CLERK, AND LEGAL COUNSEL

Section 1. Named Officers

The officers of the Authority shall consist of a Chairperson, a Vice Chairperson, and a Treasurer, each of whom shall be selected and hold office in accordance with the Act, and such other officers as may be deemed necessary or desirable by the Authority for the efficient conduct of its business and affairs.

Section 2. Qualifications for Office

The Chairperson, Vice Chairperson, and Treasurer must be members of the Authority.

Section 3. Election of Officers

The Chairperson, Vice Chairperson, and Treasurer of the Authority, and any other elected officers of the Authority as deemed necessary by the Authority, shall be elected by the Authority at its annual meeting and shall serve for a term of one year and until their successors are elected and qualified.

Section 4. Resignation or Discharge from Office

Any officer elected, appointed, or employed by the Authority may resign or may be removed from office by the Authority, or as otherwise provided by law or these Bylaws.

Section 5. Abolition of Offices

The Authority may abolish any office not provided by the Act.

Section 6. Vacancies

A vacancy in any Authority member office, whether by reason of death, resignation, removal, or otherwise, shall be filled for the unexpired term thereof as provided by the Act. A vacancy in any Authority non-member's office, whether by reason of death, resignation, removal, or otherwise, may be filled by the Authority, unless otherwise provided in these Bylaws.

Section 7. Clerk & Deputy Clerk

A Clerk and Deputy Clerk shall be appointed annually by the Authority. The Clerk and Deputy Clerk shall not be member of the Authority.

Section 8. Legal Counsel

Unless the Authority appoints outside legal counsel, the County Attorney representing Coweta County shall serve as legal counsel for the Authority.

ARTICLE IX. POWERS AND DUTIES

Section 1. Duties of the Chairperson

The Chairperson shall have such general powers and responsibilities as may be delegated by the Authority and shall perform or cause to be performed the duties incident to such general powers and responsibilities. The Chairperson shall execute (sign, seal and deliver), in the name of the Authority, all written instruments of every kind and character which the Authority or the law has authorized the Chairperson to execute. The Chairperson shall receive reimbursement of all necessary and lawful expenses incurred in the exercise of his/her duties. Without limiting the foregoing, the powers and duties of the Chairperson shall include, but not be limited to, the following:

- 1) Serve as Chief Executive Officer of the Authority.
- 2) Preside at all meetings of the Authority at which the Chairperson is present.
- 3) Serve ex officio on all Authority committees.

- 4) Represent the Authority at hearings, conferences and other events as the Chairperson may deem necessary for the conduct of Authority business.
- 5) Make such recommendations to the Authority as the Chairperson deems appropriate.
- 6) Execute all contracts necessary or required for the efficient operations of the Authority.

Section 2. Duties of the Vice Chairperson

The Vice Chairperson, in the absence or disability of the Chairperson, shall exercise the powers and perform the duties of the Chairperson. The Vice Chairperson shall in addition exercise such other powers and perform such other duties as from time to time may be assigned to the Vice Chairperson by the Authority. The Vice Chairperson shall serve ex officio on all Authority Committees.

Section 3. Duties of the Treasurer

The Treasurer shall be the Chief Financial Officer of the Authority. Without limiting the foregoing, the Treasurer shall have the following powers and duties:

- 1) Advise the Authority on a regular basis as to the financial condition of the Authority.
- 2) Perform such duties incident to the office of Treasurer as the Authority may direct.

Section 4. Duties of the Clerk

The Clerk shall be the custodian of the books and records of the Authority. Without limiting the foregoing, the Clerk shall have the following powers and duties:

- 1) Keep written minutes of all Authority meetings.
- 2) Have custody of the book of minutes and the seal of the Authority and shall attest, and affix the Authority seal to, such documents, including all contracts of the Authority, as the Authority or the Chairperson may direct or as the law may require.
- 3) Give, or cause to be given, notice of all meetings of the Authority and Authority committees as provided by these Bylaws and shall cause the minutes to reflect and proof of the giving of all required notices. Should the Clerk fail or refuse to give notice of any meeting called in accordance with the provisions of these Bylaws, the Chairperson, the Vice Chairperson when acting in the place of the Chairperson, or the Authority members calling such meeting shall then give the notice required.

