

GENERAL RULES AND REGULATIONS

OF

**THE HOUSING FINANCE AUTHORITY OF
PALM BEACH COUNTY, FLORIDA**

TABLE OF CONTENTS

ARTICLE I : INTRODUCTION AND EFFECTIVE DATE..... 4

ARTICLE II: ADDITIONAL DOCUMENTS 5

ARTICLE III : AMENDMENTS 6

ARTICLE IV: OFFICERS..... 7

 4.01. Chairperson 7

 4.02. Temporary Chairperson 7

 4.03. Vice Chairperson 7

 4.04. Secretary 8

 4.05. Assistant Secretary..... 8

ARTICLE V: STAFF/PROFESSIONALS 9

 5.01. Executive Director 9

 5.02. Administrative Assistant to the Executive Director..... 9

 5.03. General Counsel..... 9

 5.04. Other Professionals 9

ARTICLE VI: FISCAL POLICIES AND BUDGET 10

 6.01. Fiduciary Responsibility 10

 6.02. Financial Records, Reports and Audits..... 10

 6.03. Fiscal Year 11

 6.04. Budget 11

 6.05. Use/Management of Monies 11

ARTICLE VII: MEETINGS..... 17

 7.01. Conduct 17

 7.02. Public Nature 17

 7.03. Date, Time and Location of Meetings 17

 7.04. Special Meetings 17

 7.05. Emergency Meetings 17

 7.06. Notice 18

 7.07. Agendas..... 19

 7.08. Public Participation..... 21

 7.09. Minutes 23

 7.10. Quorum 24

 7.11. Conflicts of Interest and Disclosure..... 24

 7.12. Voting 25

ARTICLE VIII: RESTRICTION ON DUAL OFFICE HOLDING..... 26

ARTICLE IX: COMMITTEES 27

ARTICLE X: OFFICIAL ACTIONS 28

 10.01. Action..... 28

 10.02. Motions 28

 10.03. Resolutions..... 28

 10.04. Directives 28

ARTICLE XI: DOCUMENT RETENTION 29

APPENDIX A -- AUTHORITY POLICY ON THE USE OF SURPLUS FUNDS

APPENDIX B -- REQUEST FOR REIMBURSEMENT FORM

APPENDIX C -- CERTIFICATION OF EXPENDITURE FORM
APPENDIX D -- SECTION 112.061, FLORIDA STATUTES
APPENDIX E -- GENERAL FUND DISBURSEMENT FORM
APPENDIX F -- DENIAL OF REQUEST FOR REIMBURSEMENT FORM
APPENDIX G -- AUTHORITY INVESTMENT POLICY
APPENDIX H -- EXCERPT OF ROBERT'S RULES OF ORDER FOR INFORMAL
MEETINGS
APPENDIX I -- STATUTORY EXCERPTS AND ANALYSIS REGARDING VOTING AND
CONFLICTS OF INTEREST
APPENDIX J -- AUTHORITY DISCLOSURE POLICY
APPENDIX K -- DISCLOSURE MEMO FORM
APPENDIX L -- STATUTORY EXCERPTS AND ANALYSIS REGARDING DUAL OFFICE
HOLDING
APPENDIX M -- RECORDS RETENTION SCHEDULE

ARTICLE I : INTRODUCTION AND EFFECTIVE DATE

Pursuant to Section 159.608(1), Florida Statutes, the Housing Finance Authority of Palm Beach County, Florida (the "Authority") has the authority to make, and from time to time amend, rules and regulations not inconsistent with the Housing Finance Authority Law encoded in Chapter 159, Part IV, Florida Statutes, as such law may be amended from time to time (the "Act"), to carry into effect the powers and purposes of the Authority.

Pursuant to Section 11 of Palm Beach County Ordinance 2002-022 enacted by the Board of County Commissioners of Palm Beach County, Florida (the "County") on May 21, 2002, as an amendment and replacement to Ordinance 79-3, as amended by Ordinances 91-7, 98-53 and 01-016 of the County, as may be further amended and supplemented (the "Ordinance"), the Authority has the authority to promulgate rules and regulations, provided that such rules and regulations are submitted to and approved by the Board of County Commissioners of the County (the "BOCC").

