



The Commonwealth of Massachusetts Manufactured Homes Commission

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(617) 573-1400

By-Laws
(approved 03/10/14)

Article One

The Manufactured Homes Commission (MHC) is established by legislative mandate pursuant to M.G.L. C.6 Section 108.

Article Two

The Manufactured Homes Commissioners (Commissioners) are appointed by the presiding governor.

Article Three

The Commissioners are to be initially appointed for term of one, two, three, four and five years. Sequential appointments are to be for a period of five years. There is nothing in the law that states or indicates that a Commissioner could not be reappointed for a sequential term

Article Four

All Commissioners are to serve on a voluntary basis without any compensation except for expenses allowed by state statute and or policy.

Article Five

Commission Members: Sandy Overlock, Chair, Nancy Fallon, Vice Chair, Sherri Sore, Secretary
Jeffery Hallahan, Commissioner,
Carl Zack, Commissioner,

Ex-Officio Members: The Massachusetts Attorney General; Undersecretary of the Department of Housing & Community Development

All allowed expenses are to be submitted to the proper office on or before the end of each fiscal year so that these expenses can be properly disbursed. Failure to do so will negate such expenses for that period.

Article Six

At the first meeting of each fiscal year the Commission shall elect a board of officers. Namely, a chairperson, a vice-chairperson and a recording secretary, all of whom shall serve for a period of two (2) fiscal years.

Article Seven

The duties and responsibilities of this Commission are those as stated in M.G.L. C. 6 Section 108.

Article Eight

The Commission shall conduct meetings four times each year (January, April, July and October) and as needed which shall serve their duties and responsibilities. The date of the said meetings shall be on or about the third Tuesday of the appointed months and the time thereof shall be 10:30 a.m. Meetings shall continue until the business of the day is completed. The place for these meetings shall be held in or at a public edifice and at various parts of the state as determined by the needs and current business of the Commission. A meeting shall be as long as the business of the day dictates and the needs of the Commission deem necessary.

Article Nine

Any member(s) of the Commission has/have the right to call a special meeting at any time as long as a ten (10) day notice has been given along with an agenda.

Article Ten

Attendance at all meetings is considered necessary. Absence should be taken up with the chair. Three consecutive absences without reason or notification shall be deemed reasonable cause for inquiry and or resignation.

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Community Development**

Article Eleven

A majority of the Commissioners at a meeting shall constitute a quorum to conduct the Commission's business.

Article Twelve

Each meeting shall have its own agenda and said agenda shall be delivered to each Commission member at least ten (10) days prior to all meetings.

Article Thirteen

All meetings shall be governed by Robert's rules of order.

Article Fourteen

The Commission shall submit a report to those officers as specified in M.G.L. c. 6 Section 108. And this shall be done as soon after the start of the fiscal year [September] as is possible. Said report shall be as complete as is needed, and be a sequential reiteration of the business and matters of the Commission that have occurred from the previous September first and up to and including the following August thirty-first. Said report shall be addendized with proper proposals for legislative consideration, a budget proposal for the sequential fiscal year as deemed needed and necessary by the Commission. In addition the projected goals of the Commission for the next fiscal year shall be included.

Article Fifteen

Amendments to the bylaws and or articles of organization may be effected at anytime by a majority vote of those present and voting.

Article Sixteen

The Commission shall receive complaints as specified in M.G.L. c. 6 Section 108.

Article Seventeen

The procedure for the handling of complaints is set out in the revised complaint form attached hereto as Attachment A.

Revised 03/10/14

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