

**RESOLUTION
ESTABLISHING A CHARTER FOR THE TOWN OF BLUFFTON
AFFORDABLE HOUSING COMMITTEE**

WHEREAS, Town Council (the "Council") of the Town of Bluffton, South Carolina (the "Town") wishes to define the Affordable Housing Committee's (Committee) areas of responsibilities, which are provided below.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL AS FOLLOWS:

1. Town Council hereby defines the responsibilities of the Town of Bluffton Affordable Housing Committee (the "Committee").
2. *Purpose:* The Committee is tasked with advising Council on the Neighborhood Assistance Program of Bluffton.
3. *Membership:* The Committee shall consist of seven (7) members appointed by Town Council for staggered terms in accordance with the Code of Ordinances for the Town of Bluffton, Chapter 3 as follows:
 - a. Two (2) Town Council Members;
 - b. One (1) Mortgage Lender;
 - c. One (1) Realtor; and
 - d. Three (3) representatives from community organizations.


In the absence of applicants qualified to represent a specific District, Town Council may appoint a member-at-large who is a resident, freeholder, and/or owns a business within the municipal boundary of the Town of Bluffton to fill the vacancy. The Committee will be supported by Town Staff and, as necessary, a non-voting consultant and others.

4. *Meetings:* The Committee shall adopt an annual meeting schedule. Meetings of the Committee are public and will be posted in accordance to the South Carolina Freedom of Information Act requirements. Meetings may be cancelled if there is no business before the Committee.
5. *Rules of Procedure:* The Committee shall adopt Rules of Procedure by Resolution for the conduct of business by majority vote of members present and qualified to vote.


6. *Responsibilities:* The Committee shall advise on matters related to the following:
- a. Assist with the drafting and periodic review of the town of Bluffton Neighborhood Assistance Program and Strategies Work Plan for Town Council adoption;
 - b. Advise Town Council on the implementation of the Neighborhood Assistance Program action items;
 - c. Assist as directed by Town Council with intergovernmental and private sector relationships regarding the Neighborhood Assistance Program; and
 - d. Increase public awareness, provide education, and promote affordable housing efforts for the Town of Bluffton.

THIS RESOLUTION SHALL BE EFFECTIVE IMMEDIATELY UPON ADOPTION.

SIGNED, SEALED AND DELIVERED AS OF THIS ELEVENTH DAY OF AUGUST, 2015.



Lisa Sulka, Mayor
Town of Bluffton, South Carolina

ATTEST:


Sandra Lunceford, Town Clerk
Town of Bluffton, South Carolina