

**AFFIRMATIVELY FURTHERING
FAIR HOUSING TASK FORCE**

By-Laws

March 2017

Affirmatively Furthering Fair Housing (AFFH) Task Force By-Laws

I. Purpose

The AFFH Task Force was initiated by the Pittsburgh Commission on Human Relations 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. 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 **mission** of the AFFH Task Force is to assist in jurisdictions’ efforts to affirmatively further fair housing through identifying barriers and disparities to fair housing and recommending policies to alleviate those barriers and disparities.

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 2019 for the City of Pittsburgh, and other jurisdictions.

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.
<http://apps.pittsburghpa.gov/dcp/2012_AI_for_the_City_of_Pittsburgh.pdf>.

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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.
2. All correspondence to the AFFH Task Force shall be submitted to the Pittsburgh Commission on Human Relations' office by email at *human.relations@pittsburghpa.gov*, phone at 412-255-2600, and mail at 908 City-County Building, 414 Grant Street, Pittsburgh, PA 15219 for distribution to the Task Force.
3. Membership will include:
 - A. Ex officio representation of the City, County, and municipal governmental institutions named in the AI; and,
 - B. Representatives of organizations, including authorities, agencies, community-based organizations, foundations, non-profits, trade associations, and departments (herein referred to as "organizations") that have a role to play in advancing 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.
4. Members shall complete a membership form (Appendix A). Members must renew membership forms every two (2) years, or when contact information changes.
5. Members shall have demonstrated experience and/or expertise relevant to the work of AFFH.
6. Members should be authorized to present official organizational positions, and to vote on behalf of the organization.
7. Member organizations may have one additional ("proxy") AFFH Task Force member representative, as per the membership form. **Each membership organization is entitled to one vote only.**
8. One-third of all voting member organizations shall constitute quorum for the transaction of Task Force business at quarterly meetings, and a majority vote of the those member organizations present shall be sufficient for any action taken by the Task Force.
9. Members shall be active participants in at least one Committee as outlined in Section III: Structure.

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10. All membership organizations shall be represented at three of four quarterly meetings each year by any member of the participating organization.
11. All members shall adhere to Section IV: Transparency and Communications Guidelines.
12. To nominate a proposed member to the AFFH Task Force, written correspondence must be sent to the Steering Committee, as per Section II (2), which includes an explanation of the nominee's fair housing work and/or relevance. The Steering Committee will be responsible for determining eligibility based on the requirements of Section II, and if suitable, include the nomination on the next Quarterly Task Force meeting agenda for a vote by the Steering Committee.
 - 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.
 - B. Nominations shall be sent to the Steering Committee at least eight (8) 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 of Task Force members present at the Quarterly meeting.
13. The Steering Committee may make a motion to vote to remove or reject any member(s) or prospective member(s) by a majority vote of the Task Force members at a Quarterly meeting if a member does not adhere to the membership requirements listed in Section II or take(s) actions contrary to the goals of affirmatively furthering fair housing. The member in question shall be informed by the Steering Committee a week before distribution of the agenda which includes their proposed removal; the reasons for rejection or removal shall be clearly stated. The member will have an opportunity prior to the vote to provide a response to the action in writing and/or in a presentation before the membership.
14. In the absence of guidance contained in this document, the Task Force shall refer to Robert's Rules of Order.

III. Structure

1. The AFFH Task Force shall hold quarterly meetings. At quarterly meetings the AFFH Task Force will hear and discuss reports by AFFH Task Force members and committees, vote on proposals and recommendations presented, and report on membership.
2. The first quarterly meeting of the year shall be the Annual Meeting, held during National Fair Housing month in April. The Annual Meeting shall consist of the election of the Steering Committee members. The Annual Meeting may include policy workshops, forums for discussion on previous and prospective Task Force goals and work, and the

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issuance of the Task Force's annual report.