- 4) Keep a full set of all resolutions of the Authority, separately indexed by date and subject matter.
- 5) Perform such duties incident to the office of Clerk as the Authority may direct.

ARTICLE X.

MEETINGS OF THE AUTHORITY

Section 1. Required Meetings

The Authority shall hold an annual meeting each year and may hold other regular or special meetings as often as it deems appropriate and necessary.

Section 2. Regularly Scheduled Meetings

At its annual meeting, the Authority shall set the date and time for the next annual meeting; and shall, but if the Authority desires to meet regularly, set the date and time of any regular meetings to be held during the Authority's fiscal year.

Section 3. Special Meetings

The Authority may hold special meetings when set by a motion adopted in a meeting, or when such special meeting is called by the Chairperson, or by the Vice-Chairperson when acting in the place of the Chairperson, or by three (3) members of the Authority. Such special meetings may be held as often as deemed appropriate and necessary, and the date and times of such meetings shall be set by the persons calling the meeting. All such meetings shall be held at the Authority's principal office unless otherwise designated in the Authority's action setting the scheduled meeting or in the case of a called meeting, in the notice of the called meeting.

Section 4. Meeting Agendas

The Chairperson shall prepare the agenda for regularly scheduled meetings of the Authority, for special meetings set by Authority motion, and special meetings called by the Chairperson. The members of the Authority calling a special meeting shall prepare the agenda.

Section 5. Authority Not Limited By Agenda

At any regularly scheduled meeting or special meeting of the Authority, the Authority may consider and act upon any matter and transact any business which comes before the Authority, whether or not such matter or business was included within the notice or agenda given, posted, or distributed with respect to the meeting.

Section 6. Notice

- a) Regularly Scheduled Meetings

At least three (3) business days prior to a regularly scheduled meeting set by resolution in a scheduled meeting, the Clerk shall cause notice of such meeting, including the agenda for the meeting, to be given to all members of the Authority and to legal counsel but only a member of the Authority may object to deficiencies in notice of the meeting.

b) Special Meetings

The Clerk shall give notice of a special meeting, including the agenda for the meeting, as soon as practical but at least 24 hours prior to the meeting, to all members of the Authority and to legal counsel. When special circumstances occur, which do not permit 24 hours prior notice of a special meeting, the notice shall be given sufficiently in advance of the meeting as is practical. Before official action is taken at such meeting for which at least 24 hours has not been given, the special circumstances which prevented earlier notice shall be entered in the minutes by the Chairperson or other person calling the meeting and the nature of the notice given to the members, legal counsel, and to the public shall be announced for entry in the minutes of the meeting.

c) Content of Notice

The notice shall set forth the date and time and place of the meeting. The notice shall include the agenda for the meeting, describing the business to be transacted at or the purpose of the meeting. The notice to the members may contain such additional matter as the Chairperson or person or persons calling a special meeting may direct.

d) Delivery of Notice, etc.

Notice of a regularly scheduled or special meeting to be given to members and to legal counsel may be delivered by phone, in person or through courier, by facsimile transmission to the number provided by the intended recipient, by any form of first class mail to the address provided by the intended recipient, by e-mail to an e-mail address provided by the intended recipient, or by statutory overnight delivery to the address provided by the intended recipient. In the latter cases, notice shall be deemed given when the notice is delivered for transmission, or when the notice is deposited in the mail properly addressed with first class postage prepaid, or when the communication is sent, or when the delivery of the notice is made to the delivery service.

Section 7. Public Notice

- 1) All regularly scheduled meetings and special meetings of the Authority shall be conducted in accordance with the Georgia Open Meetings Act (O.C.G.A. Title 50, Chapter 14). A gathering of a quorum of the Authority at which any public matter, official business or policy of the Authority is discussed or presented or at which official action is to be taken is considered a meeting. A gathering is not a meeting if no official action is taken and (1) the gathering is for the purpose of inspecting facilities of the Authority or (2) meeting with other public agencies or officers outside the State. Notice of meetings of the Authority shall be given in accordance

with the Open Meetings Act as summarized in these Bylaws and the additional requirements set forth in these Bylaws.

