

Approved April 2020

California Healthy Housing Coalition By-Laws

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, agencies, and individuals participating in the Coalition. Each Coalition member has recognized expertise on related healthy housing topics and has demonstrated leadership in its respective field(s).

This Coalition is being formed to explore statewide policies, practices, communications, outreach, education, and other collaborative activities as agreed to. The Coalition shall focus on promoting healthier and safer housing conditions in California, particularly for low-income communities, 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 ensure safe and healthy housing for all Californians, with a focus on low-income communities and communities of color.

Article IV. Coalition Membership

- (i) Organizational Members: The Coalition is primarily a coalition of organizations and agencies that work on healthy housing issues in California. Organizations and agencies may become members if they meet the criteria outlined in subsection (iii) and have one representative designated as their voting member as defined in Article VIII.
- (ii) Individual Members: Individuals unaffiliated with an organization or agency may become members and participate in the coalition if they meet the criteria outlined in subsection (iii), but they may not vote, chair a workgroup, or serve on the Steering Committee.
- (iii) Membership Criteria and Expectations:
 - a. To join the coalition, organizations, agencies, and individuals must:
 - 1) Demonstrate a commitment to the mission of the Coalition, including its focus on addressing the healthy housing challenges of low-income communities and communities of color.
 - 2) Demonstrate experience working effectively in coalitions, collaboratives, or other multi-stakeholder networks
 - 3) Be based in or conduct work in California
 - b. As members, organizations, agencies, and individuals are expected to:
 - 1) Participate in at least one workgroup, where possible

- 2) Share information, resources, and expertise with other Coalition members
 - 3) Respect the perspectives of other Coalition members
 - 4) Maintain a solutions-oriented approach to participation focused on the equity-driven mission of the Coalition
 - 5) Cooperate and collaborate in good faith with other Coalition members
 - 6) Keep strategic policy and planning information of the Coalition confidential
- (iv) **Becoming a Coalition Member:** Organizations, agencies, and individuals can join the Coalition by submitting a membership application through the Coalition’s website. Received applications will be reviewed by the Steering Committee at each Steering Committee meeting. The Steering Committee can choose to approve, deny, or seek additional information for each applicant.
- (v) **Removal of a Coalition Member:**
- a. Members that do not meet the membership expectations defined in subsection iii(b) can have their membership suspended or revoked by the Steering Committee.
 - b. Members can report concerns to the Steering Committee. The Steering Committee will conduct the necessary due diligence to determine the validity of the concern and if suspension or removal is warranted.

Article V. Coalition Structure

- (i) The Coalition consists of a Steering Committee, workgroups, and sub-committees. The Steering Committee provides leadership and oversight to the Coalition, the workgroups conduct activities in support of the Coalition’s mission, and sub-committees support the activities of either the Steering Committee or a workgroup. For further information about the functioning of the Steering Committee and workgroups, see Articles VI and VII, respectively.
- (ii) The Coalition will host one in-person meeting a year. This meeting will be designated the “annual meeting” to conduct Coalition business, create networking opportunities, foster peer-to-peer learning, and establish priorities for the year. Coalition business can include, but is not limited to, nominating Steering Committee members, approving changes to the Coalition guidelines, and determining Coalition priorities.

Article VI. Steering Committee

- (i) The Steering Committee provides leadership and oversight to the Coalition. The Steering Committee is responsible for the following:
- a. Overseeing the implementation of the Coalition’s priorities.
 - b. Developing and implementing a communications system to ensure regular communication between and among members, workgroups, and the Steering Committee.
 - c. Conducting outreach to increase the awareness of the Coalition across the state and to recruit new members with the goal that Coalition membership reflects the diversity of healthy housing stakeholders and geographic regions of the state.
 - d. Developing strategic partnerships with other organizations, as needed.
 - e. Bringing substantive or emerging issues to the attention of Coalition members and eliciting issues from Coalition members.

