



REPORT

DATE ISSUED: January 24, 2003

ITEM 100

REPORT NO.: HCR03-007
For the Agenda of January 31, 2003

SUBJECT: Delegation of Chief Executive Officer Signature Authority

SUMMARY

Issue: Should the Chief Executive Officer (CEO) be authorized to delegate authority to a designee to execute and sign documents during periods of the CEO's absence or unavailability?

Recommendation: That the Housing Commission authorize the CEO to delegate signature authority, in writing, to a designee to sign documents, agreements, and other kinds of "writings" that require execution during periods of her absence.

DISCUSSION

At the Housing Commission meeting of January 10, 2003, the Board directed staff to prepare a resolution giving the Chief Executive Officer authorization to delegate her signature authority during periods of unavailability. The attached resolution permits such action by enabling designees to sign documents that require execution during the CEO's absence.

Approval of this item will help ensure that the Housing Commission business continues in a timely manner if the CEO is unavailable for signature.

Respectfully submitted,

Approved by,

Signature on File with Original Document

Carrol M. Vaughan
Chief Operating Officer

Elizabeth C. Morris
Chief Executive Officer

Attachment: Draft Board Resolution



ATTACHMENT

SAN DIEGO HOUSING COMMISSION

RESOLUTION NO. _____

ADOPTED ON _____

A RESOLUTION APPROVING AND AUTHORIZING DELEGATION OF SIGNATURE AUTHORITY FROM CHIEF EXECUTIVE OFFICER (“CEO”) OF THE SAN DIEGO HOUSING COMMISSION (“Commission”) TO DESIGNEE(S).

WHEREAS, the CEO is, from time to time required to be absent from the offices of the Commission; and

WHEREAS, documents, agreements, applications, and other kinds of “writings,” as defined in Evidence Code Section 250, require execution during periods of the CEO’s unavailability and/or absence; and

WHEREAS, the Board of Commissioners desire to establish a procedure to allow a designee or designees of the CEO to execute and sign writings in the absence of the CEO provided that the CEO would have been authorized to sign the writings; and

WHEREAS, the delegation of the authority to execute these agreements and documents will streamline the operation of the business of the Commission; and

WHEREAS, it is desirable to delegate the authority to execute these writings and documents to the written designee(s) of the Chief Executive Officer of the San Diego Housing Commission.

NOW, THEREFORE, BE IT RESOLVED, by the San Diego Housing Commission, that:

The CEO is hereby authorized to nominate designee(s), from time to time, in writing, which designee(s) are hereby authorized and empowered to execute such documents and/or agreements and/or writings, to the extent that the CEO would have been authorized to act, and as is reasonably necessary to carry on the business of the Commission in the absence of the CEO. All such execution(s) shall be and are hereby authorized without the necessity of further action by the Board of Commissioners of the San Diego Housing Commission.

I HEREBY CERTIFY that the above and foregoing is a full, true and correct copy of **RESOLUTION NO.** _____ passed and adopted by the Board of the San Diego Housing Commission, on _____.

Vote: Yeas -

 Nays -

 Absent -

By: _____
Secretary of the San Diego Housing Commission

Approved as to Form:

By: _____
Charles B. Christensen, Esq.
CHRISTENSEN SCHWERDTFEGER & SPATH LLP
General Counsel
San Diego Housing Commission