DRAFT 4-14-10

**California Healthy Housing Coalition**

**Article I. Name**

The name of this organization is the California Healthy Housing Coalition. It will be referred to below as the Coalition.

**Article II. Purpose**

These Guidelines provide the broad framework for a mutually beneficial working relationship between and among all organizations participating in the Coalition. Each organization has recognized expertise and has demonstrated leadership in its respective field(s).

This Coalition is being formed to explore, and where agreed on, statewide public policies, communications, programming, and other collaborative activities and for related purposes as agreed to. The Coalition shall focus on promoting healthier and safer housing conditions in California, particularly for low-income, children, the elderly, minorities and other vulnerable populations. These purposes may be modified by mutual agreement.

**Article III. Mission**

The California Healthy Housing Coalition’s mission is to provide leadership to promote safe and healthy housing to all.

**Article IV. Membership**

Individuals or organizations may be members. However, only representatives of organization may serve as voting members. To become a voting member of an organization, the member must represent an organization that can autonomously determine their policy goals. For example, chapters of statewide organizations do not have separate votes if their policies are set by the statewide parent organization. Individuals or organizations that support the mission of the Coalition and agree to follow the organizational guidelines of the Coalition must sign and submit a membership form to the Steering Committee.

1. Voting:
   1. Each member organization representative has one vote. To vote, the designated representative of a member organization or alternate must be listed on the membership form and accepted by the Membership Committee of the Steering Committee. The Coalition shall approve proposals presented by the Steering Committee, by majority vote of the members in attendance.
   2. If a member of the Coalition is not present to vote on an issue of importance and has been properly briefed either in-person, via conference call participation, or through print materials that have been circulated, then that member may cast a vote by email. Members must subsequently affirmatively opt-in to participate in any approved decision or activity (e.g., sign on to a letter of support for a bill). Absent time-sensitive circumstances, members will normally be given at least one week to cast a vote or opt-in to any approved activity.

(ii) Fees: There is no fee for Membership on the Steering Committee or the Coalition. The Steering Committee may decide to establish a membership fee structure in the future.

(iii) Criteria for membership in the Coalition: Members

* Are organizations and agencies.
* Must support the Mission of the Coalition.
* Are encouraged to attend scheduled meetings of the Coalition.
* Are encouraged to have one alternative representative to attend scheduled meetings that attend consistently on behalf of their organization, and are knowledgeable about their organization
* Are encouraged to participate in workgroups and other Coalition activities.
* Are encouraged to share information, resources, and expertise with other members.

**Article V. Coalition Structure**

(i) Coalition functioning: The Coalition Steering Committee provides leadership and direction to the Coalition, and the Workgroups conduct activities in support of the Coalition’s goals and objectives. For further information about the functioning of the Steering Committee and Workgroups, see Article VI and VII, respectively.

(ii) Meeting frequency: The Coalition will meet every other month or as needed.

Meetings are open to the public. One meeting a year will be designated the “annual meeting” to hold elections and approve the Coalition’s Organizational Guidelines, policies, and procedures.

(iii) Chairing of meetings: Coalition meetings are chaired by the Coalition Chair (the Chair position may be shared by two persons as “Co-Chairs”).

(iv) Decision making at meetings: Decisions at Coalition meetings are made by consensus, when possible. When there is a lack of consensus, decisions are made by 60% vote of the Coalition members present.

(v) Meeting agendas: Coalition meeting agendas are the responsibility of the Steering Committee. The Steering Committee may assign this responsibility to the Chair or Coalition Coordinator. Coalition members or others who wish to place an item on the meeting agenda can make a request to the Chair or to the Coalition Coordinator. The Steering Committee, or its representatives, will evaluate the request based on the needs of the Coalition.

**Article VI. Steering Committee**

(i) Role/responsibilities/authority: The Steering Committee provides leadership and direction to the Coalition. Authority for carrying out its policies will generally be delegated to the Coalition Chair and Coordinator. The Steering Committee:

* Day-to-day implementation of the Coalition agenda
* Developing and implementing a communications system for ensuring input from Coalition and regular communication between and among Steering Committee and Coalition members, including reporting at Coalition meetings on the progress of Workgroups and other Coalition activities
* Bring substantive issues to the Coalition and elicit issues from the Coalition members
* Determine whether emerging issues are material and should be shared with the full Coalition for voting.
* Establish work groups or respond to Coalition requests for work groups
* Addressing membership issues and concerns
* Develops and monitors a Strategic Plan of action and Goals for the Coalition and evaluate progress toward those Goals
* Develop strategic partnerships with other organizations, as needed
* Authorizes expenditures or commits funds
* Set Coalition meeting agendas with input from Coalition members
* Pursues financial and in-kind support to sustain the Coalition and its special projects.
* Accepts, approves, or denies applications for membership in conjunction with the Members Workgroup of the Coalition
* May terminate the membership of any individual or organization that does not act in accordance with the Coalition’s Mission

(ii) Composition: The Steering Committee should have a minimum of 8 members and a maximum of 12 members. It should include no more than one representative of the same organization (an alternative from the same organization is also acceptable). Ideally, the Steering Committee should be balanced in terms of geographic representation and organizational type to reflect all areas of California and types of organizations that work on healthy housing. The Steering Committee will include the following:

* Chair or Co Chairs
* Vice Chair or Vice Chairs
* Coalition Coordinator
* Members of the Coalition at-large
* Workgroup leaders approved by the Steering Committee

(iii) Selection of members: Initial steering committee members will be elected based on first Coalition meeting in Los Angeles on February 24-24, 2010. Eight diverse volunteer members will be appointed for one year terms or until the next general meeting, whichever is later. The remaining four members will be identified/nominated by a membership workgroup and appointed by the Coalition within six months. Thereafter, nominations for Steering Committee members will be solicited from the Coalition’s general membership once a year, during a general meeting. Coalition members, whether or not they are present at the meeting when nominations take place, may nominate themselves or someone else by contacting the Chair or Coalition Coordinator by a deadline date announced by the Chair at the general meeting. Chair will present a slate of candidates for the Steering Committee for approval by majority vote of the Coalition.

(iv) Terms: Steering Committee members serve a one-year term. There is no limit to the number of consecutive terms a Steering Committee member may serve, if re-elected by the general membership.

a. Resignation. A Steering Committee member may resign at any time after delivering a written resignation to the Chair.

b. Removal. Any elected Steering Committee member, or the entire Steering Committee, may be removed when such removal is approved in a recall election by 60% of the Coalition’s general membership at a regularly scheduled Coalition meeting when at least two weeks notice of the proposed removal is given to all members.

c. Vacancies: If a Steering Committee position becomes vacant before the one-year term is up, the vacant position may be filled by the Chair. The term of the additional Committee member will end along with the other Steering Committee members.

d. Decision making at meetings: Steering Committee decisions will be made by vote of all members present. A quorum will be those Steering Committee members in attendance at any regular meeting that is announced at least 2 weeks in advance. There should be two weeks notice of issues on the agenda. Each Steering Committee member is entitled to one vote. On all decisions deemed major or important by the Steering Committee (e.g., to support or oppose a policy), the Steering Committee may only provide a recommendation to the full membership, which shall modify if needed and approve or disapprove all such major or important decisions by consensus first, followed by a supermajority vote of at least 60% if consensus is not possible.

e. Frequency of meetings: The Steering Committee meets a minimum of twice per year and members are encouraged to attend general Coalition meetings. The Steering Committee may hold additional meetings as needed.

(v) Attendance: Any Steering Committee member who misses three consecutive meetings without notice will be removed from the Steering Committee. Written notice shall be given to the Committee member being removed. Reinstatement may be considered by the Steering Committee.

(vi) Officers: The officers shall consist of the Chair and other Officers that the Steering

Committee chooses by majority vote. It is preferable that nominees be selected from past serving Steering Committee members or general members who are familiar with the operations and mission of the Coalition.

a. Responsibility of the Chair or Co-Chairs: Chair responsibilities include planning and facilitating Steering Committee meetings and Coalition meetings and providing leadership to maintain focus on Coalition’s goals.

b. Terms of office: Steering Committee members select the Chair or Co-Chairs for a term of one year. There is no limit to the number of consecutive terms a Chair may serve, if re-elected by the Steering Committee.

(vii) Coalition Coordinator: The Coalition Coordinator provides administrative and staff support to the Steering Committee and Coalition. The Coalition Coordinator serves as an ex-officio member of the Steering Committee. The Coordinator will be selected by the Steering Committee. The Coalition Coordinator is responsible, with input from the Chair and/or Steering Committee, for planning and scheduling Coalition meetings.

**Article VII. Workgroups**

The Steering Committee may establish Workgroups to assist in carrying out its mission and goals.

(i) Membership: Workgroups are open to all members who are actively engaged in the activities of the Workgroup.

(ii) Selection of Leaders: Workgroup leaders are selected by each Workgroup’s own members. Workgroup leaders should be identified to the Coalition Chair or Coalition Coordinator.

(iii) Roles and Responsibilities of Workgroup Leaders: Workgroup leaders:

* May serve on the Steering Committee if approved by the Steering Committee
* Present plans and budgets to the Steering Committee for approval
* Maintain communication with the Steering Committee regarding the Workgroup’s
* activities
* Facilitate Workgroup meetings and provide direction to develop goals, objectives, and
* action plans
* Engage in active and ongoing communication with Workgroup participants to fulfill
* Workgroup’s objectives

(iv) Terms of Leaders: Workgroup leaders serve one-year terms and are eligible for reappointment.

**VIII. Term; Renewal; Amendment; Termination**

These Guidelines shall be approved, as modified, by a simple majority of the Coalition members and will remain in effect for one year. The members agree to review them after 12 months and may renew them. Any material changes to the Guidelines must be made in writing after consent by a majority of the members, and they may be renewed annually for up to three years. Each member retains the sole right to terminate its participation in the Coalition with or without cause after notice to the Steering Committee Chair.

**IX. Miscellaneous**

These guidelines do not create a legal entity, coalition or joint venture, and no member has the authority to bind any other. All activities of the members hereunder will be consistent with federal, state, and local laws, including antitrust laws and I.R.C. Section 501(c)(3) tax exemption requirements.