

**BYLAWS OF THE
MARTIN COUNTY
AFFORDABLE HOUSING ADVISORY COMMITTEE
(AHAC)**

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1.01 PREAMBLE

- 1) The Affordable Housing Advisory Committee (AHAC) has been created pursuant to Section 21.256, General Ordinances, Martin County Code in accordance with Section 420.9076 Fla. Stat. The following sets forth the bylaws, policies and procedures which shall serve to guide the proper functioning of the Committee.

1.02 COMMITTEE DUTIES

- 1) The Committee shall have the following duties:

Triennially, the advisory committee shall review the established policies and procedures, ordinances, land development regulations, and adopted local government comprehensive plan of the appointing local government and shall recommend specific actions or initiative to encourage or facilitate affordable housing while protecting the ability of property to appreciate in value. The recommendations may include the modification or repeal of existing policies, procedures, ordinances, regulations, or plan provisions; the creation of exceptions applicable to affordable housing; or the adoption of new policies, procedures, regulations, ordinances, or plan provisions, including recommendations to amend the local government comprehensive plan and corresponding regulations, ordinances, and other policies. At a minimum, the advisory committee shall submit a report to the local governing body that includes recommendations on, and triennially thereafter evaluates the implementation of, affordable housing incentives in the following areas:

- a) The processing of approvals of development orders or permits, as defined in Section 163.3164, Fla. Stat., for affordable housing projects in expedited to a greater degree than other projects.
- b) The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.
- c) The allowance of flexibility in densities for affordable housing.
- d) The reservation of infrastructure capacity for housing for very-low income persons, low-income persons, and moderate-income persons.
- e) The allowance of affordable accessory residential units in residential zoning districts.
- f) The reduction of parking and setback requirements for affordable housing.
- g) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- h) The modification of street requirements for affordable housing.
- i) The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
- j) The preparation of a printed inventory of locally owned public land suitable for affordable housing.

- k) The support of development near transportation hubs and major employment centers and mixed-use developments.

The advisory committee recommendation may also include other affordable housing incentives identified by the advisory committee. Local governments that have received the minimum allocation under the State Housing Initiative Partnership Program shall perform the initial review but may elect to not perform the triennial review.

- 2) The Committee shall establish a meeting schedule. Meetings shall be once every month. The dates and time shall be determined by the Committee. Regular meeting dates and times may be changed by the staff liaison to accommodate desirable changes because of holidays or other reasons.
- 3) The Committee shall maintain official meeting minutes, including an attendance roster, reflecting official actions. County staff is responsible for the minutes of all meetings and all notices and agendas for future meetings as described within Section 1.12.

1.03 COMMITTEE MEMBERSHIP

Committee membership is by Section 420.9076 Fla. Stat. and set forth in Section 21.256.B. General Ordinances Martin County Code as amended.

1.04 COMMITTEE APPOINTMENT AND TERMS OF OFFICE

- 1) The Committee shall review the circumstances, and consider recommending to the Board of County Commissioners the termination of any member of the Committee who fails to attend three (3) meetings out of the previous twelve (12) meetings without timely notice to the Staff liaison except in the case of personal or family illness or emergency. Timely notice shall be defined as five (5) calendar days. Under all circumstances regardless of timely notice or family illness or emergency when any member fails to attend five (5) meetings within a twelve (12) month period the Committee shall review the circumstances and consider recommending to the Board of County Commissioners terminating their appointment. Any member who is terminated by the Board will be informed of this termination by letter from the Board of County Commissioners with an effective date of the date the letter is signed.
- 2) In the event a member decides to resign, such member shall submit a letter to the AHAC Chairperson with a copy to the staff liaison. The resignation shall take effect upon receipt of the letter by the Chairperson and its presentation to the Committee at the next regularly scheduled meeting.

- 3) Committee members shall be appointed for the two year terms.
- 4) Vacancies shall be filled by an individual who satisfies the same criteria as the original appointee and shall be appointed by the Board of County Commissioners.