The following rules and regulations of the Authority (the "Rules") are consistent with the Act and the Ordinance and have been approved by the BOCC. The Rules are intended to generally govern the manner in which the business of the Authority may be conducted.

EFFECTIVE DATE: November 18, 2008

[End of Article I]

ARTICLE II: ADDITIONAL DOCUMENTS

In addition to the requirements set forth herein, the Authority shall comply with and observe all laws, rules, regulations, policies and procedures set forth in the Act; the Ordinance; the Palm Beach County Code of Ethics encoded in Resolution 94-693 of the BOCC, as amended by Resolution 2003-0962 of the BOCC, as may be amended and supplemented (the "County Ethics Code"); the Code of Ethics for Public Officers and Employees encoded in Part III of Chapter 112, Florida Statutes, as may be amended and supplemented (the "State Ethics Code"); the Florida Sunshine Law encoded in Section 286.011, Florida Statutes, as may be amended and supplemented (the "Sunshine Law"); the Florida Public Records Law encoded in Chapter 119, Florida Statutes, as may be amended and supplemented ("Public Records Law"); the Uniform Special District Accountability Act encoded in Sections 189.401 through 189.429, Florida Statutes, as may be amended and supplemented, such other sections of the Florida Statutes and the Palm Beach County Code of Ordinances (the "Code of Ordinances") as may be applicable to the Authority and its members (each a "Member") and any other documents, rules, regulations, laws, policies and orders prescribed by the BOCC or the Florida Statutes.

If any provision of the Rules is found to be in conflict with federal law, state law or the Code of Ordinances, the provisions of said federal law, state law or Code of Ordinances shall prevail over the conflicting provision in the Rules.

[End of Article II]

ARTICLE III : AMENDMENTS

Changes to the Rules shall be by resolution approved by a majority of the Members of the Authority present and submitted to the BOCC for final approval and, unless otherwise provided in such amendment, shall take effect immediately upon BOCC approval; provided, however, that amendments made to address changes in the Code of Ordinances, state or federal law shall not require the approval of the BOCC.

[End of Article III]

ARTICLE IV: OFFICERS

4.01. Chairperson

- a. Appointment: In June of every year, pursuant to Section 4 of the Ordinance, the Members of the Authority shall elect a chairperson nominee by vote of the majority of the Members present and shall submit such chairperson nominee to the BOCC for approval. Any Member can nominate any Member other than him- or herself for consideration in the election of the chairperson nominee. Subject to 4.01(b), any Member may serve as Chairperson of the Authority. Upon approval, such chairperson nominee shall serve a one (1) year term as chairperson (the "Chairperson") to the Authority, with the effective date of such term commencing July 1. If the BOCC has not approved the Chairperson prior to July 1, upon approval, the Chairperson's term shall commence retroactive to July 1.
- b. Term limits: No Member may serve more than two (2) consecutive complete one (1) year terms as Chairperson.
- c. Duties:
 - (i) *Presiding over meetings*: The Chairperson shall preside over all meetings of the Authority.
 - (ii) *Signatures*: The Chairperson shall execute all documents approved and authorized by the Authority on behalf of the Authority.

4.02. Temporary Chairperson

In the event that the Chairperson is absent or otherwise unable to perform his or her duties, the Vice Chairperson shall perform such duties. In the event that the Chairperson and Vice Chairperson are both absent or otherwise unable to perform their duties, any other Member shall perform such duties; provided, however, that in the event the duties include execution of a document that requires attestation by the Secretary, the Secretary shall not sign as temporary Chairperson. In each instance in which the term "Chairperson" is used herein, such term shall apply to a temporary Chairperson if a temporary Chairperson is needed.

4.03. Vice Chairperson

- a. Appointment: In June of every year, the Members shall elect a vice chairperson (the "Vice Chairperson") by vote of a majority of the Members present, to serve for a one (1) year term, with the effective date of such term commencing July 1.
- b. Term limits: There is no limitation on the number of consecutive terms a Member may serve as Vice Chairperson; provided, however, that by vote of a majority of the Members present, term limits for Vice Chairperson may be imposed.

- c. Duties: The Vice Chairperson shall perform the duties of the Chairperson in the Chairperson's absence in accordance with Section 4.02 above.

