

BYLAWS  
OF  
NEW YORK STATE HOUSING FINANCE AGENCY  
(as Amended through September 10, 2015)

ARTICLE I - THE AGENCY

Section 1. Name of Agency. The name of the Agency shall be the "New York State Housing Finance Agency."

Section 2. Seal of the Agency. The seal of the Agency shall be in the form of a circle and shall bear the name of the Agency and the year of its creation.

Section 3. Office of the Agency. The Office of the Agency shall be located at 641 Lexington Avenue in the City of New York, State of New York. The Agency may also have offices at such other place or places within the State of New York as it may from time to time designate by resolution.

ARTICLE II -OFFICERS

Section 1. Officers. The officers of the Agency shall include a Chairperson, a Vice-Chairperson, an Executive Director, an Executive Deputy Commissioner and Senior Vice President and Chief Operating Officer, an Executive Deputy Commissioner and Senior Vice President of Housing Development, a Senior Vice President and Chief Financial Officer, such Senior Vice Presidents as the Members of the Agency shall appoint, and a Senior Vice President and Counsel.

The officers of the Agency shall also include a President of the Office of Finance and Development, a President of the Office of Housing Preservation, a President of the Office of Community Renewal, and a President of the Office of Professional Services, each of whom shall also be a Senior Vice President.

For purposes of these bylaws, and of any resolution of the Agency, the Executive Director, the Executive Deputy Commissioner and Senior Vice President and Chief Operating Officer, the Executive Deputy Commissioner and Senior Vice President of Housing Development, the Senior

Vice President and Counsel, the Senior Vice President and Chief Financial Officer, the President of the Office of Finance and Development, the President of the Office of Housing Preservation, the President of the Office of Community Renewal, the President of the Office of Professional Services, and any Senior Vice President may be referred to as "Senior Officers."

The Agency shall also have such Vice Presidents as may be appointed pursuant to these bylaws.

Section 2. Chairperson. The Chairperson of the Agency shall preside at all meetings of the Members of the Agency and shall have such other duties as the Members may direct. At each meeting the Chairperson shall submit such recommendations and information as the Chairperson may consider proper concerning the business, duties and affairs of the Agency.

In the event of a vacancy in the office of the Executive Director and during the period of such vacancy, the duties and responsibilities of said office shall be exercised by the Chairperson. The Chairperson may delegate to employees or officers of the Agency any such duties or responsibilities, as he shall deem appropriate.

Section 3. Vice-Chairperson. The Vice Chairperson, who shall be a Member and shall be appointed by the Chairperson, shall in the absence or incapacity of the Chairperson, preside at meetings of the Member of the Agency and perform such other duties as shall have been delegated to the Chairperson.

Section 4. Executive Director. The Executive Director shall be the chief executive officer of the Agency and, under the direction of the Chairperson, shall have general supervision over and be in administrative charge of all the activities of the Agency, shall direct the Agency's corporate activities and coordinate the functions of the Agency's governing body and, in addition, shall perform all the duties incident to such position and office. The Executive Director shall have the title of President and Chief Executive Officer.

Section 5. Executive Deputy Commissioner and Senior Vice President and Chief Operating Officer. The Executive Deputy Commissioner and Senior Vice President and Chief Operating Officer shall oversee all operations including those under the Office of Housing Preservation and the Office of Professional Services and shall perform all such functions as may from time to time be assigned by the Executive Director.

Section 6. Executive Deputy Commissioner and Senior Vice President of Housing Development. The Executive Deputy Commissioner and Senior Vice President of Housing Development shall oversee the Office of Finance and Development and the Office of Community Renewal and shall perform all such functions as may from time to time be assigned by the Executive Director.

Section 7. Senior Vice President and Chief Financial Officer. The Senior Vice President and Chief Financial Officer shall perform all such functions as may from time to time be assigned by the Executive Director.

Section 8. Senior Vice Presidents. The Senior Vice Presidents shall assist the Executive Director and shall perform all such functions as may from time to time be assigned to each by the Executive Director.

Section 9. Vice Presidents. The Executive Director, or, in the Executive Director's absence, the Chairperson, may appoint such Vice Presidents as the Executive Director shall deem advisable, and shall assign to each such Vice President such duties and functions as the Executive Director shall determine to be appropriate.

Section 10. The President of the Office of Finance and Development. The President of the Office of Finance and Development shall perform such duties and functions incident to such position and office and shall perform all other functions as may be assigned by the Executive Director.