1.05 COMMITTEE OFFICERS AND DUTIES

- 1) The Committee membership shall hold an organizational meeting at the October meeting each year or at the next meeting if a quorum is not present for the purpose of electing the Chairperson and Vice Chairperson from its membership.
- 2) The staff liaison shall accept nominations for Chairperson and Vice Chairperson either in written or verbal form at the meeting specified in (1) above of this section.
- 3) If a quorum (6 members) is in attendance, the Chairperson and Vice Chairperson shall be elected by a majority of the members present at the organizational meeting and shall serve a term of one year.
- 4) The Chairperson shall preside at all meetings. In the event of Chairperson's absence, or at the Chairperson's direction, the Vice Chairperson shall preside over meeting.
- 5) In the event of the resignation, removal, or permanent incapacitation from the Committee of the Chairperson or Vice Chairperson, a new Chairperson or a new Vice Chairperson will be nominated and elected from the membership at the next scheduled meeting.
- 6) The Chairperson and in the event of the Chairperson's extended absence, the Vice Chairperson shall be the only persons to sign correspondence or to delegate letter preparation to staff.

1.06 REGULAR ADVISORY COMMITTEE MEETINGS

- 1) Regular Committee meetings shall be scheduled on a monthly basis by County staff.
- 2) In the event that a regular meeting must be cancelled, advance notice of such cancellation shall be given by mail or telephone at least three (3) working days before such meeting was to have taken place.
- 3) No less than five (5) working days prior to a regular Committee meeting, notice and tentative agenda shall be sent to the members of the Committee.

1.07 COMMITTEE PUBLIC HEARINGS AND WORKSHOPS

- 1) Public Hearings and workshops may be called by the Committee and may be scheduled before or after regular meetings at the same meeting place or may be scheduled at other times and places, provided:
 - a. The Committee shall give notice of the date, hour and place of the hearing or workshop including a statement of the general subject matter to be considered no less than seven (7) working days (or as required by Federal and State Regulations) before the event; and
 - b. No formal business, for which notice has not been given, shall be transacted at such workshops or hearings.
- 2) The approval by the Committee of its local housing incentive strategies recommendations and its review of local government implementation of previously recommended strategies must be made by affirmative vote of a majority of the members of the Committee quorum taken at a public hearing. Notice of the time, date, and place of the public hearing of the advisory committee to adopt its evaluation and final local housing incentive strategies recommendations must be published in a newspaper of general paid circulation in the county. The notice must contain a short and concise summary of the evaluation and local housing incentives strategies recommendations to be considered by the Committee. The notice must state the public place where a copy of the evaluation and tentative advisory committee recommendations can be obtained by interested persons. The final report, evaluation and recommendations shall be submitted to the Housing Development Corporation of Florida.

1.08 COMMITTEE MEETING AGENDA

- 1) There shall be an official agenda for every meeting of the Committee, which shall determine the order of business conducted at the meeting.
- 2) The agenda shall be prepared by the staff.
- 3) The Committee shall not take action upon any matter, proposal or item of business not listed on the official agenda, unless a majority of the quorum shall have first consented to the presentation thereof for consideration and action; however, the Chairperson may add new business to the agenda under New Business.
- 4) Matters involving AHAC may be placed on the agenda by any member of the Board of County Commissioners, Committee member, County Administrator or Housing Manager. Requests to place matters on the agenda must be received by the Housing Manager or designee a minimum of two (2) weeks prior to the meeting date.
- 5) Section 1.08 is not applicable to special or emergency meetings.

1.09 COMMITTEE MOTIONS

- 1) All actions of the Committee shall be by motion as follows:
 - a) Endorsement of goals and objectives;
 - b) Endorsement of policy directives;
 - c) Approval of administrative matters including directives or authorizations of the Chairperson, or the support staff;
 - d) Amendments to the Committee Bylaws subject to the approval of the Board of County Commissioners;
 - e) Any other matters deemed by the Committee to be of sufficient importance to require a motion; and
 - f) Approval of the Affordable Housing Incentive Recommendations.

