

Process Guidelines for Collaboration for the City-County Affirmatively Furthering Fair Housing (AFFH) Task Force

I. Purpose

The AFFH Task Force was initiated in 2013 as a result of the FY 2012 Update to the Analysis of Impediments to Fair Housing Choice (AI) study for the City of Pittsburgh¹ by the City of Pittsburgh Commission on Human Relations. The AI recommended a "...Countywide Approach to Affirmatively Furthering Fair Housing," and suggested strategies towards the goal of "providing housing and economic opportunities for low- and moderate income persons and protected classes to live and work outside impacted areas (Pg. 11)." The strategies include the following:

- 7-A: *The City and County's Human Relations Commissions should establish an Affirmatively Furthering Fair Housing (AFFH) Task Force for the Pittsburgh Region with representatives from the City of Pittsburgh, Allegheny County, U.S. Department of Housing and Urban Development (HUD), the City Housing Authority (HACP), the Allegheny County Housing Authority (ACHA), the other two federal CDBG Entitlement Communities in Allegheny County (McKeesport and Penn Hills), and other groups and organizations which promote fair housing.*
- 7-B: *"The four Federal Entitlement jurisdictions should promote and encourage the development of affordable housing and encourage the development of affordable housing throughout the Pittsburgh Region in areas that are not economically or racially impacted."*
- 7-C: *"Improve intergovernmental and interagency cooperation in sharing all information pertaining to discrimination cases filed within the jurisdiction of the City of Pittsburgh (Pg. 11)."*

The goal of the AFFH Task Force is to help assess current impediments to fair housing choice, and develop policy recommendations that affirmatively further fair housing (AFFH) for the first and upcoming Assessment of Fair Housing (AFH) in 2017 - 2018.

II. Membership Requirements, Voting & Nominations

1. The AFFH Task Force shall not discriminate in its membership on the basis of age, race, color, national origin, religion, national origin, place of birth, sex, sexual orientation, familial status, age, handicap or disability, and/or gender identity or expression.

¹ Urban Design Ventures. *Analysis of Impediments to Fair Housing Choice*. United States. City of Pittsburgh. Department of City Planning. 22 Feb. 2013. Web. 17 May 2016.
<https://Apps.pittsburgh.gov/dcp/2012_AI_for_The_City_of_Pittsburgh.pdf>.

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2. Membership will include:
 - A. Ex officio representation of the City, County, and municipal governmental institutions named in the AI; and,
 - B. Representatives of authorities, agencies, community-based organizations, foundations, non-profits, and departments (herein referred to as "organizations") that focus on fair housing, and related AFFH policy issues, such as expanding access to opportunity, revitalization, access to transit, employment, food, schools, and other critical amenities, etc.
3. Members shall have demonstrated experience and/or expertise relevant to the work of AFFH. Members should be authorized to present official organizational positions, and to vote on behalf of the organization.
4. Organizations may have more than one AFFH Task Force member. **Each organization is entitled to one vote only.**
5. A simple majority of participating members shall constitute quorum for the transaction of Task Force business for quarterly and committee meetings. Discussions may take place without quorum. A simple majority vote for all members present of a meeting that meets the quorum requirement shall be sufficient for any action taken by the AFFH Task Force.
6. All members shall be active participants in at least one standing Committee as outlined in Section III: Structure.
7. All membership organizations shall be represented at three of four quarterly meetings each year by any member of the participating organization.
8. If a member is consistently unable to represent their organization, they may be asked by the Steering Committee to propose another member of their organization who might be able to fulfill the participation requirements.
9. All members shall adhere to Section IV: Transparency and Communications Guidelines.
10. To nominate a proposed member to the AFFH Task Force, any organization may nominate a representative for itself, or any current member of the Task Force may nominate a representative of an organization, for inclusion in the Task Force by sending an explanation of the nominee's fair housing work to the Steering Committee. The Steering Committee will place the nomination on the next Quarterly Task Force meeting agenda.
 - A. A representative of any nominated organization will be invited to attend that quarterly Task Force meeting and briefly describe how their work and/or organizational mission support(s) the goal of the task force.

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- B. Nominations shall be sent to the Steering Committee at least eight days before the quarterly meeting at which the nomination will be voted on to be included in the quarterly agenda.
 - C. A nominee will be accepted and inducted into the Task Force by a simple majority vote.
11. The full AFFH Task Force may vote to remove any member(s) by a majority vote if a member does not adhere to the membership requirements listed in this Section. The accused member shall be informed a week before distribution of the agenda which includes their proposed removal. The member will have an opportunity prior to the vote for removal to provide a response to the action in writing and/or in a presentation before the membership.

