

## LOUISIANA HOUSING FINANCE AGENCY

The following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_:

### RESOLUTION

A resolution regarding the timing and manner in which items may be added to the agenda for consideration before the Board of Commissioners

**WHEREAS**, the Board of Commissioners takes seriously the charge of the legislative mandate as stated in the Louisiana Housing Finance Act, found in La. R.S. §§40:600-600.68; and

**WHEREAS**, the Board of Commissioners requires ample time to consider the business that comes before its body; and

**WHEREAS**, the Board of Commissioners wishes to set a standard for receipt of notice of such matters; and

**WHEREAS**, the President of the Agency shall faithfully execute the policy of the Board; and

**WHEREAS**, the Public Meetings Laws shall be faithfully executed by the LHFA Board and staff,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Louisiana Housing Finance Agency (the "Board"), acting as the governing authority of said Agency that:

**Section 1.** The Board expects the President of the Agency through his agents to effectively apprise the Board of all matters of which the President believes should be or may be weighing at a meeting of its body at least seven (7) calendar days prior to said meeting.

**Section 2.** The Board can vote unanimously to suspend the rule and add a late agenda item.

**Section 3.** Any matters that the Board of Commissioners has been apprised of at least 7 days prior to the Board meeting, may without further steps be placed on the agenda of the Board or a committee of the Board.

**Section 4.** Any matters that the Board of Commissioners has been apprised of less than 7 days prior to the Board meeting may be placed on the agenda of the Board or a committee of the Board with the Chairman's approval, in keeping with the Public Meetings Law, which currently requires the final agenda to be posted within 24 hours of a public meeting.

**Section 5.** Any matter that does not meet the requirements set above shall not be placed on the final agenda of the Board, but may only be considered by the Board in keeping with the exception outlined in the La. R.S. §42:7 (A) (1)(b)(ii), which allows a public body to take up any matter not on the agenda provided there is unanimous approval of the members present at the meeting, the matter is identified with reasonable specificity and includes the purpose for the addition in the motion to take up the matter not on the agenda, and the motion to add the matter is entered into the minutes of the meeting, and there is an opportunity for public comment on any such motion before any vote on the motion to take up the matter not on the agenda.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

And the resolution was declared adopted on this, the 11<sup>th</sup> day of February, 2009.

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Chairman

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Secretary

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Commissioners of the Louisiana Housing Finance Agency (the "Agency"), do hereby certify that the foregoing three (3) pages constitute a true and correct copy of a resolution adopted by said Board of Commissioners on February 11, 2009, "A resolution regarding the timing and manner in which items may be added to the agenda for consideration before the Board of Commissioners."

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Agency on this, 11th day of February, 2009.

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Secretary

(SEAL)