1.10 CONDUCT OF COMMITTEE MEETINGS

- 1) All Committee meetings will be open to the public and comply with the requirements of Florida's Government in the Sunshine Law, Section 286.011, Fla. Stat.
- 2) Roberts Rules of Order shall be used as a guideline at all meetings. The Chairperson shall have the authority to appoint a Parliamentarian to interpret Roberts Rules of Order.
- 3) Six (6) members of the Committee shall constitute a quorum. No official action or motion shall be taken or adopted without the affirmative vote of a majority of the members of the quorum. However, if a quorum is not present those members present may hear presentations if duly noticed.
- 4) Should no quorum attend within fifteen (15) minutes after the hour appointed for the meeting of the Committee, the Chairperson or Vice Chairperson **may** adjourn the meeting. In that event, those members present may, by unanimous agreement, select another hour or day to set another meeting. The names of the members present and their action at such meeting shall be recorded in the minutes.
- 5) All meetings of the Committee shall be conducted in accordance with the following:
 - a) The Chairperson shall preside at all meetings at which he/she is present;
 - b) In the absence of the Chairperson, the Vice Chairperson shall preside;

- c) A majority vote of the members present shall govern and conclusively determine all questions of order not otherwise covered. Individual dissent shall be recorded and represented as such;
- d) No individual member shall represent an individual opinion to the press, State, Federal or local officials or any other party as being the consensus/findings of the Committee unless previous discussion and a majority vote was taken at a Committee meeting;
- e) The Chairperson shall take the chair at the hour appointed for the meeting, and shall call the Committee to order immediately;
- f) In the absence of the Chairperson and Vice Chairperson, the staff representative shall determine whether a quorum is present and in that event shall call for election of a temporary Chairperson, the temporary Chairperson shall relinquish the Chair upon conclusion of the business immediately before the Committee;
- g) Any Committee member who intends to be absent from any Committee meeting shall notify the staff of the intended absence as soon as he or she conveniently can in accordance with 1.04 (1) above;
- h) Committee members shall comply with the provisions of Section 112.3143 Fla. Stat. regarding voting conflicts;
- i) Upon every roll call vote, the staff representative shall record the votes.
- j) The minutes of prior meetings may be approved by a majority of the members provided a quorum is present; and upon approval shall become the official minutes;
- k) Unless a reading of the minutes of a meeting is requested by a majority of the Committee members, the minutes shall not be read for approval, provided the staff transmits a copy to each Committee member at least three (3) full working days prior to the meeting;
- l) Each person, other than staff members who address the Committee shall give the following information for the minutes:
 - 1. Name;
 - 2. Address;
 - 3. Representing, if applicable;
- m) Unless further time is granted by the Committee each citizen shall limit his or her address to three (3) minutes; and

- n) All remarks shall be addressed to the Committee as a body and not to any member thereof. No person, other than Committee members and the person having the floor shall be permitted to enter into any discussion, either directly or through a member, without permission of the presiding Chairperson. No question shall be asked of a Committee member except through the presiding Chairperson.

1.11 AMENDMENT OF BYLAWS

- 1) Bylaws may be amended by affirmative vote of a majority of the members of the Committee quorum taken at a public hearing, provided that the amendment has been submitted in writing at the previous regular meeting.

1.12 COMMITTEE ADMINISTRATION

- 1) The County Administrator, or their designee, shall be the direct liaison between the Committee Chairperson, the Local Planning Agency, and the Board of County Commissioners.
- 2) The Housing Program of the Community Services Division shall serve as the technical staff of the Committee and recorder of the Committee meetings.
- 3) The County staff will prepare, duplicate and distribute all printed materials necessary for meetings.
- 4) Upon AHAC approval of the minutes, the signed/approved minutes, packet, and any audio tapes/s are to be submitted to Commission Records. The minutes, packet and any auto tape/s shall be open to public inspection during regular office hours of the staff office in Stuart, Florida in accordance with County and State public record requirements.

ADOPTED THIS 20th DAY OF OCTOBER, 2011

AFFORDABLE HOUSING ADVISORY COMMITTEE


KEVIN SARGENT, CHAIRPERSON