

## LOUISIANA HOUSING FINANCE AGENCY

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

### RESOLUTION

**A resolution to replace the resolution that passed on February 11, 2009 regarding the same matter; 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.** This resolution shall supersede and nullify the Board's resolution passed on September 8, 2010 titled:

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

**Section 2.** 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, along with the relevant materials that should be considered by the Board regarding each matter, at least seven (7) calendar days prior to said meeting. Relevant materials include any and all resolutions to be considered by the Board, as well as back up documentation sufficient for the pros and cons of the matter to be considered by the Board. The Chair of a Committee may assist in determining the matter relevant for that which is to come before each committee, and the Chair of the Board for that which is to come before the Full Board.

**Section 3.** The Board can vote unanimously to suspend the rules and add a late agenda item.

**Section 4.** Any matters that the Board of Commissioners has been apprised of at least 7 days prior to the Board meeting in keeping with Section 1, above may without further steps be placed on the agenda of the Board or a committee of the Board.

**Section 5.** 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 6.** 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 9<sup>th</sup> day of February, 2011.

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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 9, 2011, "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, 9th day of February, 2011.

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Secretary

(SEAL)

**This document is a redlined version of the original Seven-Day Resolution, which seeks to explain the way the proposed resolution affects the original resolution.**

## 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, along with the relevant materials that should be considered by the Board regarding each matter. at least seven (7) calendar days prior to said meeting. Relevant materials include any and all resolutions to be considered by the Board, as well as back up documentation sufficient for the pros and cons of the matter to be considered by the Board. The Chair of a Committee may assist in determining the

matter relevant for that which is to come before each committee, and the Chair of the Board for that which is to come before the Full Board.

**Section 2.** The Board can vote unanimously to suspend the rules 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 in keeping with Section 1, above, may without further steps be placed on the agenda of the Board or a committee of the Board.

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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)



## LOUISIANA HOUSING FINANCE AGENCY

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

### RESOLUTION

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**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.** This resolution shall supersede and nullify the Board's resolution passed on September 8, 2010 titled:

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**Section 2.** 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, along with the relevant materials that should be considered by the Board regarding each matter, at least seven (7) calendar days prior to said meeting. Relevant materials include any and all resolutions to be considered by the Board, as well as back up documentation sufficient for the pros and cons of the matter to be considered by the Board. The Chair of a Committee may assist in determining the matter relevant for that which is to come before each committee, and the Chair of the Board for that which is to come before the Full Board.

**Section 3.** The Board can vote unanimously to suspend the rules and add a late agenda item.

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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 9<sup>th</sup> day of February, 2011.

---

Chairman

---

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 9, 2011, "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, 9th day of February, 2011.

---

Secretary

(SEAL)

# LOUISIANA HOUSING FINANCE AGENCY

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

## RESOLUTION

A resolution regarding the protocol for submission of materials for consideration by the Board of Commissioners prior to scheduled meetings, and matters related thereto.

**WHEREAS**, the Board of Commissioners (Board) is the governing authority for the Louisiana Housing Finance Agency (Agency), and as such establishes the policy for the Agency and controls and directs its activities. Louisiana Housing Finance Act, La. R.S. 40:600.1, et seq.; and

**WHEREAS**, the Board, in order to fulfill its statutory duties, and to be sufficiently apprised of all business before the Agency, requires a reasonable amount of time to receive and review all materials being submitted to the Board for consideration at each meeting; and

**WHEREAS**, the President of the Agency is charged with the faithful execution of any policy and direction of the Board; and

**WHEREAS**, the Board desires to establish a protocol for submission of any and all materials, including but not limited to, documents, resolutions, reports, and memoranda of any kind that are relevant to the business of the Board at its meetings;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners that:

- I. The President shall establish a procedure within the Agency that will insure that staff submits to each Commissioner, no later than seven (7) calendar days before the next scheduled Board meeting, any and all materials, including but not limited to, documents, resolutions, reports, and memoranda that are to be considered by the Board at the meeting.
- II. Failure of staff to submit the relevant materials to the Commissioners within the stipulated timeframe shall preclude inclusion of the matter on the agenda and consideration at the meeting.
- III. If, however, a matter arises within the seven days prior to the meeting that requires consideration and/or action by the Board, it may be added to the agenda with the prior approval of the Board Chair and the relevant Committee Chair. The President shall insure that all materials associated with the matter and necessary for an informed decision shall be provided

to each Commissioner no later than forty-eight (48) hours prior to the scheduled meeting. Failure to submit the materials for consideration within the stipulated timeframe shall preclude inclusion of the matter on the agenda and consideration at the meeting.

- IV.** Resolutions must be approved by the proposing Board Committee pursuant to the Bylaws. Any resolution not approved by a majority vote of the Committee with a quorum present is not a proper matter for inclusion in the Committee report to the Board and will not be considered by the full Board.
- V.** Nothing herein shall be construed to limit the Board from amending the agenda pursuant to the provisions of La. R.S. 42:19(A)(1)(b)(ii).

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