

# **Guidelines for the Alliance for Healthy Homes and Communities**

February 2013

## **PART 1.**

### **I. Purposes**

These Guidelines provide the broad framework for a mutually beneficial working relationship between and among all organizations participating in the Alliance for Healthy Homes and Communities (Alliance).

The Alliance is a broad, voluntary coalition of organizations and individuals working to promote healthier homes and communities in Minnesota.

### **II. Membership**

The Alliance will seek membership from individuals who and organizations which are engaged in healthy homes and communities activities in Minnesota.

Organizations and individuals may join the Alliance at any time. Each member retains the sole right to terminate its participation in the Alliance with or without cause.

### **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 network. Each organization retains final authority to determine the types and amount of collaborative activities it will engage in. No member shall seek to represent any other member outside of the procedures of the Alliance.

### **IV. Joint Responsibilities**

Each Alliance member is committed to:

1. Timely communication among members on relevant activities and developments;
2. Reaching consensus before formally communicating on behalf of the Alliance, such as through a written letter or press release;
3. Keeping the leadership of the member's organization informed of major activities and developments related to the Alliance;
4. Identifying and proposing additional ways to enhance the effectiveness of the Alliance.

### **V. Amendments**

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

### **VI. 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

## **PART 2.**

### **I. Steering Committee:**

1. There will be a statewide Steering Committee to provide leadership and direction to the Alliance. The first members of the Committee will be appointed by organizing partners of the Alliance. Subsequently, Committee members will be selected by the sitting members of the Committee.
2. Nominations for the Committee will be sought from the members of the Alliance. The members of the Committee will be selected to represent the diversity of healthy homes and communities work in Minnesota, including geography, sector, discipline, race and ethnicity.
3. The initial term of membership on Steering Committee is one year.
4. The Steering Committee will determine its own operating procedures, meeting schedules, leadership positions, agenda items. etc.

## **Part 3.**

### **I. Adopting Alliance Positions on Issues**

The Steering Committee may adopt positions on policy and legislative initiatives, by consensus of the committee members. All members of the Alliance will have the opportunity to opt out of any positions and not have themselves or their organization listed as supporters of that position.

## **Part 4**

### **I. Workgroups**

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

1. Membership: Workgroups are open to all Alliance members and non-Alliance members.
2. Selection of Leaders: Workgroup leaders are selected by each Workgroup's own members or designated by the Steering Committee.
3. Roles and Responsibilities of Workgroup Leaders
  - a. Maintain communication with the Steering Committee and the Coordinator regarding the Workgroup's activities;
  - b. Facilitate Workgroup meetings and provide direction to develop goals, objectives, and action plans;
  - c. Engage in active and ongoing communication with Workgroup participants to fulfill Workgroup's objectives.

## **Part 5.**

### **I. Regional and Local Organization**

The Alliance will encourage members to organize local or regional activities among Alliance members to advance the cause of healthy homes and communities in their selected geographic area. Areas which chose to establish a local or regional entity will be encouraged to recommend nominees to the Steering committee to represent their area

