

LOUISIANA HOUSING CORPORATION

The following motion was offered by Board Member _____
and seconded by Board Member _____:

RESOLUTION

Resolution adopting procedures regarding virtual participation in Louisiana Housing Corporation Meetings.

WHEREAS, the Louisiana Housing Corporation (the “Corporation” or “LHC”) was created as a public body corporate and politic of the State of Louisiana pursuant to Act 408 of the 2011 Louisiana Legislature, contained in Chapter 3-G of Title 40 of the Louisiana Revised Statutes of 1950, as amended and codified as Louisiana Revised Statute §40:600.86 through 600.11 (the "LHC Act"); and

WHEREAS, Act 393 of the 2023 Session was passed, allowing certain agencies to adopt rules, regulations, and procedures to conduct meetings via electronic means; requiring agencies to adopt rules, regulations, and procedures to provide for Americans with Disabilities Act accommodations and access for the public when available; and requiring agencies to adopt rules, regulations, and procedures to provide for Americans with Disabilities Act accommodations and access for members of the agency when available; and

WHEREAS, The Louisiana Housing Corporation meets the criteria pursuant to Act 393 to be eligible to conduct open public meetings via electronic means.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Louisiana Housing Corporation (the “Board”), acting as the governing authority of said Corporation:

SECTION 1. In accordance with. R.S. 49:950 *et seq.*, R.S. 42:14, and La. R.S. 42:17.2, the Louisiana Housing Corporation adopts the following procedure, so that the Louisiana Housing Corporation may conduct meetings via electronic means in accordance with Act 393 of the 2023 Regular Session of the Legislature.

SECTION 2. At least 24 hours prior to the meeting, the Louisiana Housing Corporation shall post the following on the Louisiana Housing Corporation’s website:

1. Meeting notice and agenda; and
2. Detailed information regarding how members of the public may:
 - a. Participate in the meeting via electronic means, including the applicable videoconference link and/or teleconference phone number; and
 - b. Submit written comments regarding matters on the agenda prior to the meeting.

SECTION 3. The Louisiana Housing Corporation shall not conduct any more than one-third of its open meetings via electronic means, and will only conduct successive meetings via electronic meetings as needed.

SECTION 4. To the extent practicable, a schedule of meetings identifying which will be conducted via electronic means and which will be conducted as in-person meetings may be posted on the Louisiana Housing Corporation's website on an annual basis.

SECTION 5. All members of the Louisiana Housing Corporation, whether participating from the anchor location or via electronic means, shall be counted for the purpose of establishing a quorum and may vote.

SECTION 6. An online archive of any open meetings conducted via electronic means shall be maintained and available for two (2) years on the Louisiana Housing Corporation's website.

SECTION 7. In the event it has the capability to do so, the Louisiana Housing Corporation shall provide an opportunity for people with disabilities, or their designated caregiver, to participate in any electronic meeting via electronic means, provided that the person with a disability or their designated caregiver request such accommodation prior to the meeting. If the Louisiana Housing Corporation determines it does not have the above-referenced capability, it shall provide for a viable alternative method for participation in electronic meetings by people with disabilities.

A. People with disabilities are defined as any of the following:

1. A member of the public with a disability recognized by the Americans with Disabilities Act (ADA);
 2. A designated caregiver of such a person; or
 3. A participant member of the agency with an ADA-qualifying disability.
- B. The written public notice for an open meeting, as required by R.S. 42:19, shall include the name, telephone number and email address of the designated agency representative to whom a disability accommodation may be submitted.
- C. Upon receipt of an accommodation request, the designated agency representative is only permitted to ask if the requestor has an ADA-qualifying disability or is a caregiver of such a person (yes or no). The requestor shall not be required to complete a medical inquiry form or disclose the actual impairment or medical condition to support a disability accommodation request.
- D. The requestor shall be provided with an accommodation, or viable alternative method, for participation via electronic means as soon as possible following receipt of the request, but no later than the start of the scheduled meeting.

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

YEAS:

NAYS:

ABSENT:

ABSTAIN:

And the motion was declared adopted on this, the 13th day of December 2023.

Chairman

Secretary

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Directors of the Louisiana Housing Corporation (the "Corporation"), do hereby certify that the foregoing three (3) pages constitute a true and correct copy of a resolution adopted by said Board of Directors on December 13, 2023, entitled: **“A Resolution adopting procedures regarding virtual participation in Louisiana Housing Corporation meetings; and providing for other matters in connection therewith.”**

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Corporation on this, the 13th day of December, 2023.

Secretary

(SEAL)