- f. Establishing workgroups or responding to Coalition members' requests for workgroups (see Article VII).
 - g. Addressing membership issues and concerns.
 - h. Planning and hosting the Coalition's Annual Meeting.
 - i. Accepting, reviewing, approving or denying applications for membership
 - j. Suspending or terminating the membership of any individual or organization that does not act in alignment with the Coalition's Mission or member expectations as defined in Article IV.
- (ii) In carrying out its responsibilities, the Steering Committee has the fiscal authority to:
- a. Pursue financial and in-kind support to sustain the Coalition and its activities, including the Annual Meeting.
 - 1) The Steering Committee cannot seek or accept financial or in-kind support from industries that have or could have a perceived conflict of interest with the mission of the Coalition.
 - b. Establish annual membership fees to support the functioning of the Coalition.
 - c. Authorize expenditures or commits funds.
- (iii) Steering Committee Composition: The Steering Committee should have a minimum of 8 members and a maximum of 12 members. An organization or agency cannot hold more than one seat on the Steering Committee. An organization or agency may designate more than one representative to fulfill the duties of a seat on the Steering Committee. Multiple representatives for a Steering Committee member collectively represent a single vote on the Steering Committee. 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:
- a. Chair or Co-Chairs
 - b. Vice Chair or Co-Vice Chairs (if needed)
 - c. Members of the Coalition at-large
 - d. Chair or Co-Chairs of Workgroups
- (iv) Selection of members: Nominations for Steering Committee members will be solicited from the Coalition's general membership once a year at the Annual Meeting and e-mail. Coalition members may nominate themselves or someone else at the Annual Meeting or by contacting the Chair by a deadline date announced by the Steering Committee at the annual meeting and through e-mail. The Chair will present a slate of candidates for the Steering Committee to Coalition members by e-mail for approval. Nominees will be selected in one of two ways:
- a. If the number of nominees is not greater than the number of open seats on the Steering Committee, then the slate will be approved by passive consent of members. If a member objects to a nominee, they must express their concern with the Chair within two weeks of the announcement of the slate of candidates. The Chair will then work with the Steering Committee to address concerns and determine if the nominee shall be removed from the slate.
 - b. If the number of nominees exceeds the number of open seats on the Steering Committee, then a formal on-line vote of members will be held. Nominees with the most votes will be selected for the open seats.
- (v) Terms: Steering Committee members serve staggered two-year terms with roughly half the Steering Committee's terms ending each year. There is no limit to the number of terms, consecutive or otherwise, a Steering Committee member may serve.

- 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 member resigns or is removed with a year or more remaining on their term, the Steering Committee can seek nominations for a new member to fill the remaining term of the vacated seat. If less than a year remains on the vacated seat, the Steering Committee may appoint a member to fill the remaining term or leave it vacant until the next election.
- (vi) Decision making: Steering Committee will strive for consensus to make decisions. If consensus cannot be reached decisions will be made by majority vote at any meeting with at least half of the Steering Committee present or by e-mail. Votes by e-mail require a majority vote of all members.
- (vii) Meetings: The Steering Committee shall meet a minimum of six times per year in-person, by conference call, or by web-based meeting. The Steering Committee may hold additional meetings as needed.
- (viii) Attendance: Any Steering Committee member who misses three consecutive meetings without notice may 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.
- (ix) Officers: The officers shall consist of the Chair, Vice Chair (if needed) and any additional Officers that the Steering Committee chooses by majority vote. It is preferable that nominees be 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 the Coalition's priorities.
 - b. Responsibility of the Vice Chair or Co-Vice Chairs: Vice Chair responsibilities include supporting the Chair/Co-Chairs in their responsibilities, including assuming the Chair/Co-Chair responsibilities if the Chair/Co-Chairs are unavailable.
 - c. 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 terms, consecutive or otherwise, a Chair may serve, if re-elected by the Steering Committee.

