

**LEON COUNTY
HOUSING FINANCE AUTHORITY
BYLAWS**

ARTICLE ONE: PURPOSE

The Housing Finance Authority of Leon County, Florida was created by Ordinance Number 80-39 of the Board of County Commissioners of Leon County, Florida, pursuant to the Florida Housing Finance Authority Law, Chapter 159, Part IV, Florida Statutes for the purpose of providing financing for affordable housing or rental housing to persons and families of low, moderate, or middle income and capital investments in such housing. To accomplish these purposes, the authority encourages private enterprise and investors to sponsor, build and rehabilitate residential housing for such persons and families.

ARTICLE TWO: DIRECTION AND MANAGEMENT OF THE AUTHORITY

1. Membership
The Housing Finance authority shall consist of seven members. Not less than a majority of the members shall be knowledgeable in one of the following fields: labor, finance, or commerce.
2. Terms
Each member shall serve for a term of four years with terms expiring on September 30 of the appropriate year. A member of the housing Finance authority shall hold office until his successor has been approved by the Board of County Commissioners, and has qualified.
3. Compensation
No member shall receive any compensation for serving, but may be reimbursed for expenses incurred in conduct of the business of the Housing Finance Authority.
4. Meetings
 - a. The Housing Finance authority shall hold its regularly scheduled meeting at a time to be decided by the Authority and duly advertised.
 - b. Special meetings may be called by the Chair or by majority of the Authority by giving two days written notice of the time and purpose of the meeting to all members of the Authority.
 - c. Public notice shall be given of all meetings of the Authority in accordance with Florida Statutes, Sections 125.001 and 286.011.
5. Quorum and Voting
A majority of the number of members then serving shall constitute a quorum for the transaction of business at any meeting. The act of a majority of the members shall be the act of the Authority.
6. Adjournment
A majority of the members present, whether or not a quorum exists, may adjourn any meeting of the Authority to another time and place. Notice of any adjourned meeting shall be given to the members who were not present at the time of adjournment and, unless the time and place of the adjourned meeting is announced at the adjournment, to the other members.

7. Absences
If a member who is absent from two of three successive meetings without cause or without prior approval from the chairman of the Authority, the appointing commissioner shall be notified that said member resigned. The commissioner shall then either reappoint the individual or appoint a new member. Members must provide notification that they will be absent at least twenty-four (24) hours before a meeting. Rules on attendance or absence shall not apply to special meetings. (Leon County Board of County Commissioners Policy No. 00-5, Section II.G.)

ARTICLE THREE: OFFICERS

1. Officers
The Chief Officers are the Chairman, Vice Chairman and Secretary/Treasurer. All officers shall be elected on an annual basis by the members of the Authority at any regular or special meeting of the Authority. Each officer shall hold office until his successor shall have been elected.
2. Duties of Officers
- a. Chairperson. The Authority shall designate the role of Chairman to one of its members, annually. The Chairman shall preside at all meetings of the Authority. In the absence of the Chairman, the Vice Chairman, elected by the members of the Authority, shall preside.
 - b. Vice-Chairman. The office of the Vice-Chairman shall perform all the duties of the Chairman in the absence of that officer.
 - c. Secretary. The Secretary shall perform or cause to be performed, the following activities:
 - Record the minutes of the HFA meeting;
 - See that all notices are duly provided in accordance with the provisions of these bylaws and as required by law;
 - Maintain the records of the HFA; and
 - Keep a register of the post office box address of each member of the HFA.
3. Removal of An Authority Officer
The Board of County Commissioners may remove an officer elected or appointed by the Authority, without cause, by a majority vote of the Board, or for a neglect of duty or misconduct in office by majority of the Board Vote.

ARTICLE FOUR: FISCAL MANAGEMENT

1. Fiscal year
The fiscal year of the Authority shall commence on October 1 of each year and end on the following September 30.
2. Audit
An audit of the financial accounts and funds of the Authority shall be made annually in accordance with law. Records and information shall be considered public records for the purposes of Chapter II 9 and Section 286.01 1, Florida Statutes.

3. Mailing Address
The mailing address of the Authority is 918 Railroad Avenue, Tallahassee, Florida, 32310.

ARTICLE FIVE: AMENDMENTS

These Bylaws may be altered, amended, rescinded or repealed at any regular or special meeting of the Authority by the affirmative vote of a majority of the Authority.

ARTICLE SIX: REPORTING RESPONSIBILITY

The Authority shall be answerable and responsible to the Leon County Board of County Commissioners, as provided in Florida Statutes, Section 159.604(3).

ARTICLE SEVEN: SUNSHINE LAW

All meetings of the Authority, whether regular or special, shall be public meetings (Section 286.011, Florida Statutes) and all records of the Authority shall be public records (Chapter 119, Florida Statutes).

Revised