4.04. Secretary

- a. Appointment: In June of every year, the Members shall elect a secretary (the "Secretary") by vote of a majority of the Members present, to serve for a one (1) year term, with the effective date of such term commencing July 1.
- b. Term limits: There is no limitation on the number of consecutive terms a Member may serve as Secretary; provided, however, that by vote of a majority of the Members present, term limits for Secretary may be imposed.
- c. Duties:
 - (i) *Minutes*: The Secretary, or other party designated by the Secretary, shall ensure that the minutes of each Authority meeting have been properly recorded and are put into written form accurately reflecting the actions of the Authority and the events that transpired at the meeting for which the minutes are prepared.
 - (ii) *Attestation*: The Secretary shall attest to the signature of the Chairperson and to the seal on any documents to be executed by the Authority requiring such attestation. In the event that the Secretary is not available for such attestation, the Assistant Secretary, if any, or any other Member of the Authority, other than the person signing as Chairperson, may attest to the signature of the Chairperson and to the seal.

4.05. Assistant Secretary

The Authority may appoint an Assistant Secretary should it deem such appointment to be useful in the furtherance of the activities and purposes of the Authority. Said Assistant Secretary shall perform the duties and obligations of the Secretary in the absence of the Secretary, unless limitations shall be imposed by the Authority at the time of such appointment, and shall perform other duties and obligations as may be determined by the Authority at the time of such appointment.

[End of Article IV]

ARTICLE V: STAFF/PROFESSIONALS

5.01. Executive Director

The administrative, operational and program oversight functions of the Authority may be handled and coordinated by an executive director (“Executive Director”). If the Authority determines it appropriate to have an Executive Director, such Executive Director may be an employee of the Authority, an independent contractor, or an employee of the County and shall be selected by the Authority pursuant to a Request for Qualifications or other selection process deemed desirable and meeting the legal requirements for such selection. The Executive Director, if any, serves at the pleasure of the Authority in the furtherance of the Authority’s purposes.

5.02. Administrative Assistant to the Executive Director

The Executive Director may, at the Authority’s option, receive ministerial assistance in the execution of his or her duties from an administrative assistant (the “Administrative Assistant”). Such Administrative Assistant may be an employee of the Authority, an independent contractor or an employee of the County and shall be selected by the Authority and serve at the pleasure of the Authority.

5.03. General Counsel

The Authority may employ legal counsel or retain the services of an independent law firm that serves as general counsel (the “General Counsel”) to the Authority pursuant to a contract between the Authority and the General Counsel. The General Counsel provides legal assistance and advice in connection with Sunshine Law matters, Florida Ethics Code and County Ethics Code matters, the Act, the Ordinance and other legal aspects of the operations and functions of the Authority; reviews legal documents and program documents of the Authority to ensure that the Authority’s interests are protected in connection with bond and other transactions of the Authority; drafts legal documents for the Authority as may be requested by the Authority; and performs other tasks and duties as directed by the Authority.

5.04. Other Professionals

The Authority may employ or enter into contracts with financial advisors, accountants, auditors, attorneys, including, but not limited to, bond counsel and disclosure counsel and other professionals as it deems necessary, provided that the selection of such parties is completed in compliance with the requirements of the Ordinance, if applicable, and applicable law. The duties and responsibilities of such professionals and the terms of their engagements shall be determined by the Authority at the time such party is engaged. Contracts with professionals should be reviewed periodically as may be required.

[End of Article V]

ARTICLE VI: FISCAL POLICIES AND BUDGET

6.01. Fiduciary Responsibility

All of the Members and employees and, to the extent applicable in the performance of their services for the Authority, professional staff, of the Authority have a fiduciary responsibility to the citizens of the County to safeguard the Authority's assets and use such assets to further the purposes of the Authority.

