

**Rules of Procedure**  
**Affordable Housing Loan Committee**

Membership, Terms

---

The Affordable Housing Loan Committee (the Committee) will consist of (7) members and (1) alternate member. The members shall have a housing background. The Greenville City Council will appoint all members.

- **Terms:** The members of the Committee will serve no more than (2) terms on the Committee. A term will consist of (3) years. A Committee member may be appointed to fill an unexpired term and still remain eligible to serve (2) terms.
- **Chairperson:** The Committee shall elect a Chairperson. The Chairperson will be elected by a majority vote of the Committee. The term of office shall be for one (1) year and the Chairperson may be eligible for re-election. Subject to these rules, the Chairperson shall decide upon all points of order and procedure, unless directed by a majority of the Committee in session at the time. The Chairperson shall appoint any Committees found necessary to investigate any matter before the Committee. The Chairperson shall have a vote on all matters before the Committee.
- **Vice Chairperson:** A Vice Chairperson shall be elected by the Committee from among its regular members. The Vice Chairperson shall serve as acting Chairperson in the absence of the Chairperson and at such times shall have the same powers and duties as the Chairperson.
- **Secretary:** A City staff member shall serve as the Secretary to the Committee. The Secretary, subject to the direction of the Chairperson, shall keep all records, shall conduct all correspondence of the Committee, shall notify members of pending meetings and their agendas, shall notify all parties affected of the decisions of the Committee and keep a permanent volume of the minutes of each meeting.

Meetings / Rules of Conduct

- **Quorum:** A quorum shall consist of (3) members of the Committee. It shall be mandatory that a quorum must be present for the Committee to pass upon any question relating to the Committee.
- **Voting:** The concurring vote of 2/3's of the members present shall be necessary to make decisions regarding review of housing policy issues and review of appeals for elderly rehabilitation and downpayment assistance loans. Voting on issues other than those listed above will be pursuant to the rules of procedure for that issue. Full membership shall be defined as (7) members.
- **Meetings:** Meetings will be held monthly as determined by the Committee. The meetings will be subject to the open meeting laws. The order of business at regular meetings shall be as follows: (a) roll call; (b) approval of minutes of pervious meetings; (c) hearing of applications; (d) reports of committees; (e) unfinished or other business. A meeting of the full Committee will not be required to review mortgages made in partnership with other lending institutions to avoid delays in closing. The Chairperson and City Staff will review these applications for completeness and sign if acceptable. Approval by a quorum of the Committee will be required for appeal of denied downpayment assistance loans and elderly rehabilitation loans. The Committee will make

recommendations to City Council for their approval to set up loan pool agreements, fund joint venture projects, make changes in funding allocations and purchase land.

**Special Meetings:** Special meetings may be called by the Committee, the Chairperson, or any (3) regular members of the Committee.

- **Attendance:** Regular and alternate members are expected to attend all regular meetings unless excused by the Chairperson. If any member has missed (3) consecutive regular meetings or fails to attend 75% of all meetings, the Chairperson shall notify the City Council and member of that attendance and recommend removal from the Committee. Absence due to sickness, death, or other emergencies of the like nature shall be excused by the Chairperson and will not affect the member's status.
- **Excused From Voting:** A member shall be excused from voting when such matters involving the consideration of personal or financial conflicts of interest. Request for exclusion from voting will be decided by a simple majority of the Committee. No member shall vote on any matter if he/she has not attended the meeting on that matter except to allow a Committee Member to make a motion, second or approve the minutes of a prior Affordable Housing Loan Committee meeting.

#### General Matters

- **Applications:** Applications for consideration by the Loan Committee must be submitted to the Planning & Community Development Office 15 days prior to the meeting. Applicants should contact the Planning & Community Development Office for applications, meeting times, dates and locations.
- **Decisions:** The Loan Committee will review appeals of loans under the Affordable Housing Bond Programs. Other housing proposals may be reviewed by the Loan Committee as deemed appropriate by City Staff. The Committee may be asked to make recommendations on housing proposals. In making such decisions the Committee should review proposals for good financial investments that are typical of proper mortgage lending.
- **Annual Report:** The Committee shall prepare an annual report and submit it in June of each year. The report will contain a summary of its activities for the year, summarize actions taken and include any other matters deemed appropriate for inclusion in the report.
- **Program Amendments:** The Committee shall recommend any changes necessary in the program as deemed appropriate. Substantial program changes in policy must be made to City Council for approval. Substantial changes would consist of changes in funding allocations by category, accessing other funds, entering funding agreements with financial institutions, and other matters deemed appropriate.

These rules of procedure became effective this the 14<sup>th</sup> day of January, 2004.

Glenn Deasall  
Chairperson

Shirley H. Kest  
Secretary