

**Protocol for Appointments to
Housing Finance Authority of Manatee County**

1. General

Part IV of Chapter 159, Florida Statutes, known as the Florida Housing Finance Authority Law, authorizes the creation of local housing finance authorities as separate public bodies for the purpose of assisting in the alleviation of the shortage of affordable housing by providing financing through the issuance of revenue bonds and other programs. The Housing Finance Authority of Manatee County ("the Authority") was created as a separate public body corporate and politic pursuant to section 159.604(1), Florida Statutes, following the enactment by the Board of County Commissioners of Manatee County, Florida (the "County Commission") of Ordinance No. 79-6 on July 17, 1979, as amended by Ordinance No. 91-40 enacted by the County Commission on May 7, 1991, and a resolution declaring the need for the Authority adopted by the County Commission on October 30, 1979. The Authority differs from other advisory boards in that it is a dependent special district with independent policy making powers. It operates in compliance with Part I of Chapter 189, Florida Statutes, known as the Uniform Special District Accountability Act, by adopting, filing and posting required information and financial reports, including its budget and audit.

2. Appointment and Qualifications of Authority Members

Pursuant to Section 159.605, Florida Statutes and Section 4 of Ordinance No. 79-06, the Board of County Commissioners appoints five (5) Authority members for four year terms. Not less than three of the Authority's board members are required to be knowledgeable in one of the following fields: labor, finance or commerce. Due to the complex nature of the subject matter before the Authority, the following qualifications should be considered:

- a. Background, experience and knowledge of:
 1. advocacy for affordable housing in Manatee County, and the housing and real estate industry in general;
 2. the structure and framework of single family and multi-family housing bond financing, and conventional and government mortgage lending, servicing and securitization;
 3. custodial financial reporting, Government Accounting Standards Board budgeting and audit requirements, and general knowledge of financial matters and markets; and,
 4. the importance of the interaction between local and state government agencies, government in the sunshine laws and financial disclosure requirements, and general knowledge of local, state and federal rules and regulations governing the operation of housing finance authorities.
- b. Leadership and contributive potential:
 1. Reputation for integrity, responsibility and commitment to the community;

2. Ability to contribute to and participate in decision making process;
3. Ability to attend Authority meetings and educational conferences; and,
4. Past and present leadership experience and participation in community services.

3. Procedure for appointment of members

Members of the Authority serve four year terms with staggered maturities ending on October 31st. Upon the maturity of the term of office, or other vacancy, the following procedure shall be followed for the selection of the proposed member to fill the vacancy:

- a. Not less than forty five (45) days prior to the expiration of the term of office, or within thirty (30) days of the creation of a vacancy due to death, resignation or removal, the Authority shall publish a notice in the Bradenton Herald in the form attached hereto as Exhibit A (the "Notice"). The Authority shall also simultaneously post the Notice on its website;
- b. Applicants shall complete the Application for Advisory Board/Committee/Commission which can be found at:
<https://www.mymanatee.org/home/government/board-of-commissioners/advisory-boards.html>
- c. Within fourteen days of the publication of the Notice, applicants shall submit their applications by email to the Authority at abbott@manateehfa.org, and by mail to: Housing Finance Authority of Manatee County, 435 12th Street West, Suite 117, Bradenton, FL 34205.
- d. The Authority Administrator/Attorney shall:
 - i. compile the applications and submit them, along with a selection recommendation, if any, to the Board of County Commissioners not less than fifteen (15) days prior to the meeting at which the appointment will be considered; and,
 - ii. prepare and submit the proposed Resolution appointing the member to be adopted by the Board of County Commissioners and Certificate of Membership certifying the appointment.
- e. The Board of County Commissioners shall make the final selection of the member to fill the vacancy on the Authority from the applicants who timely submit Applications.

Exhibit A

NOTICE OF APPLICATIONS FOR APPOINTMENT TO
HOUSING FINANCE AUTHORITY

Manatee County Government is seeking a local qualified citizen to serve on the Housing Finance Authority. The purpose of the Housing Finance Authority is to assist in the alleviation of the shortage of affordable housing by providing financing through the issuance of revenue bonds and other programs. This board is voluntary and members are appointed by the Board of County Commissioners for four years. Applications are currently being accepted for one vacancy for a person who is knowledgeable in the labor, finance or commerce field. Applications are available online at:
<https://www.mymanatee.org/home/government/board-of-commissioners/advisory-boards.html>

Please submit applications, within 14 days of publication of this Notice, to the Housing Finance Authority by email to abbott@manatechfa.org, and by mail to Housing Finance Authority of Manatee County, 435 12th Street West, Suite 117, Bradenton, FL 34205.