III. Structure

- 1. The AFFH Task Force will hold quarterly meetings. The AFFH Task Force, at quarterly meetings, will hear and discuss reports by AFFH Task Force members and committees, and vote on proposals and recommendations presented.
 - 2. The AFFH Task Force includes the following three (3) standing Committees:
 - **Steering Committee:** Organizes and advertises meetings; composes and sends out agendas; arranges for minutes, their distribution and archiving; drafts and receives proposals to place on agenda for discussion and vote by the full Task Force; nominates and receives nominations for vote by the full Task Force.
 - **Fair Housing Recommendation Committee:** Tasked with organizing and compiling information from Task Force members in preparation for a Fair Housing Recommendation document, to be completed in draft form by August, 2016. Compiles, organizes and incorporates responses from community/public regarding task force recommendations.
 - **Outreach and Education Committee:** Tasked with identifying sites, organizing and managing deliberative forums from September through December 2016, and organizing and compiling input for delivery to the FH Recommendation Committee.
- A. Standing committees shall hold a vote to choose a Chair of the committee for the purposes of reading out reports at quarterly meetings, coordinating committee meetings, communicating to the Steering Committee, and guiding the work of the committee. A simple majority vote of the committee will suffice to elect a committee chair.
 - B. Standing committees will generally meet once a month. Participation in meetings may occur via conference call, video call, or in person.
 - C. Committees will generate and present recommendations to affirmatively further fair housing for discussion and vote by full AFFH Task Force membership.

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- D. Any proposals of official recommendations by a Committee that require a vote by the full AFFH Task Force must be communicated to the Steering Committee to adhere to Section IV of these guidelines.
 - E. Ad-hoc committees may be formed following a request by one or more AFFH Task Force members and upon a majority vote by the full Task Force at a Quarterly Meeting. A description of the committee purpose and proposed members shall be sent to the Steering Committee in advance to adhere to Section IV of these guidelines.
3. The Steering Committee will meet every other month. Steering Committee members must attend a minimum of at least four of the six Steering Committee meetings to be considered a committee member. Failure to meet this obligation may be accepted as a de facto or implicit resignation by the Steering Committee.
- A. The Chair(s) of the Steering Committee will run the quarterly meetings.
 - B. Steering Committee members serve for one year terms and may not serve for more than three consecutive terms.
 - C. The Steering Committee is charged with creating and distributing the quarterly meeting agenda in compliance with Section IV of these guidelines.
 - D. The Steering Committee is charged with retaining and distributing AFFH Task Force materials to the full Task Force.
 - E. Any members may nominate new Steering Committee members, with majority vote by the full AFFH Task Force required at quarterly meeting for election.
 - F. Steering committee shall be between 15-20 members to allow adequate representation of diverse Task Force membership.

IV. Transparency and Communication Guidelines

- 1. Notice of the quarterly meetings shall be communicated to members at least 30 days in advance.
- 2. Agendas shall be sent to members at least one full week (seven days) in advance by email. If a member does not have access to email, they may request that the Steering Committee provide an agenda by post or fax.
 - A. Task Force members may request an item to be included on agendas by contacting the Steering Committee Chair of the AFFH Task Force, in writing, by post, hand delivery, fax, or email, to be received no later than eight days prior to

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the scheduled release of the agenda.

- B. "New Business" must be an item on any full Task Force meeting agenda for any regular public meeting. Such new business items may be introduced without prior notice during the new business portion of any public meeting agenda for discussion only. Discussion will be limited at the discretion of the Steering Committee Chair.
 - C. Any relevant text files or other materials that have been either received, prepared, or presented by Members, for any proposal or official action on which the AFFH Task Force or Committee(s) will vote must be provided to the Steering Committee for distribution.
3. The Minutes of all meeting shall be taken to include the time and place of each meeting, the names of members present, all official votes, abstentions, and official acts of each of the attending members, except where the vote or action is unanimous and, when requested, to be recorded by members, any reasons for their dissent or approval.
- A. Members may request amendment of the minutes when presented at the next regular meeting.
 - B. Minutes of all public meetings shall be available for public viewing upon request, not later than one week after the public meeting at which they are officially approved by Members.
 - C. Minutes of public meetings and relevant materials presented at meetings will be sent to Members by the Steering Committee at the same time as the agenda.
4. The AFFH Task Force shall adhere to the Pennsylvania Sunshine Act, as amended. All relevant AFFH Task Force materials will be archived in publicly accessible electronic form on the Pittsburgh Commission on Human Relations website at www.pittsburghpa.gov/chr/. Paper copies will be made available upon request to the Pittsburgh Commission on Human Relations.

V. Amendment of Guidelines for Collaboration

- 1. These guidelines may be amended by two-thirds (2/3) vote at any quarterly meeting of the AFFH Task Force.
 - A. The proposed amendment must be submitted to the Steering Committee 60 days in advance of the meeting.
 - B. The proposed amendment must be provided to members 30 days in advance of the meeting.