- 2) Promptly after the adoption by the Authority in the annual meeting of the Authority of the schedule of regular meetings of Authority if regular meetings are scheduled, notice of regular meetings scheduled shall be posted in a public area proximate to the office of the Authority or on public bulletin to which the public has convenient access during the business hours of the Authority. In addition, a copy of that schedule shall be mailed by the Clerk to the legal organ of Coweta County and to a newspaper having a general circulation in that county. In addition, if the Authority modifies the schedule of meetings, then promptly after the action of the Authority, the posted schedule of regularly scheduled meetings shall be modified to conform to the action of the Authority and, in addition, a copy of the altered schedule shall be mailed by the Clerk to the legal organ of Coweta County and to a newspaper having a general circulation in that county.
- 3) In addition to posting the schedule of regular meetings adopted by the Authority, the Clerk shall post a separate notice for each regularly scheduled and each special meeting of the Authority. The notice shall state the time and place of the meeting and include the agenda for the meeting. The notice shall be posted in a public area proximate to the office of the Authority or on public bulletin to which the public has convenient access during the business hours of the Authority. The notice shall be posted at least 24 hours prior to the meeting. The posted notice, including the agenda, shall not be removed until two (2) business days following the meeting. A photocopy of the notice, including the agenda, shall be available to any person upon request within such period.
- 4) If the annual or regularly scheduled meeting or special meeting of the Authority is to be held is for any reason held at any place or time other than the posted time and place, the Clerk, or Assistant Clerk, shall give prompt, but in any event at least 24 hours prior to the meeting, written or oral notice either to the legal organ of Coweta County or to a newspaper having a general circulation in such county of the place of the meeting and to each broadcast or print media organization which has requested such notices be given to it. If special circumstances occur such that 24-hour prior notice cannot practically be given, such notice shall be given orally or in writing to either the legal organ of Coweta County or to a newspaper having general circulation in such county of the place of the meeting and, to the extent feasible, to each other broadcast or print media organization which has requested such notices be given to it. In addition, notice of the changed time and place shall be posted at the place at which the meeting was originally to occur for a period of less than 24 hours.

Section 8. Objections to and Waiver of Notice

A member may object to the failure to meet the requirements for notice to the members and to the public with respect to any meeting by stating that objection prior to or at the beginning of the

meeting. Any such objection shall be attached to or recorded in the minutes of the meeting. Any person may object to failure to meet the requirements for notice to the public by stating that objection in writing delivered to the Chairperson prior to or at the beginning of the meeting before business is transacted. The objection shall be attached to the minutes of the meeting. Any member may waive notice to the member of any meeting. The attendance of a member at any meetings shall constitute a waiver of said notice as to the member except when a member attends a meeting for the express and sole purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened and states that objection at the beginning of the meeting. At any duly called meeting of the Authority, the Authority may consider and act upon any matter and transact any business which comes before the Authority, whether or not such matter or business was included within the notice or agenda given, posted, or distributed with respect to the meeting.

Section 9. Conduct of Meetings

a) Quorum

At all meetings of the Authority, three (3) of the members of the Authority shall be necessary to constitute a quorum for the transaction of business. The act of a three (3) members shall constitute the action of the Authority. In voting, each member of the Authority present at a meeting of the Authority at which an action is taken shall be presumed to have voted affirmatively for such action unless the member's contrary intention shall have been affirmatively indicated by the member and entered in the minutes of the meeting.

b) Telephone Conference

When authorized by the Chairperson with respect to a regularly scheduled meeting or special meeting, and when a meeting is permitted pursuant to state law, a meeting of the Authority may be conducted in a manner in which all or less than all members of the Authority participate through telephone so long as all members participating by telephone are able to hear and to communicate with each other member and, in a meeting required to be open to the public, the communications between members are made in a manner so that the public who attend the meeting may hear such communications at the place which is designated in the meeting as the place of the meeting, either by audio broadcast of those communications or otherwise providing access by the members of the public to at least audio reception of such communications.