6.02. Financial Records, Reports and Audits

- a. Accounting Method: The Authority's official financial records and reports shall be prepared and maintained by its accountant, or such other party designated by vote of the majority of the Members present, and shall be reported in accordance with Generally Accepted Accounting Principles and in compliance with federal law, state law, including, but not limited to, the Uniform Local Government Financial Management and Reporting Act encoded in Part III, Chapter 218, Florida Statutes (the "Reporting Act"), Section 189.418, Florida Statutes, and the Code of Ordinances.
- b. Financial Statements and Reports:
 - (i) *Monthly*: Monthly reconciliation statements for the Authority's general fund, and such other accounts as may be requested by the Authority, including, but not limited to accounts relating to the Authority's multifamily and single family bond programs, with respect to income received and payments made from such accounts shall be submitted to the Authority's accountant by its Executive Director, financial advisor or other party appointed by the Authority to do so; provided, however, that the Authority may waive this requirement by vote of the majority of the Members present.
 - (ii) *Quarterly*: Quarterly financial reports shall be provided to Authority within 60 days of the end of each quarter. This report shall summarize financial and performance data for the preceding quarter, including, but not limited to, a comparison of actual expenditures and revenues to budgeted expenditures and revenues. This report shall be prepared by the Authority's Executive Director, financial advisor or other party appointed by the Authority to do so; provided, however, that the Authority may waive this requirement by vote of the majority of the Members present.
 - (iii) *Annually*: The Authority's accountant shall prepare an annual financial report for submission to the County in accordance with the Reporting Act and the requirements of the County. The County's Comprehensive Annual Financial Report includes the audit of the Authority's general fund and fulfills all of the Authority's reporting

requirements under the Reporting Act based on the information submitted to the County pursuant to this section.

- c. Audits: The Authority's financial records shall be audited annually, at the end of the Authority's fiscal year, by an independent auditor.

6.03. Fiscal Year

The Authority's fiscal year shall be from October 1 through September 30.

6.04. Budget

The Authority shall adopt an annual budget (the "Budget") by written resolution adopted by vote of the majority of the Members present, on or prior to the August preceding the fiscal year for which the Budget is prepared.

- a. Preparation: The Authority's Executive Director, financial advisor or other party appointed to do so by the Authority, shall prepare a budget and submit it directly to each Member of the Authority for review on or prior to July 31 of each year to give each Member sufficient time to consider the budget prior to the budget approval at the Authority's August meeting. The budget shall be balanced, that is, the total of the estimated receipts, including balances brought forward, shall equal the total of the appropriations and reserves. The appropriation division of the budget shall include itemized appropriations for all expenditures authorized by law, contemplated to be made, or incurred for the benefit of the Authority during the said year.
- b. Changes: Budget changes shall be approved by written resolution adopted by vote of the majority of the Members present.

6.05. Use/Management of Monies

- a. Use of Surplus Funds: The use of surplus monies shall be in accordance with the Authority's Policies and Procedures for the Use of Surplus Funds effective January 1, 2008, as may be amended and supplemented, attached hereto as "**Appendix A.**"
- b. Permissible Expenditures: All expenditures of Authority funds shall be made in furtherance of the purposes of the Authority. In addition to the use of surplus funds as set forth under Section 6.05(a) above, Authority funds may be expended, without specific prior approval of the Authority unless otherwise provided for below, but subject to approval prior to reimbursement for or payment of such expenditure pursuant to the procedures set forth in Section 6.05(d) below, in amounts standard and reasonable for the particular item, for the payment of:
 - (i) regular periodic payment of employees, including benefits therefor, and professional staff, whether on a contract basis or otherwise, provided that such regular payments were initially approved by the Authority;

- (ii) regular periodic payment, such as purchase or rental payment installments or standard county reimbursement, of operational facilities and equipment, provided, however, that such regular payments were initially approved by the Authority;
 - (iii) administrative costs;
 - (iv) reimbursement for permitted travel expenses incurred by employees and Members of the Authority in the discharge of their duties, as approved by the Authority, including, but not limited to, attending conferences and workshops relating to housing finance authorities and their financial programs, and to other persons authorized by vote of the majority of the Members present to incur travel expenses to be reimbursed by the Authority;
 - (v) advertisements;
 - (vi) payment of regulatory fees and costs;
 - (vii) educational materials for an individual cost of less than \$100.00; and
 - (viii) such other items as may be approved by the Authority prior to such expenditure, or, if approval cannot be obtained prior to the expenditure due to time constraints, ratified by the Authority after such expenditure is made, and are permissible under the Act, the Ordinance and other applicable law.
- c. Deposits: All monies coming to the Authority, whether through good faith deposits, bond issuance fees, compliance monitoring fees, donations, or any other sources, shall be deposited in an account held by a financial institution in the State of Florida designated by the Authority (the "Authority's Banking Institution").
- d. Disbursements: All disbursements from the Authority's accounts shall be for "Permissible Expenditures" as set forth in Section 6.05(b) above and shall be paid upon compliance with the following:
- (i) *Form of Request*: Requests for disbursement shall be made as follows:
 - A. **Contract Professionals and Staff**: Requests for disbursements to the Authority's contract professionals and staff for payment of their services shall be in the form of an invoice submitted to the Executive Director, or other party appointed by the Authority for such purpose, by such party.
 - B. **Operational Facilities and Staff Salaries**: Requests for reimbursements for operational facilities and staff salaries paid for and/or provided by the County shall be submitted to the Executive Director, or other party appointed by the Authority for such purpose, in the form established therefor by the County. Payments for owned or leased operational facilities shall be made