Section 11. The President of the Office of Community Renewal. The President of the Office of Community Renewal shall perform such duties and functions incident to such position and office and shall perform all other functions as may be assigned by the Executive Director.

Section 12. The President of the Office of Housing Preservation. The President of the Office of Housing Preservation shall perform such duties and functions incident to such position and office and shall perform all other functions as may be assigned by the Executive Director.

Section 13. The President of the Office of Professional Services. The President of the Office of Professional Services shall perform such duties and functions incident to such position and office and shall perform all other functions as may be assigned by the Executive Director.

Section 14. Senior Vice President and Counsel. The Senior Vice President and Counsel shall be the chief legal officer of the Agency and shall perform all the duties incident to such position and office and shall perform all other functions as may from time to time be assigned by the Executive Director. The Senior Vice President and Counsel shall also act as Secretary of the meetings of the Agency and record all votes and proceedings in a journal.

Section 15. Officers Holding Two or More Offices. Any two or more offices may be held by the same person, except as otherwise provided by law. No officer shall execute or verify any instrument in more than one capacity if such instrument be required by law or otherwise to be executed or verified by any two or more officers.

Section 16. Compensation of Certain Officers. The President of the Office of Community Renewal and the President of the Office of Housing Preservation shall not receive any additional compensation for services rendered to the Agency, but such compensation shall be governed by the terms and conditions of the appointment of such officers as officers of the New York State Division of Housing and Community Renewal, or of the New York State Housing Trust Fund Corporation.

Section 17. Election or Appointment. All officers of the Agency, other than the Members, shall hold office at the pleasure of the Agency and may be removed, either with or without cause, at any time by resolution of the Agency. Any Vice President may be removed, either with or without cause, by the Executive Director, or, in the Executive Director's absence, the Chairperson. The Executive Director, the Executive Deputy Commissioner and Senior Vice President and Chief Operating Officer, the Executive Deputy Commissioner and Senior Vice President of Housing Development, the Senior Vice President and Chief Financial Officer, the President of the Office of Finance and Development, the President of the Office of Community Renewal, the President of the Office of Professional Services, the President of the Office of Housing Preservation, the Senior Vice Presidents and the Senior Vice President and Counsel shall be appointed by the Agency. Any person appointed to fill the aforementioned offices or any vacancies therein shall hold office for such term as the Agency may fix.

Section 18. Additional Personnel. The Agency may from time to time employ such personnel as it may deem necessary to exercise its powers, duties and functions as prescribed by law. The selection and compensation of such personnel shall be determined by the Agency subject to the laws of the State of New York.

Section 19. Execution of Agency Documents, Approval of Budget and Authorization of Payments. Except where otherwise specifically provided by resolution of the Agency, for the purpose of executing any document on behalf of the Agency, other than notes or bonds of the Agency or a mortgage securing an obligation to the Agency, the following Senior Officers shall be deemed Authorized Signatories: the Executive Director; the Executive Deputy Commissioner and Senior Vice President and Chief Operating Officer; the Executive Deputy Commissioner and Senior Vice President of Housing Development; the Senior Vice President and Chief Financial Officer; the Senior Vice President and Counsel; the Senior Vice President and Chief of Staff, the President of the Office of Finance and Development; and the Senior Vice President and Director of the Mortgage Insurance Fund. Each Authorized Signatory may designate any Senior Vice President or Vice President or, with the approval of the Executive Director, any other employee of the Agency as a deputy who shall be deemed to be that Authorized Signatory for such purpose. Such designation shall be in writing and filed with the Senior Vice President and Counsel. In any case where two Authorized Signatories must act, only one of them may be a designated deputy, and the other must not be the Authorized Signatory who designated that deputy.

Except as otherwise provided by resolution of the Agency, either the Executive Director or any two Authorized Signatories shall make final certification and payment of all duly authenticated and authorized items of expenditures for payment from any Agency funds from whatever source derived, and, whenever the Chairperson is required to sign vouchers, requisitions and other instruments made by the Agency, either the Executive Director or any two Authorized Signatories shall approve the same for submission to the Chairperson for signature.

The Members will be responsible for review of the Agency's proposed administrative and capital budgets and making recommendations with respect thereto before adoption of such budgets

by resolution of the Agency. Except as otherwise provided by resolution of the Agency, any expenditure involving an estimated amount of one hundred thousand dollars (\$100,000) or more shall be authorized prior to its approval by no less than four Members; except that expenditures in excess of one hundred thousand dollars (\$100,000) for printing and engraving related to the sale of the Agency's bonds and notes may be approved by either the Executive Director or any two Authorized Signatories when the Members have adopted a bond or note resolution; and expenditures involving an estimated amount of less than one hundred thousand dollars (\$100,000) may be approved by either the Executive Director or any two Authorized Signatories.

