

RESOLUTION 76-18

RESOLUTION REVISING PROCEDURE FOR
PUBLIC PARTICIPATION

WHEREAS, a Procedure for Public Participation was adopted by the Board of Directors as a means of ensuring maximum public participation; and

WHEREAS, the staff has been working with procedures and feels certain changes appropriate.

NOW, THEREFORE, BE IT ENACTED by the Board of Directors:

- (1) The Revised Procedure for Public Participation, attached hereto, is hereby adopted.

CHFA POLICIES AND PROCEDURES
RELATING TO PUBLIC PARTICIPATION

The California Housing Finance Agency (CHFA) embraces public participation as a means to better relate the actions of the Board with the housing needs of all Californians. Accordingly, the Board adopts the following procedures to insure public participation in the actions of the CHFA:

- I. Those persons or groups wishing to testify before or make presentations to the Board of Directors are requested to contact the Board Secretary, Mr. Gary Paul Kane, (916) 322-3991, prior to the next scheduled meeting. This request will allow specific times to be allotted to the witnesses and will insure proper identification on the meeting agenda.
- II. Those persons or groups attending Board meetings who wish to testify before or make presentations to the Board are required to complete a 3x5 card which will be provided by the Board Secretary so as to properly identify the person or group. The card shall indicate the name, affiliation, and subject matter to be brought before the Board.
- III. Additionally, the CHFA will provide appropriate time for those persons or groups wishing to address the Board but who have not exercised the opportunity to be scheduled witnesses or participants. Accordingly, the CHFA will provide the necessary time for such persons or groups to address the Board at the conclusion of the scheduled portion of the meeting.
- IV. All persons appearing before the Board are requested to limit testimony or presentation to a time not to exceed five minutes unless additional time is granted by the Board Chairperson.
- V. Agendas will be mailed to those members of the public who have placed their name on the Secretary's mailing list not less than one week prior to the next scheduled meeting.
- VI. The CHFA will announce all scheduled meetings to the press during the week prior to the scheduled meeting.
- VII. The CHFA encourages persons to submit their written testimony which accompanies oral presentations, to the Board Secretary prior to the Chairperson's call to order of the scheduled meeting. This action will facilitate proper distribution to Board members and representatives of the press. 15 copies of such testimony are requested.

- VIII. The CHFA will accept written testimony in lieu of oral presentations, and will enter such testimony into the official minutes of the appropriate Board meeting.
- IX. In extraordinary circumstances, the CHFA reserves the right to call the Board into extraordinary session or to extend regularly scheduled meetings so as to facilitate witnesses wishing to testify.