pursuant to agreements entered into therefor, including, but not limited to, leases, mortgages or installment contracts. Payments to staff employed directly by the Authority shall be made as agreed upon by the Authority and such employee.

- C. **Travel and Other Reimbursements:** Requests for reimbursements to reimburse Members, employees or other persons for travel expenses, educational materials or any other "Permissible Expenditures" shall be submitted to the Executive Director, or other party appointed by the Authority for such purpose, in the form attached hereto as "**Appendix B**," as may be amended and supplemented (the "Request for Reimbursement"), accompanied by the appropriate documentation of such expenditure, including, but not limited to, receipts, bills, cancelled checks or invoices for such expenditure. Credit card statements are not a preferred form of documentation and the Authority may reject such form of documentation if the amount requested for reimbursement as indicated on the credit card statement is greater than amounts customarily charged for such item. If documentation of an individual single expenditure amounting to less than twenty-five dollars (\$25.00) is unavailable, the Member requesting reimbursement for such expenditures shall submit to the Executive Director, or other party appointed by the Authority for such purpose, as documentation thereof for purposes of the Request for Reimbursement, a Certification of Expenditure in the form attached hereto as "**Appendix C**," as may be amended and supplemented, certifying as to the amount, nature and validity of such expenditure. Requests for Reimbursement by a Member for multiple expenditures in an aggregate amount in excess of fifty dollars (\$50.00) for which documentation is unavailable shall be denied to the extent that the amount requested exceeds \$50.00, regardless of the inclusion of a Certification of Expenditure, provided, however, that the Authority may determine to waive this limit if good cause can be shown by the requesting party as to why documentation of the expenditure is not available. All requests for travel reimbursement shall be for amounts and purposes permissible under 112.061, Florida Statutes, a copy of which is attached hereto as "**Appendix D**" and incorporated by reference herein, as may be further amended and supplemented. Any questions regarding the interpretation and application of 112.016, Florida Statutes should be directed to the Authority's General Counsel.
- D. **Miscellaneous:** Requests for disbursements for administrative costs, other than operational facilities, staff salaries and fees payable to the Authority's contract professionals, but including,

but not limited to, advertisements, regulatory fees and costs not otherwise reimbursed pursuant to Section 6.05(d)(i)(C) above, shall be included on the General Fund Disbursement prepared by the Executive Director, or other party appointed by the Authority for such purpose, pursuant to Section 6.05(d)(ii) below, with the appropriate supporting documentation, including, but not limited to, receipts, invoices or bills.

- (ii) *Processing of Request:* The Executive Director, or other party appointed by the Authority for such purpose, shall compile all Requests for Reimbursement or disbursement submitted in accordance with Section 6.05(d)(i)(A-D) above and review such requests for completion, accuracy and appropriateness. If the Executive Director, or other party appointed by the Authority for such purpose, determines that such requests are reasonable, properly documented, permissible expenditures and within the amount budgeted for such expenditure, the Executive Director, or other party appointed by the Authority for such purpose, shall itemize all requests on the General Fund Disbursement form attached hereto as “**Appendix E,**” as may be amended and supplemented, and submit such General Fund Disbursement Form, with all individual requests for reimbursement attached thereto, to the Authority for consideration at the meeting immediately following the submission of such requests, provided, however, that the Executive Director, or other party appointed by the Authority for such purpose, shall not be required to include on the General Fund Disbursement Form any request submitted to the Executive Director, or other party appointed by the Authority for such purpose, less than 10 calendar days prior to the next meeting. Requests submitted later than the meeting deadline shall be reviewed and submitted for the following meeting.