Section 20. Attestation of Execution of Notes and Bonds. For the purpose of attesting the execution of notes and bonds issued by the Agency, the Executive Director may designate such persons as he may deem appropriate who shall be deemed to be Senior Vice Presidents for such purpose.

Section 21. Execution of Documents. An officer authorized to execute documents on behalf of the Agency may delegate that authority to any employee of the Agency, with the approval of the Executive Director or the Chairperson. No such approval is necessary if the delegating officer is the Executive Director or the Chairperson.

Section 22. Continuation of Authority. Any resolution referring to a Deputy Director, First Deputy Director, an Assistant Director, Chief Operating Officer, Chief Financial Officer or a Counsel shall be deemed to refer, in addition thereto, to the Senior Vice President, the Senior Vice President and Chief Operating Officer, the Senior Vice President and Chief Financial Officer or the Senior Vice President and Counsel. Any resolution referring to officer(s) shall be deemed to refer only to Senior Officer(s), unless such resolution is approved after September 7, 1993 and specifically provides otherwise, and any reference in any resolution approved on or before September 7, 1993 to Vice President(s) shall be deemed a reference to Senior Vice President(s).

Section 23. Custody of Seal. The Senior Vice President and Counsel shall keep the seal of the Agency in safe custody. Each officer of the Agency and any attorney in the regular employ of the Agency is empowered to affix the seal to all documents executed by the Agency.

### ARTICLE III - MEETINGS

Section 1. Annual Meeting. The Annual Meeting of the Agency shall be held on the third (3rd) Tuesday of November of each year at a place and time designated by the Chairperson or such earlier or later day in such fiscal year as the Chairperson of the Agency may determine.

Section 2. Meetings. The Chairperson of the Agency may, when he deems it expedient, and shall, upon the request of two Members of the Agency, call a meeting of the Agency. The call for a meeting, specifying the time and place of the meeting, shall be delivered to each Member of the Agency at least two days prior to the date of such special meeting. For each Member, the call

shall be delivered in person or mailed to the business or home address of such Member, e-mailed to an address provided by such Member, or sent by facsimile transmission to a telephone number provided by such Member. At such meetings any and all matters may be considered and acted upon by the Members of the Agency present, whether or not such matters were specified in the call, provided, however, that no matter requiring board action will be considered unless there shall have been received by each Member so requesting at the Member's designated address, in advance of such meeting, written notice of a proposed resolution, and such other written material as the Executive Director, or other proponent of the resolution, deems appropriate. At the request of the Chairperson, Members may, by unanimous consent of those Members present, agree to consider a resolution which shall not have been so received. Notwithstanding the foregoing, no resolution adopted by vote of a majority of Members then in office shall be invalid for failure to give proper notice.

Section 3. Quorum. At all the meetings of the Agency four of the Members of the Agency shall constitute a quorum for the purpose of transacting business; provided that a smaller number may meet and adjourn to some other time and place or until a quorum shall be present.

Section 4. Order of Business. At every meeting of the Agency, the order of business and all other matters or procedure may be determined by the person presiding at the meeting.

Section 5. Resolutions to Be in Writing. All resolutions presented to the Agency shall be in writing, on paper or in electronic form, and, upon the same becoming effective, shall be copied in or attached to a journal of the proceedings of the Agency.

Section 6. Meetings held by Video Conference. Meetings may be held by video conference when requested by a Member prior to the time public notice of the meeting is given. The public must have access to all sites participating in a video conference. Notice of meetings using video conferencing must announce its use, identify all sites and state that the public has a right to attend the meeting at any of the sites.

Section 7. Approval of Resolutions without Meeting. Resolutions which the Chairperson desires to be considered by the Members of the Agency without holding a meeting thereon may be delivered in person or mailed to the business or home address of each Member, and, upon the written approval of such resolutions by four or more of the Members, the same shall become effective as if introduced and passed at a meeting of the Members duly called and held.

Section 8. Certification of Resolutions. Each Member of the Agency and each officer of the Agency is authorized to certify, when required, the records, proceedings, documents and resolutions of the Agency and to affix the seal of the Agency to all contracts, documents and instruments to be executed by the Agency.

## ARTICLE IV - FISCAL YEAR

Section 1. Fiscal Year. The fiscal year of the Agency shall commence November first of each calendar year and conclude October thirty-first of the following calendar year.

