

**Federal Home Loan Bank of Topeka  
Affordable Housing Advisory Council Charter**

**1. Members; Officers**

1.1. The Affordable Housing Advisory Council (council) shall consist of 12 members as chosen by the board of directors (board) of the Federal Home Loan Bank of Topeka (FHLBank) with equal representation from each state in the district. Members must be bona fide residents of the Tenth District (district) and associated with a community or non-profit organization actively involved in providing or promoting low- and moderate-income housing or community lending in the Tenth District. A member of the council may be suspended or removed by the board for cause, as described below. Should a council member experience a change in occupation or residence that causes the member to fail to meet the eligibility requirements described herein or that impacts the council's equal representation from each state in the district, the council member may no longer serve on the council.

1.2. FHLBank will solicit nominations for membership on the council from community and not-for-profit organizations pursuant to a nomination process that is as broad and participatory as possible, allowing sufficient time for responses. The board shall appoint council members giving consideration to the diversity of low- and moderate-income housing needs and activities in the district. In appointing the council the board shall ensure that the membership includes persons drawn from a diverse range of organizations, experience, and perspective, as further described in the Procedures for Identifying and Evaluating Candidates for Appointment to the Affordable Housing Advisory Council and Filling Vacant Council Positions.

1.3. Members of the council shall be appointed for a term of three years, and such terms shall be staggered to provide continuity in experience and service to the council. No council member may be appointed to serve more than three consecutive terms.

1.4. The officers of the council shall be a chair and a vice chair as elected annually by the council.

1.5. In the event of a vacancy in any member position on the council, the vacancy shall be filled through appointment by the board for the unexpired term. If any member shall cease to have the qualifications to remain a member, the office held by such person shall immediately become vacant. Appointments for the unexpired term of a predecessor shall not count toward the three consecutive term limit.

**2. Duties**

2.1. Members must adhere to FHLBank's Code of Ethics and avoid conflicts of interest as well as the appearance of conflicts of interest.

2.2 The council shall advise the FHLBank how the FHLBank can better carry out its housing finance and community lending mission, including, but not limited to, advice on the low- and moderate-income housing and community investment programs and needs in FHLBank's District, and on the use of AHP subsidies, FHLBank advances, and other FHLBank credit products for these purposes. FHLBank will consult with the council in developing and implementing FHLBank's Targeted Community Lending Plan.

2.2. The council shall meet with and advise representatives of the housing and governance committee of the board at least quarterly.

# **Affordable Housing Advisory Council Charter**

## **Page 2**

2.3. The council shall submit to the Federal Housing Finance Agency, no later than May 1 of each year, a report analyzing the low- and moderate-income housing and community development activity of FHLBank. The report shall be prepared by FHLBank's Director of Housing and Community Development at the direction of the council.

### **3. Meetings**

3.1. Regular meetings of the council shall be held at least quarterly, at such times and places determined by FHLBank. No notice shall be required for regular meetings. The chair of the council or any two members of the council may call a special meeting of the council upon not less than three days' notice to members, FHLBank, and the housing and governance committee. Special meetings of the council may be conducted by long distance conference telephone at which all members of the council attending the meeting are able to hear and be heard by all other persons so participating. Minutes of any telephone meetings of the council shall be kept in the same manner as minutes of other meetings.

3.2. At any meeting of the council, a majority of those authorized to act as members shall constitute a quorum for the transaction of business.

3.3. At all meetings of the council, business shall be transacted in such order as the council may determine. The chair of the council, or in his or her absence the vice chair, or in the absence of both of these officers, a chair pro tempore selected by the council, shall preside.

3.5. Accurate minutes of all meetings of the council shall be signed by the presiding officer and attested to by the secretary officiating at such meetings. Minutes of each meeting shall contain, among other things, a record of the persons present, a description of the matters discussed and recommendations made. Copies of such minutes shall be preserved by the FHLBank in minute books in the custody of FHLBank but available to any member of the council or the board upon request.

### **4. Miscellaneous**

4.1. Cause for removal from the council includes and is not limited to: being associated with severely troubled projects or with projects that are unresponsive to FHLBank communications, resulting in placement on FHLBank's Problem Projects Report; failure to attend at least two council meetings in a calendar year; engaging in activities or behavior that are, or appear to be, a conflict of interest; or engaging in criminal or otherwise disgraceful conduct, or other conduct prejudicial to FHLBank, which adversely affects the confidence in, and reputation of, FHLBank among its customers, regulators and other third parties.

FHLBank shall provide clerical and administrative support, as well as the assistance of its officers and employees, to the council as necessary.

4.2. Council members shall be paid a fee per regular meeting in the amount of \$500 for the Chair and \$250 for all other members.

4.3. FHLBank shall reimburse members for necessary and reasonable travel, lodging and subsistence expenses incurred in attending meetings of the council.

4.4. This Charter may only be amended by the board of directors.