National Safe and Healthy Housing Coalition

Coalition Guidelines

Revised June 2026

I. Purposes

These guidelines provide the broad framework for a mutually beneficial working relationship between and among the National Center for Healthy Housing ("NCHH") and all organizations participating in the National Safe and Healthy Housing Coalition ("Coalition"). Each organization has recognized expertise and has demonstrated leadership in its respective field(s).

The Coalition is a broad, voluntary coalition of organizations working to improve housing conditions nationwide through education and outreach to key national stakeholders and federal public decision-makers. The Coalition shall focus on promoting healthier and safer housing conditions in the U.S., particularly for low-income, children, the elderly, minorities and other vulnerable populations. These purposes may be modified by mutual agreement.

II. Membership

A. The Coalition will seek members and organizations that (1) represent the diversity of the safe and healthy housing community, (2) contribute to and support the National Safe and Healthy Housing Coalition Policy Agenda, and (3) actively help to achieve the purpose and goals of the Coalition.

B. Organizations and individuals may join the Coalition at any time through the Coalition's online membership form.

C. Each member retains the sole right to terminate its participation in the Coalition with or without cause by providing notice to the Coalition Coordinator or Steering Committee Chair(s).

III. Retention of Individual Entity Independence and Responsibilities

Each member is and remains an independent tax-exempt or other organization. No additional corporate entity is being created. The intent of these Guidelines is to describe the general operations of an informal Coalition. Each organization retains final authority to determine the types and amount of collaborative activities it will engage in. Each is responsible for adhering to its own internal policies. No member shall seek to represent any other member outside of the procedures of the Coalition.

IV. Joint Responsibilities

Each Coalition member is committed to:

1. Timely communication among members on relevant activities and developments;

2. Reaching consensus before formally communicating with Congress, federal agencies, the media, or other stakeholders on behalf of the Coalition, such as through a written letter or press release;

3. Maintaining an open, respectful, substantive, and collaborative relationship through attendance at meetings and in response to emails, telephone conversations, and correspondence;

4. Keeping the leadership of the member's organization informed of major activities and developments related to the Coalition;

5. Identifying and proposing additional ways to enhance the effectiveness of the Coalition.

V. Membership Dues and Expenses

No periodic membership dues or other regular forms of payment will be required as a condition of participation.

Each member will finance its own activities. Where, however, specific members agree in advance to share a joint expense (e.g., printing and mailing a document to all members of Congress), the costs shall be apportioned as agreed.

VI. Coalition Structure and Meetings

A. 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. Authority for carrying out Coalition policies is generally delegated to the Steering Committee and to the Steering Committee Chair(s). For further information about the Steering Committee and Workgroups, see Articles VII and VIII, respectively.

B. Frequency of meetings: The Coalition will meet quarterly or as needed. One meeting every other year will be designated the "biennial meeting" for elections and other Coalition business.

C. Chairing of meetings: Coalition meetings are chaired by the Steering Committee Chair (the Chair position may be shared by two persons as "Co-Chairs") or the Chair's designee.

D. Coalition Coordinator: The Coalition Coordinator is responsible, with input from the Steering Committee, for planning and scheduling Coalition meetings. NCHH, as the fiscal and administrative agent for the Coalition, shall serve as the Coalition Coordinator.

E. Each member organization of the Coalition is entitled to one vote in Coalition decisions.

VII. Steering Committee Leadership

A. Policy positions: The Steering Committee may take positions or make statements on behalf of the Coalition. Members may request that their names not be listed on Coalition positions.

B. Composition: The Steering Committee shall consist of at least 12 and no more than 30 organizations or individuals that represent a cross-section of the membership. The Coalition will strive to ensure that the Steering Committee is balanced to represent diverse populations and housing types impacted by unhealthy housing. Three permanent slots on the Steering Committee shall be designated for a local government organization, a local community-based organization, and a local environmental justice organization. As the founder of the Coalition, NCHH shall remain a permanent member of the Steering Committee. NSHHC Steering Committee members do not have to represent an organization to serve on the Steering Committee. Any individuals not representing an organization shall be identified as Independent Members.

C. Representatives and Vacancies: Each Steering Committee member organization shall appoint one primary representative who can attend scheduled meetings consistently on its behalf. Each Steering Committee member organization may designate an alternate representative who is knowledgeable about the Coalition to attend Coalition meetings in the absence of the primary representative. In the event that the primary representative leaves the organization, the organization shall designate the alternate as its primary representative or appoint a new representative. Independent Members may also designate an alternate representative to attend Coalition meetings in their absence. In the event that a Steering Committee organization or individual terminates their participation in the Steering Committee, the remaining Steering Committee members may select a new organization or individual to fill that vacancy.

D. Meetings: The Steering Committee will meet virtually as a whole group every other month, for a total of six meetings annually. The meeting schedule may be adjusted to align with additional opportunities that Steering Committee members are participating in (e.g., a Hill Day or a national conference) if a significant number of Steering Committee members are available to attend, but no meetings of the Steering Committee will be held without a virtual/hybrid option extended to those unable to attend in person.

