

Oklahoma Housing Finance Agency

PROCEDURAL PROTOCOL

March 25, 2020

Agenda Items 6-10 of this meeting will be conducted pursuant to the provisions of the Oklahoma Administrative Procedures Act, OHFA's Administrative Rules for Multi-Family Bonds and Affordable Housing Tax Credits. All persons present must follow this protocol.

- Each resolution adopted by the trustees on each application is a Final Order.
 - The trustees have available to take notice of, and consider, the files of OHFA for each application.
 - The applicant has the burden of proving that the applicant has complied with OHFA's Rules and Application Procedures and applicable Federal and State laws.
 - The Chairman will preside over the proceedings and will rule on procedural matters.
 - Strict rules of evidence will not be followed: witnesses and members of the public are not required to be sworn-in.
 - Any trustee may interrupt to ask questions or seek clarification or explanation of any questions they may have.
 - Any objections to evidence or testimony presented will be noted on the record.
 - Repetitious arguments will not be permitted.
- ORDER OF PRESENTATIONS
 - OHFA's staff will be called upon first to present the applications and staff's recommendations.

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- The representatives of the applicants and any official representatives of the jurisdiction where the project will be located may present evidence, remarks, etc. following staff's presentation.
- Staff will then be allowed to respond.
- Members of the public will be allowed to comment if time permits:
 - members of the public will be allowed to speak only once.
 - comments from the public will be limited to five (5) minutes.
 - members of the public present to select a representative to avoid repetition.
 - as noted repetitious arguments will not be permitted.
 - members of the public presenting comments may be questioned by OHFA's counsel or by the Trustees.
- GENERAL
 - Those wishing to comment or present information should state their name and address and the application(s) they wish to address, when the Chairman asks if there are comments from the public. For public members appearing in person, it is not necessary to go to the podium when making an initial appearance. The Chairman will prompt representatives at the appropriate time for comments, arguments, evidence, etc. Go to the podium at that time, if appearing in person.
 - All remarks are to be directed to the Trustees – NOT to other applicants.
 - Other than when making an appearance no one will be allowed to speak unless they are at the podium or acknowledged to speak when appearing by teleconference.
 - Order must be maintained at all times and common courtesies are expected.
 - Anyone who intends to introduce documents or exhibits for the consideration of the Board of Trustees must present TEN (10) Copies.