

ALBANY COUNTY PINE HILLS LAND AUTHORITY
GOVERNANCE COMMITTEE CHARTER

Purpose

Pursuant to the Authority's by-laws, the purpose of the Governance Committee is to assist the Board by: (1) keeping the Board informed of current best practices in corporate governance; (2) Reviewing corporate governance trends for their applicability to the Authority. Updating the Authority's corporate governance principles and governance practices; and (3) Advising those responsible for appointing directors to the Board on the skills, qualities and professional or educational experiences necessary to be effective Board Members.

Powers of the Governance Committee

The Board of Directors has delegated to the Governance Committee the power and authority necessary to discharge its duties, including the right to:

- Meet with and obtain any information it may require from Authority staff.
- Obtain advice and assistance from in-house or outside counsel, accounting and other advisors as the Committee deems necessary.
- Retain, at the Authority's expense, such outside counsel, experts and other advisors as the Governance Committee may deem appropriate.

The Authority board will ensure that the Governance Committee has sufficient resources to perform its duties.

Composition and Selection

The membership of the Committee shall be as set forth in accordance with and pursuant to the Authority's by-laws. The Governance Committee shall be established as set forth in and pursuant to the Authority's by-laws. The Governance Committee shall consist of at least three Members of the board who are independent (as such term is defined in section 2825 of the Public Authorities Law). The Authority's board will appoint the Governance Committee Members and the Board Chairperson shall appoint the Governance Committee Chairperson.

Committee Members shall serve until their resignation, removal by the Board or until their successors shall be appointed and qualified. When feasible, the immediate past Governance Committee Chair will continue serving as a Member of the Committee for at least one year to ensure an orderly transition.

Governance Committee Members shall be prohibited from being an employee of the Authority or an immediate family member of an employee of the Authority. In addition, Governance Committee Members shall not engage in any private business transactions with the Authority or receive compensation from any private entity that has material business relationships with the authority, or be an immediate family member of an individual that engages in private business transactions with the Authority or receives compensation from an entity that has material business relationships with the Authority.

The Governance Committee Members should be knowledgeable or become knowledgeable in matters pertaining to governance.

Meetings

The Governance Committee will meet a minimum of twice a year, with the expectation that additional meetings may be required to adequately fulfill all the obligations and duties outlined in the Charter.

Members of the Governance Committee are expected to attend each Committee meeting, in person or via videoconference. The Governance Committee may invite other individuals, such as members of management, auditors or other technical experts to attend meetings and provide pertinent information, as necessary. A majority of the Committee Members present or participating through videoconference shall constitute a quorum.

Meeting agendas shall be prepared prior to every meeting and provided to Governance Committee Members along with briefing materials five (5) calendar days before the scheduled Governance Committee meeting.

The Governance Committee may act only on the affirmative vote of a majority of the Members. Minutes of these meetings shall be recorded. Minutes of the Committee's meeting shall be prepared and filed in the records of the Authority and posted to the Authority's webpage.

Meetings of the Committee are open to the public, and the Committee shall be governed by the rules regarding public meetings set forth in the applicable provisions of the Public Authorities Law and Article 7 of the Public Officers Law that relate to public notice and the conduct of executive session.

Reports

The Governance Committee shall:

- Report its actions and recommendations to the Board at the next regular meeting of the Board.
- Report to the Board, at least annually, regarding any proposed changes to the Governance Charter or the governance guidelines.
- Provide a self-evaluation of the Governance Committee's functions on an annual basis.

Responsibilities

To accomplish the objectives of good governance and accountability, the Governance Committee has responsibilities related to: (a) the Authority's Board; (b) evaluation of the Authority's policies; and (c) other miscellaneous issues.

Relationship to the Authority's Board

The Board of Directors has delegated to the Governance Committee the responsibility to review,

develop, draft, revise or oversee policies and practices for which the Governance Committee has specific expertise, as follows:

- Develop the Authority's governance practices. These practices should address transparency, independence, accountability, fiduciary responsibilities, and management oversight.
- Develop the competencies and personal attributes required of Directors to assist those authorized to appoint Members to the Board in identifying qualified individuals.

In addition, the Governance Committee shall:

- Develop and recommend to the Board the number and structure of Committees to be created by the Board.
- Develop and provide recommendations to the Board regarding Board Member education, including new Member orientation and regularly scheduled board Member training to be obtained from state-approved trainers.
- Develop and provide recommendations to the Board on performance evaluations, including coordination and oversight of such evaluations of the board, its Committees and senior management in the Authority's governance process.

Evaluation of the Authority's Policies

The Governance Committee shall:

- Develop, review on a regular basis, and update as necessary the Authority's code of ethics and written policies regarding conflicts of interest. Such code of ethics and policies shall be at least as stringent as the laws, rules, regulations and policies applicable to state officers and employees.
- Develop and recommend to the Board any required revisions to the Authority's written policies regarding the protection of whistleblowers from retaliation.
- Develop and recommend to the Board any required revisions to the Authority's equal opportunity and affirmative action policies.
- Develop and recommend to the Board any required updates on the Authority's written policies regarding procurement of goods and services, including policies relating to the disclosure of persons who attempt to influence the Authority's procurement process.
- Develop and recommend to the Board any required updates on the authority's written policies regarding the disposition of real and personal property.
- Develop and recommend to the Board any other policies or documents relating to the governance of the Authority, including rules and procedures for conducting the business

of the Authority's Board, such as the Authority's by-laws. The Governance Committee will oversee the implementation and effectiveness of the by-laws and other governance documents and recommend modifications as needed.

Other Responsibilities

The Governance Committee shall:

- Annually review, assess and make necessary changes to the Governance Committee Charter and provide a self-evaluation of the Governance Committee.