E. Attendance: All Steering Committee members are expected to attend at least six NSHHC meetings and events in a calendar year, including but not limited to Steering Committee meetings, workgroup meetings, Hill Days, webinars, and other events. Any Steering Committee member who fails to attend the expected number of events or who misses three consecutive meetings, without notice or without sending an alternate, 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.

F. Terms: The term of the Steering Committee members shall be two years.

G. Membership: Nominations for Steering Committee members will be solicited from the Coalition's general membership for election every other year. Coalition members or non-members may be self-nominated or nominated by someone else by the announced deadline date. The Steering

Committee will review the nominations based on the following criteria and present a slate of candidates for election by a supermajority of at least 60% of those voting from the full Coalition membership:

1. Steering Committee members represent organizations with a vested interest in and willingness to advance the Coalition's Policy Agenda.

2. Steering Committee members balance and represent the diverse populations and housing types impacted by unhealthy housing as well as the diverse organization types that comprise the full Coalition membership, including low-income communities and communities of color; rural and urban housing and health concerns; and national, state, and local perspectives.

3. Steering Committee members bring content expertise to the Coalition, including an understanding of national, state, and local policy processes.

H. Officers: The officers shall consist of the Steering Committee Chair(s), Executive Committee members, and other Officers that the Steering Committee chooses by majority vote.

1. Chair or Co-Chairs: Chair responsibilities include planning and facilitating Steering Committee meetings and Coalition meetings and providing leadership to maintain focus on the Coalition's goals. Steering Committee members select the Chair or Co-Chairs for a term of two years. There is no limit to the number of consecutive terms a Chair may serve if re-elected by the Steering Committee.

2. Executive Committee: Steering Committee members select the Executive Committee members for a term of two years. Executive Committee roles and makeup are as described below.

I. Permanent Committees: The Steering Committee shall maintain three permanent workgroups/committees. These committees will meet every other month, on the opposite months from the full Steering Committee meetings. Committee members will volunteer from among the Steering Committee members. Committee leaders will be selected by each committee's own members or designated by the Steering Committee. The permanent committees are:

1. Advocacy Committee: responsible for leading NSHHC advocacy efforts and recommending policy positions to the full Steering Committee and/or the full NSHHC.

2. Events and Education Committee: responsible for leading the organization and planning of NSHHC webinars and other events (e.g., listening sessions).

3. Executive Committee: responsible for planning Steering Committee meeting agendas and taking action on behalf of the Steering Committee in time-limited circumstances (see Section IX). The Executive Committee shall consist of the co-chair(s) plus 3-5 additional members.

J. Permanent Committee Structure: The Steering Committee shall revisit the above committee structure and status at least every two years to determine if any changes to the committees are

needed. If at any time participation in one of the committees falls below two members, that committee's duties shall be assumed by the Executive Committee.

VIII. Temporary Workgroups

The Steering Committee may establish additional temporary workgroups to assist in carrying out its mission and goals. Workgroups may be established with a set sunset date (e.g., one year) or set goal to be completed (e.g., create a specific resource).

A. Membership: Workgroups are open to all Coalition members and non-Coalition members.

B. Selection of Leaders: Workgroup leaders are selected by each Workgroup's own members or designated by the Steering Committee.

C. Roles and Responsibilities of Workgroup Leaders:

1. Maintain communication with the Steering Committee and the Coordinator regarding the Workgroup's activities;

2. Facilitate Workgroup meetings and provide direction to develop goals, objectives, and action plans;

3. Engage in active and ongoing communication with Workgroup participants to fulfill the Workgroup's objectives.

IX. Steering Committee Voting

A. The Steering Committee shall guide the material activities of the Coalition by a supermajority vote of at least 60% of quorum. On all decisions deemed major or important by the Steering Committee (e.g., the annual Policy Agenda), the Steering Committee will provide a recommendation to the full Coalition membership, which shall modify if needed and approve or disapprove by a supermajority of at least 60% of those voting.

B. When meeting in person or virtually, 50% of the Steering Committee members shall constitute a quorum. When making decisions over email or another electronic voting platform, two-thirds of the Steering Committee members shall constitute a quorum.

C. Each member organization or Independent Member of the Steering Committee is entitled to one vote.

D. Decisions may be made by email or other electronic voting platform (e.g. a survey) in lieu of a meeting provided members are given one week to respond and cast a vote.

E. In the event that a decision is needed in a timeframe of less than one week that would normally require voting from the full Steering Committee (e.g., a sign on letter from a partner organization that has a closer deadline), the Executive Committee may approve action on behalf of the Steering Committee by unanimous vote. In such circumstances, the opportunity to vote may still be offered to the full Steering Committee for input and approval, with the understanding that unanimous

approval by the Executive Committee members before the external deadline may allow the item to proceed even if a majority of Steering Committee members have not responded.

X. Amendments

These Guidelines may be amended by the Steering Committee to meet the needs of the Coalition.

XI. Miscellaneous

These guidelines do not create a legal entity 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.