c) Meetings Open to Public

Unless and until a meeting is closed to the public as provided in these Bylaws, the public shall have access to all meetings of the Authority. A member of the public has the right of access in order to observe the meeting but does not have the right to participate in the meeting, including participation by asking questions or by making comment, unless they Authority affords an opportunity and then only in accordance with limitations imposed by the Authority. A member of the public may make visual, sound, and visual and sound recordings during the meetings of the Authority open to the public.

d) Closing of Meeting to Public

- 1) Regardless of whether the notice of any meeting of the Authority states that the meeting shall be closed to the public, that is, the Authority will meet in executive session, the meeting shall begin in open session accessible to the public. The meeting shall not be closed unless (i) the names of the members of the Authority present at the meeting are recorded for entry into the minutes of the meeting, (ii) a motion is made to close the meeting stating the specific reasons for the closure and the name of member making the motion and the reasons stated in the motion are recorded for entry into the minutes of the meeting, (iii) the motion is seconded and the name of the member seconding the motion is recorded for entry into the minutes of the meeting, (iv) the motion is adopted by action of the Authority and all members voting in favor of the motion are recorded for entry into minutes of the meeting.
 - 2) During that part of the meeting closed to the public, only those matters within the scope of the specific reasons stated in the motion to close the meeting to the public will be addressed to the extent permitted by the Open Meetings Act.
 - 3) When all business within the scope of the motion to close the meeting to the public has been completed, the Authority shall adopt a motion to return to open session. The Authority shall then open the meeting to the public and following the conduct of any additional business of the Authority. The Authority shall adjourn the meeting.
 - 4) Promptly after the conclusion of the meeting and in any event before the minutes of the meeting are distributed to the members, the Chairperson or other officer who presided at the meeting shall file with the Clerk an affidavit that the subject matter of the meeting which as closed to the public was devoted to matters within the exceptions provided by law to the requirement that all meetings be open to the public and stating the specific relevant exception.
- e. Summary of Actions and Minutes
- 1) Within seven (7) business days of a meeting of the Authority, the Clerk shall prepare a written summary of the subjects acted on and the members present during the parts of the meeting open to the public, but not the subjects acted on during the parts of the meeting which were closed to the public in accordance with the procedures for closing a meeting to the public set forth above. The summary shall be available to the public upon request.
 - 2) Adequate written minutes shall be kept recording the acts and proceedings at the meetings of the Authority, except that minutes of that part of the meeting which is closed to the public are not required and unless the Chairperson or the Authority otherwise directs shall not be recorded. Such minutes shall be prepared by the Clerk designated under these Bylaws.

- 3) Where any portion of a meeting is closed to the public, the minutes of that part of the meeting which open to the public shall include as an attachment the affidavit of the Chairperson or other officer who presided that the subject matter of the meeting which was closed to the public was devoted to matters within the exceptions provided by law to the requirement that all meetings be open to the public and stating the specific relevant exception.
- 4) The minutes shall be approved by the Chairperson or other officer presiding at the meeting. A copy of the minutes so approved shall be distributed to each member of the Authority and to legal counsel not later than (a) thirty (30) calendar days following the meeting or (b) not less than five (5) days prior to the next regularly scheduled meeting of the Authority, whichever occurs first. Minutes so approved shall be presented to the Authority at its next succeeding regularly scheduled meeting for approval and approved in accordance with any modifications adopted by the Authority at such meeting. The official minutes of the Authority meeting shall be those approved by the Authority.

ARTICLE XI.

COMMITTEE STRUCTURE AND APPOINTMENT

The Chairperson of the Authority may designate any number of temporary or permanent Committees, which shall be composed of such Authority members as may be determined by the Chairperson. The Chairperson shall appoint a Committee Chairperson of each Committee. The Committee members may vote to fill the office of Committee Vice Chairperson. In the absence of a Committee Chairperson or Vice Chairperson, the Authority Chairperson may chair the committee meeting. Notice of meetings of each Committee shall be given in conformity with the public notice requirements. The Committees shall have such duties and responsibilities as the Chairperson of the Authority may prescribe. Unless the Authority directs otherwise by written resolution, all actions of the Committees shall be of an advisory nature and shall be reported by the Committee to the Authority at the meeting of the Authority next succeeding the meeting of the Committee. The Chairperson of each Committee shall be responsible for keeping written minutes of all meeting and for delivering a copy of the minutes to each member of the Authority. All Authority members shall be given reasonable prior notice of all committee meetings and shall be entitled to attend and participate in all committee meetings and discussions, but only members of the Committee shall be entitled to vote.