If the Executive Director, or other party appointed by the Authority for such purpose, determines, in his or her reasonable judgment, that a Request for Reimbursement is unreasonable, impermissible, incomplete or in excess of the amount permitted therefor in the Authority’s budget, the Executive Director, or other party appointed by the Authority for such purpose, shall complete a “Denial of Request” in the form attached hereto as “**Appendix F,**” as may be amended and supplemented, send it to the party requesting disbursement and submit a copy thereof to the Authority at the meeting immediately following such submission, unless the request was submitted less than 10 calendar days prior to such meeting, in which case it shall be submitted to the Authority at the following meeting. The Authority shall review such Denial of Request at the meeting at which it is presented and shall either affirm or override the action of the Executive Director, or other party appointed by the Authority for such purpose.

(iii) *Payment of Requested and Approved Disbursement.* Upon approval by the Authority of a General Fund Disbursement Request, the Executive Director, or other party appointed by the Authority for such purpose, shall forward the General Fund Disbursement Request to the proper person at the Authority's Banking Institution, who shall immediately disburse such funds to the parties and in the amounts identified on such General Fund Disbursement Request.

(iv) *Exception to Disbursement Procedure.*

A. When Regular Meetings are Cancelled:

In the event that the Authority does not hold one or more of its Regular Meetings, the Executive Director, or other party appointed by the Authority for such purpose, may submit the General Fund Disbursement Form that would have been submitted to the Authority at such cancelled meeting to the Chairperson for review and, upon approval by the Chairperson, may forward the General Fund Disbursement Form to the Authority's Banking Institution for payment, provided, however, that the approval of such General Fund Disbursement Form shall be ratified at the next Regular Meeting of the Authority. The Chairperson shall have the right, in his or her reasonable discretion taking into consideration the powers and purposes of the Authority and the nature of the expense, to deny any individual item(s) included on the General Fund Disbursement, provided, however, that this denial shall not constitute final denial of such request and such request shall be considered by the Authority at its next Regular Meeting.

B. Items Requiring Payment Prior to Next Scheduled Regular Meeting, but Previously Approved

In the event that a particular permissible expenditure has been approved by the Authority prior to inclusion on and approval of a General Fund Disbursement Form, and such expenditure must be reimbursed prior to the approval of the applicable General Fund Disbursement Form, the Executive Director, or other party appointed by the Authority for such purpose, may forward a request for payment of such item to the Authority's Banking Institution, provided, however, that the Authority shall ratify the payment of such expenditure as a separate consent agenda item at its next Regular Meeting.

C. Items Requiring Payment Prior to Next Scheduled Regular Meeting, not Previously Approved

In the event that a particular permissible expenditure in an amount of \$500.00 or less shall arise which has not been approved by the Authority prior to inclusion on and approval of a General Fund Disbursement Form, but which must be paid prior to the next Regular Meeting, the Chairperson of the Authority may, in his or her reasonable discretion, taking into consideration the powers and purposes of the Authority and the nature of the expense, authorize such expenditure and direct the Executive Director, or other party appointed by the Authority for such purpose, to forward a request for payment of such item to the Authority's Banking Institution, provided, however, that the Authority shall ratify the payment of such expenditure as a separate consent agenda item at its next Regular Meeting.

- e. Investments: Authority funds shall be invested in accordance with the Authority's investment policy as included in the Resolution Adopting the Housing Finance Authority of Palm Beach, Florida Investment Policy adopted on September 18, 1995, and attached hereto as "**Appendix G,**" as may be amended and supplemented.

[End of Article VI]

ARTICLE VII: MEETINGS

7.01. Conduct

Meetings of the Authority shall be conducted in accordance with Robert's Rules of Order. The rules established for "informal meetings" in Robert's Rules of Order as set forth in "Appendix H" hereto and incorporated by reference herein, as may be amended and supplemented, shall be observed by the Authority.

7.02. Public Nature

All meetings of the Authority shall be held in compliance with the Sunshine Law.