## ARTICLE V - AMENDMENTS

Section 1. The bylaws may be amended by resolution duly adopted at any meeting, provided that notice of intention to present such resolution shall be given at least five days in advance of the meeting at which the motion to adopt such resolution is made. Such notice may be given by any manner. Such notice may be given in writing, mailed to the business or home address of all Members or delivered to all Members, or in the alternative, such notice may be given orally at any meeting, in which event such notice shall be noted in the minutes of the meeting at which it is given. Advance notice of motions to amend motions to amend the bylaws need not be given.

## ARTICLE VI - SUSPENSION OF BYLAWS

Section 1. Any and all of the provisions of the bylaws may be suspended by unanimous consent of the Members constituting a quorum present at any meeting of the Agency.

## ARTICLE VII - COMMITTEES

Section 1. The Agency shall have a standing Audit Committee, a standing Governance Committee, and a standing Finance & Program Committee together with such other standing or special Committees of the Agency as may at any time be created under this Article. The Chairperson shall be, ex-officio, a member of all standing Committees and may be a member of any special Committee. Members shall be appointed to or removed from the Agency's Committees by the Chairperson. The Chairperson shall be the Chair of each Committee unless the Chairperson appoints a Member other than himself. The Chairperson shall file with the Secretary a letter evidencing such appointments or removals. A Committee meeting in the absence of its Chair may appoint a temporary Chair for such meeting. The Secretary of the Agency shall be the Secretary of the Committee unless a Committee designates otherwise.

Section 2. Standing Committees shall consist of three or more independent Members of the Agency, who shall constitute a majority on the committee, and who shall possess the necessary skills to understand the duties and functions of the committee. Any standing Committees in addition to the Audit Committee, the Governance Committee, and the Finance & Program Committee shall be created by resolution of the Agency. Each standing Committee, respectively, shall have the authority of the Agency, to the extent provided by resolution of the Agency.

Section 3. Special Committees shall consist of Members of the Agency and may be created by resolution of the Agency or by the Chairperson.

Section 4. The Audit Committee shall assist and make recommendations to the Members of the Board in (a) the hiring of a certified independent accounting firm for the Agency; (b) the establishment of compensation to be paid to the accounting firm; (c) the direct oversight of the performance of the independent audit performed by the accounting firm hired for such purposes; (d) review of the annual audited report; (e) monitoring of internal accounting controls; (f) review of internal audit functions; and (g) oversight of the Agency's compliance with applicable legal and regulatory requirements. Members of the Audit Committee shall be familiar with corporate financial and accounting practices.

Section 5. The Governance Committee shall assist and make recommendations to the Members of the Board on (a) the current best governance practices and corporate governance trends, (b) potential updates to the Agency's corporate governance principles, (c) the skills and experiences required of potential Board Members, (d) the examination of ethical and conflict of interest issues, (e) the performance of board self-evaluations, and (f) the adoption of bylaws which include rules and procedures for conduct of Board Members. The Governance Committee, on behalf of the Members of the Board, shall have the authority, in its discretion, to approve procurement contracts that exceed one year in duration or \$100,000 in amount, and to annually review procurement contracts that exceed one year in duration.

Section 6. The Finance & Program Committee shall assist and make recommendations to the Members in their oversight of (a) the issuance of debt by the Agency, (b) the analysis and assessment of all policy issues as they arise, and (c) the development of the method of handling funds of the Agency and the system of accounting developed in connection therewith.

Section 7. The responsibilities of the Audit Committee, Governance Committee, and the Finance & Program Committee and any other standing Committee shall be set forth, respectively, in charters adopted by resolution of the Agency. The Audit Committee and the Governance Committee are expected to coordinate with the standing Audit Committee and standing Governance Committee of the New York State Affordable Housing Corporation and the Audit Committee and Governance Committee may, respectively, take actions intended to be deferred to, relied upon and which may stand as and be incorporated as actions of the standing Audit Committee and standing Governance Committee of the New York State Affordable Housing Corporation. The purpose and responsibilities of any special Committees shall be established either by resolution of the Agency or by the Chairperson. Within the charters establishing them, Committees shall fix their own rules of procedure and shall meet where and as provided by the Chair of the Committee or such rules or resolution of the Committee.

Section 8. Committee Quorum Requirements. Where a Standing or Special Committee has an even number of currently serving committee members, then 50% of the total number of the members of such Committee shall constitute a quorum for the transaction of business. Where a

Standing or Special Committee has an odd number of currently serving Committee members, then a majority (i.e. more than one-half) of all of the members of such committee shall constitute a quorum for the transaction of business.