

AFFORDABLE HOUSING ADVISORY BOARD POLICIES AND PROCEDURES

SECTION I. SCOPE

A. Purpose

1. To establish a policy and procedures whereby the Orange County Board of Commissioners will establish the specific policies and procedures governing the Affordable Housing Advisory Board.
2. The Orange County Board of Commissioners may appoint an advisory board whose duty is to serve in an advisory capacity to investigate, analyze, and prioritize affordable housing needs and strategies by serving as the official advisory body on affordable housing.

B. Authority

1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards.
2. The Orange County Advisory Board Policy serves as the underlying policy document to which the Affordable Housing Advisory Board, in addition to this policy and procedure document, is subject. The Orange County Advisory Board Policy is attached hereto as "Exhibit A".
3. In the event that there is a conflict between the Orange County Advisory Board Policy and this Policies and Procedures document this Policies and Procedures document shall control.

- C. Charge. The charge of the Affordable Housing Advisory Board is to investigate, analyze, and prioritize affordable housing needs and strategies by serving as the official advisory body on affordable housing.

SECTION II. GOALS AND OBJECTIVES

A. Goals:

1. Publicize the County's housing objectives;
2. Increase the community's awareness, understanding, commitment to and involvement in a comprehensive program of initiatives to increase the amount of attractive affordable housing;
3. Advocate for changes in public policy that will improve opportunities for those who cannot afford housing costs in Orange County; and
4. Assist in the implementation of the strategies contained in the FY 2001 Commissioners Affordable Housing Task Force Report and any other similar subsequent documents.

B. Objectives

1. Prioritize County affordable housing needs;
2. Assess affordable housing project proposals as needed;
3. Monitor the progress of local housing programs;
4. Explore new funding opportunities;
5. Explore alternative housing development strategies and initiatives; and
6. Other housing-related items identified by the Board of Commissioners

SECTION III. MEMBERSHIP

A. Authority

1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards and to appoint members to and remove members from those advisory boards. In acting on this authority the Orange County Board of Commissioners hereby establishes certain general conditions to which applicants and members of advisory boards should conform.

B. Composition

1. The Affordable Housing Advisory Board shall be composed of fifteen (15) voting members.

SECTION IV. MEETINGS

- A. Staffing. Orange County staff may serve a support function to advisory boards upon the approval of the Orange County Manager.
- B. Agendas. Items for agendas shall be approved by the Affordable Housing Advisory Board Chair, the Affordable Housing Advisory Board Vice-Chair and staff.
- C. Meeting time and location. Meetings occur the second Tuesday of each month at 6:00 p.m. and rotate between Chapel Hill and Hillsborough.

SECTION V. ORIENTATION

A. Attendance

1. Each member shall attend an orientation presented by the Housing, Human Rights and Community Development Department to familiarize the advisory board members with the operation of County government, the Housing, Human Rights and Community Development Department rules, and the operating procedures of the advisory board.
2. Each voting member will be encouraged to complete the orientation within 12 weeks of his or her appointment and participate in at least one training session.

SECTION VI. BY-LAWS

A. By-Laws

1. Any Bylaws adopted by the Affordable Housing Advisory Board are void and no further bylaws shall be adopted. Procedure shall be governed solely by this policy document and the General Advisory Board Policy Document.
2. Should the Affordable Housing Advisory Board determine modifications to policies and procedures are necessary the Affordable Housing Advisory Board may petition the Board of County Commissioners for such modifications.