7.03. Date, Time and Location of Meetings

The Authority shall hold regularly scheduled meetings once a month, on the second Friday of each month or such other day as shall be determined by vote of the majority of the Members present (the "Regular Meetings"), provided, however, that the Authority may opt to (i) cancel a Regular Meeting if there is no business before the Authority or a quorum will not be present and (ii) by vote of the majority of the Members present, reschedule a particular Regular Meeting to another date and time to ensure the presence of a quorum, provided that the Authority shall announce such change at the Regular Meeting immediately prior to such rescheduled meeting. Subject to availability, all meetings of the Authority shall be held in the McEaddy Conference Room, 12th Floor of the Palm Beach County Governmental Center, located at 301 N. Olive Avenue, West Palm Beach, Florida. If the McEaddy Conference Room is unavailable for any particular meeting, the location for that meeting shall be held in any available County facility location, and if no such alternate location is available, at such place within the County determined by the Executive Director, or other party appointed by the Authority for such purpose, in his or her reasonable discretion, taking into consideration cost for use of such location, accessibility of such location for members of the public, and the general needs of the Authority. If the McEaddy Conference Room becomes unavailable for all meetings going forward, or if the Authority determines that another meeting location would be more appropriate or desirable, the Authority shall, by vote of a majority of the Members present, establish a new meeting location within the County, taking into consideration availability, cost for use of such location, accessibility of such location for members of the public, and the general needs of the Authority.

7.04. Special Meetings

Special meetings of the Authority may be held upon the prior call by the Chairperson or at the request or upon the approval of any three Members of the Authority, when matters of the Authority that do not rise to the level of an emergency must be addressed prior to the next Regular Meeting of the Authority, provided that such meetings be properly noticed as set forth in 7.06(b) below.

7.05. Emergency Meetings

Emergency meetings may be held upon the prior call of the Chairperson or at the request or upon the approval of any three Members of the Authority when the Chairperson or such Members reasonably believe that a matter poses an immediate danger to the public

health, safety, or welfare and requires immediate action by the Authority, provided that such meetings be properly noticed as set forth in 7.06(c) below. The Chairperson shall, at the commencement of an emergency meeting, state the purpose of the meeting and the Members shall enter a finding that such purpose constitutes an emergency into the record of such meeting. Any action taken at an emergency meeting shall be ratified by the Authority at its next Regular Meeting.

7.06. Notice

- a. Regular Meetings: Notice of all Regular Meetings for the year shall be published in the Palm Beach Post, or other comparable publication of general circulation in the County, at the beginning of each year, at least 7 calendar days prior to the first meeting of the applicable year, provided, however, that in the event there is any change in day or location of Regular Meetings, notice of such change shall be published in the Palm Beach Post, or other comparable publication of general circulation in the County, at least 7 calendar days prior to the first affected meeting.
- b. Special meetings: Notice of each special meeting shall be published in the Palm Beach Post, or other comparable publication of general circulation in the County, at least 7 calendar days prior to such meeting. In addition to public notice, the office of the Executive Director, or other party appointed by the Authority for such purpose, shall, at least 48 hours prior to the scheduled time of the special meeting, send written notice, via messenger, e-mail, facsimile or mail, to each of the Members of the Authority that such meeting has been called. This notice requirement may be waived, in writing, by Members of the Authority with respect to any special meeting. The attendance of a Member at the special meeting shall constitute a waiver of such notice.
- c. Emergency meetings: Notice of emergency meetings shall be made as soon as practicable in the manner most likely to advise the public of such meeting under the circumstances. In addition to public notice, the office of the Executive Director, or other party appointed by the Authority for such purpose, shall, at least 24 hours prior to the scheduled time of the emergency meeting, send written notice, via messenger, e-mail, facsimile or mail, to each of the Members of the Authority that such meeting has been called. This notice requirement may be waived, in writing, by Members of the Authority with respect to any emergency meeting. The attendance of a Member at the emergency meeting shall constitute a waiver of such notice.
- d. Notice Content: Meeting notices shall include the date, time and location of the meeting. Notices for all meetings other than Regular Meetings shall include a statement identifying the purpose for such meeting. In addition, all meeting notices should contain the following language:

**“Should any person decide to appeal any decision made by
the Housing Finance Authority with respect to any matter**