Article VII. Workgroups

Workgroups may be established by the Steering Committee to assist in carrying out the Coalition's mission and priorities established by Coalition members. Members may propose the formation of a Workgroup as new priorities arise. The Steering Committee shall approve the formation of a new Workgroup if it deems a sufficient number of members will be able to lead and sustain the Workgroup.

- (i) Membership: Workgroups are open to all Coalition members who are actively engaged in the topic of the workgroup.
- (ii) Selection of Leaders: Workgroup Chairs or Co-Chairs are selected by each Workgroup's own members. Individual members unaffiliated with an organization or agency cannot serve as a

Workgroup Chair. Workgroup leaders should be identified to the Coalition Chair or Co-Chair.

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

- a. May serve on the Steering Committee
- b. Update the Steering Committee about the Workgroup's priorities and activities and share Steering Committee feedback with Workgroup members.
- c. Facilitate Workgroup meetings and provide direction to develop priorities, objectives, and action plans.
- d. Engage in active and ongoing communication with Workgroup members to fulfill the Workgroup's priorities.

(iv) Terms of Workgroup Leaders: Workgroup Leaders are selected for one-year terms. There is not a limit to the number of terms, consecutive or otherwise, a Workgroup Leader may serve if re-elected by Workgroup members.

Article VIII. Coalition Decision-Making

(i) Consensus: The Coalition strives to make major decisions by consensus at the workgroup, steering committee, and Coalition levels. When consensus cannot be reached, decisions can be made by a 60% supermajority vote.

(ii) Voting:

- a. Only organizational members with a presence in California can vote. Individual members unaffiliated with an organization or agency and national organizations or agencies that do not work on healthy housing issues directly in California cannot vote.
- b. Each organization gets one vote and must designate a representative to vote on the organization's behalf.
 - 1) Organizations or agencies that are chapters or parts of a larger entity get a single vote as part of the larger entity unless they have the autonomy to make decisions without approval of the larger entity. For example, various chapters of a statewide organization collectively get a single vote under the statewide organization unless the chapters can make strategic decisions without the statewide organization's approval. Similarly, multiple government agencies under a single department get a single vote under that department unless the agencies can make strategic decisions without the department's approval.
 - 2) Organizations or agencies with multiple members must designate a single representative to vote on behalf of the organization or agency.
- c. Organizational members are not required to vote and may abstain from voting on certain issues.
- d. Votes can be conducted at the workgroup, steering committee, and Coalition levels.
- e. Votes can be conducted through in-person meetings, conference calls, web-based meetings, and e-mail.
 - 1) Absent time-sensitive circumstances, members will be given at least one week to cast a vote if voting is done through e-mail.

Article IX. Coalition Activities

- (i) Sharing information: The Coalition may serve as a hub to share resources, tools, and information.

- a. Resources, tools, fact sheets, internet resources, or other forms of information shared through the Coalition that was developed by a member or outside organization or agency shall be credited to that organization or agency.
 - b. Resources, tools, fact sheets, internet resources, or other forms of information shared through the Coalition that was collaboratively developed by members through participation in the Coalition may be credited to the Coalition. Individual members who contributed to its development may also be credited.
- (ii) Advocacy and lobbying: The Coalition may advocate on the healthy housing priorities identified by members and Workgroups, but it shall not lobby.
- a. The Coalition may educate the public, healthy housing stakeholders, and policy makers about key healthy housing issues, challenges, and solutions.
 - b. The Coalition shall not lobby in support of or in opposition to public policy or political candidates.
 - c. Individual Coalition members that can lobby may seek technical assistance from Workgroups to identify policy needs and solutions.
 - d. Individual Coalition members that can lobby may seek support for their public policy efforts through the Coalition, but cannot include the Coalition itself as a supporter or opponent of specific legislation or other public policy.

Article X. Guidelines Renewal and Amendment;

These Guidelines shall take effect once approved, as modified, by a majority of Coalition members. The Guidelines can be amended at any time. Any material changes to the Guidelines must be presented in writing to Coalition members and approved by a majority vote.

Article XI. 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.S. Section 501(c)(3) tax exemption requirements.