3. The Steering Committee shall issue an annual report to the membership, following the annual meeting, which shall record the work completed within the past year and goals for the upcoming year. The work of the Standing Committees shall shape the annual meeting agenda and annual report. There shall be a 45 day comment period following the submission of the annual report. The public is invited to provide comments at the following Quarterly meeting for further discussion and consideration. Comments shall be incorporated into the annual report.

4. The AFFH Task Force shall include a **Steering Committee**, which must organize and advertise meetings; compose and send out agendas; arrange for minutes, their distribution and archiving; draft and receive proposals to place on agenda for discussion and vote by the full Task Force; and maintain Task Force membership. The Steering Committee will meet at least quarterly or as needed. Steering Committee members must attend a minimum of at least three-fourths of 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 Steering Committee shall consist of the officer positions of Chair, Vice Chair, and Secretary. The Director of the Pittsburgh Commission on Human Relations will provide a report of expenses paid on behalf of the Task Force in lieu of a Treasurer.

 - B. The Chair(s) of the Steering Committee will run the quarterly meetings.

 - C. Steering Committee members serve for one year terms and may not serve for more than three consecutive terms.

 - D. The Steering Committee is charged with creating and distributing the quarterly meeting agenda in compliance with Section IV of these guidelines.

 - E. The Steering Committee is charged with retaining and distributing AFFH Task Force materials to the full Task Force.

 - F. Any member(s) may be nominated or nominate themselves to be voted into the Steering Committee, with majority vote by the full AFFH Task Force required at the annual meeting.

 - G. Steering Committee shall be between 9-12 members. A minimum of one (1) to a maximum of three (3) Steering Committee seats will be reserved for Human Relations Commission jurisdictions at the local, county and state level; a minimum of one (1) to a maximum of three (3) seats will be reserved for planning and economic development representatives from governmental agencies; a minimum of one (1) to a maximum of three (3) seats will be reserved for at-large members; and the remaining seats with a minimum of

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one (1) will be reserved for members/advocates of protected classes.

5. The AFFH Task Force shall include **Standing Committees** for the purposes of completing recommendations to affirmatively further fair housing for the full Task Force’s review and approval by vote. The 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.
 - A. Standing committees will generally meet once per quarter, or as needed, to complete tasks. Participation in meetings may occur via conference call, video call, or in person.
 - B. Standing Committee Chairs will provide the Steering Committee with a report on activities. Committees will generate and present recommendations to affirmatively further fair housing for discussion and vote by full AFFH Task Force membership.
 - C. 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.
 - D. Committees may be formed following a request by one or more AFFH Task Force members and upon a majority vote of members present 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.

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 US postal service 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, as per Section II (2), to be received no later than eight (8) days prior to 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

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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. Stenography of Quarterly meetings shall be taken and maintained by PCHR. A summarized version of the meeting will include the time and place of each meeting, the names of members present, all official votes, abstentions, and official acts, and serve as the official public record of each meeting. The stenography will be available to members only. Members may request amendment of the stenography or summarized meeting document when presented at the next regular meeting.

- 4. 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/affh. Paper copies will be made available upon request to the Pittsburgh Commission on Human Relations.

V. Amendment of By Laws

- 1. This document 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 quarterly meeting.
 - B. The proposed amendment must be provided to members 30 days in advance of the quarterly meeting.

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APPENDIX A

**Affirmatively Furthering Fair Housing (AFFH) Committee
Membership Application**

Name of the organization:	
Address:	
Phone:	Website:
PRIMARY REPRESENTATIVE	
Name:	
Job title:	
Phone number:	
Email:	
PROXY REPRESENTATIVE	
Name:	
Job title:	
Phone number:	
Email:	

EXPECTATIONS

By completing and signing this form, the organization commits to support the efforts of the AFFH Committee by;

1. Making sure that its representative(s) actively participate and vote on behalf of the organization as needed in quarterly meetings.
2. Representatives serve in at least one (1) subcommittee.
3. Providing its representative adequate resources/support to participate in task(s) associated with the work of this group.

Print name

Signature

Title

Date

Once completed please email to: human.relations@pittsburghpa.gov

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Definitions

1. **“Demonstrated experience” -**