ARTICLE XII.

CERTAIN FINANCIAL MATTERS

Section 1. Checks

Unless otherwise provided by law, all checks, drafts, or other orders for the payment of money authorized by the Authority shall be signed by the Chairperson or the Treasurer. Additional signatories may be recommended and approved by the Authority. No person may sign a check payable to themselves or to an entity in which that person has an interest.

Section 2. Deposits

All funds, securities, and moneys of the Authority shall be deposited in such banks, trust companies, or other depositories as the Authority shall select in accordance with applicable law.

Section 3. Audits

The Authority shall have available all books and fiscal records of all receipts, income and expenditures of every kind, together with a proper statement of the Authority’s financial position, for review by the State Auditor in his official capacity on or about the close of the Authority’s fiscal year. The Authority may cause other audits to be made at such times as it may determine to be in the best interest of the Authority.

**ARTICLE XIII.
AMENDMENTS TO BYLAWS**

After initial adoptions of the Bylaws, the Bylaws may be amended by an affirmative vote of a majority of the full membership of the Authority. Any proposed change to these Bylaws may be presented to the Authority for consideration at any regular or special meeting of the Authority. However, no vote shall be taken on the proposed change until the regular meeting next following the meeting at which the Bylaw change is initially presented.

CERTIFICATION

These Bylaws of the Coweta County Public Facilities Authority were adopted by a requisite majority of a quorum of said Authority at the Authority’s regular meeting held on

The _____ day of _____, 2021.

So certified this _____ day of _____, 2021.

Attest:

Clerk

Attachment: Draft Bylaws 072921 (clean draft) (10400 : PFA - Bylaws)



Public Facilities Authority

To: Public Facilities Authority of Coweta County

From: Shannon Zerangue, County Clerk

Date: 7/28/2021

RE: Election of Officers for the Public Facilities Authority of Coweta County

Issue: Election of Officers for the Public Facilities Authority of Coweta County

Discussion: The following officers are needed for the Public Facilities Authority of Coweta County:

- Chairman
- Vice-Chairman
- Treasurer

Recommendation: It is recommended that the members of the Public Facilities Authority of Coweta County elect a Chairman, Vice-Chairman, and Treasurer.



Public Facilities Authority

To: Public Facilities Authority of Coweta County

From: Shannon Zerangue, County Clerk

Date: 7/28/2021

RE: Appointment of Clerks for the Public Facilities Authority of Coweta County

Issue: Appointment of Clerks for the Public Facilities Authority of Coweta County

Discussion: A Clerk will be needed to record the minutes from the meetings held by the Public Facilities Authority of Coweta County.

Recommendation: It is recommended that the Public Facilities Authority of Coweta County appoint County Clerk Shannon Zerangue and Deputy County Clerk Fran Collins to serve as the Clerks for the Authority.



Public Facilities Authority of Coweta County

SCHEDULED

INFORMATIONAL ITEM (ID # 10402)

Meeting: 08/04/21 10:00 AM
Department: Public Facilities Authority
Category: Discussion
Prepared By: Shannon Zerangue
Initiator: Shannon Zerangue
Sponsors:
DOC ID: 10402

Roles and Responsibilities of the Public Facilities Authority of Coweta County

The following individuals will be presenting information regarding the roles and responsibilities of the Public Facilities Authority of Coweta County:

- Attorney Jerry Ann Conner
- Mr. Roger Murray with the firm of Murray Barnes Barnes Finister, LLP
- County Administrator Michael Fouts



Public Facilities Authority

To: Public Facilities Authority of Coweta County

From: Shannon Zerangue, County Clerk

Date: 7/28/2021

RE: Meeting Schedule for the Public Facilities Authority of Coweta County

Issue: Meeting Schedule for the Public Facilities Authority of Coweta County

Discussion: The Public Facilities Authority of Coweta County should discuss setting a meeting schedule for future Authority meetings.

Recommendation: It is recommended that the Public Facilities Authority of Coweta County consider setting a meetings schedule for future meetings.