

SAN DIEGO REGIONAL ALLIANCE FOR FAIR HOUSING
(formerly, the Fair Housing Resource Board)

OPERATING PROCEDURES

ARTICLE I: NAME

Section 1. The name of this organization shall be the San Diego Regional Alliance for Fair Housing.

Section 2. All activities of this organization shall be conducted in its official name.

Section 3. The area of operation for the San Diego Regional Alliance of Fair Housing shall be the geographic area of San Diego region, including the 18 incorporated cities and all unincorporated areas. This includes the HUD entitlement jurisdictions of Carlsbad, Chula Vista, El Cajon, Encinitas, Escondido, La Mesa, National City, Oceanside, San Diego, San Marcos, Santee, and Vista, and the County of San Diego (with the participating jurisdictions of Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway, Solana Beach and the unincorporated areas of the County).

Section 4. The official positions and opinions of the San Diego Regional Alliance for Fair Housing shall not be established or determined by any organization other than the Alliance, nor by any individual member of the Alliance, other than the one authorized to do so by the Alliance.

ARTICLE II: MISSION AND OBJECTIVES

Section 1. The mission of the San Diego Regional Alliance for Fair Housing is to be the leading fair housing advocate in the San Diego region; working to eliminate housing discrimination and to ensure equal housing opportunity for all people through leadership, education, outreach, public policy initiatives, advocacy and enforcement.

Section 2. To achieve this mission, the Alliance may:

- 1) Facilitate the exchange of views and ideas among and between participating regional jurisdictions in order to affirmatively further fair housing;
- 2) Monitor federal and state legislative and regulatory issues that impact fair housing and initiate the development of public policies through recommendations to each jurisdiction's legislative body;

- 3) Communicate effectively with the public, the media, government, and others concerning issues related to fair housing;
- 4) Encourage, develop, and provide educational programs to enhance the professional development, technical skills, and efficiency of fair housing employees and organizations;
- 5) Develop, analyze, and disseminate information on fair housing and related fields:
- 6) Work with other organizations and aggressively develop coalitions and collaborative efforts to accomplish its mission;
- 7) Continuously strengthen the Alliance's internal management and operations to effectively utilize human, organizational, and financial resources to maximize the achievement of the Alliance's mission and goals.
- 8) Collaborate on the development and adoption of periodic regional Analysis of Impediments to Fair Housing Choice.

ARTICLE III: GENERAL RULES GOVERNING ALLIANCE ACTIVITY

Section 1. The Alliance may engage in such activities as may promote the purposes outlined above.

Section 2. The Alliance encourages information flow between and among geographic jurisdictions within the San Diego region. It will submit periodic written summaries of its activities or take other such actions as may be required to foster communication with the various legislative bodies of the cities and/or county represented.

Section 3. All activities of the Alliance shall be nonpartisan and nonsectarian and shall not discriminate against any person or persons by reason of race, color, religion, sex, age, familial status, national origin, ancestry, marital status, sexual orientation, medical condition or disability. In addition, meeting facilities must be accessible to disabled persons.

Section 4. The Alliance shall not take part in, officially or unofficially, or lend its influence in, the election of any candidate for political office. Elected officers shall not identify affiliation with the Alliance when endorsing candidates for public office. The Alliance may take a position on a ballot measure.

ARTICLE IV: MEMBERSHIP

Section 1. The Alliance may consist of at least one representative from each City located within the geographical area of the Alliance and a representative from the County of San Diego. Each jurisdiction required to comply with the Fair Housing mandates of the San Diego Regional Analysis of Impediments, shall designate, in writing, its voting representative. While a jurisdiction may include more than one representative in the membership of the Alliance, only one representative per jurisdiction shall have full and equal voting rights.

Section 2. In addition, the Alliance shall also include one representative of any Fair Housing Service provider and/or advocacy organization, located within the geographical area of the Alliance.

Section 3. Every at-large member shall have all the rights described herein unless there exists a possible conflict of interest, as determined by the Executive Committee.

Section 4. Once designated as an at-large member of the Alliance, there are no term limits or expiration dates.

Section 5. The Alliance shall find that a vacancy exists upon receipt of a resignation in writing from one of its members or upon receipt of a written report from the Secretary of the Executive Committee reporting the third consecutive, unexcused absence in a 12-month period. As that time, the designation of a new City/County/Fair Housing Advocate representative will be solicited as soon as possible.

ARTICLE V: MEMBER DUTIES

Section 1. It is the duty of each Alliance member to work cooperatively with the represented jurisdictions and agencies through the Analysis of Impediments (AI) planning process, including the formation of regional goals, objectives or the revision thereto for inclusion in future AIs.

Section 2. It shall be the duty of each member to attend all meetings.

Section 3. No member shall be permitted to disturb the meeting so as to disrupt the collaborative process.

ARTICLE VII: OFFICERS, COMMITTEES, JOB DESCRIPTIONS AND ELECTIONS

Section 1. The officers of the Alliance shall be elected from and by the members of the Alliance. The officers of the Alliance shall consist of a President, Vice President, Secretary and Treasurer. The length of an officer's term shall be one (1) year. No officer may serve

longer than two (2) consecutive terms in the same capacity.

Section 2. It shall be the duty of the President to preside at all meetings of the Alliance, to see that the Operating Procedures are enforced, to supervise generally the affairs of the Alliance and, at the annual meeting, to make a report of the accounts and general business of the Alliance during the preceding year.

The President shall appoint such ad hoc committees as he/she deems necessary and shall be an ex officio member of all Alliance committees. In the absence or inability of the President to attend any general meeting of the Alliance, the Vice President or another Executive member designated by the President shall preside in his/her stead. The President, through the recording Secretary, shall be responsible for keeping a record of the proceedings of the Alliance. The President shall send out notices required and attend to such other business as may belong to the duties of the office.

Section 3. It shall be the duty of the Vice President to perform the duties and responsibilities of the President in the event of his/her absence, to develop activities appropriate to the Alliance and assume such other responsibilities as may, from time to time, be assigned.

Section 4. The Recording Secretary shall be responsible for the Alliance's correspondence, attendance records, written minutes and actions, and shall assume such other responsibilities as may, from time to time, be assigned.

Section 5. The Treasurer shall be the custodian of the funds of the Alliance, shall collect any fees and other money payable to the Alliance, and shall deposit the same as directed by the Executive Board. The Treasurer shall disburse funds of the Alliance upon warrants or checks signed by the proper officers of the Alliance in settlement of accounts payable incurred for current expenses of the Alliance as previously approved by the Alliance. The Treasurer shall keep the book of accounts of the Alliance and shall submit a statement of accounts, with the proper vouchers, at the regular meetings of the Alliance. The Treasurer shall perform such other duties as properly belong to the office or as may specified by the Executive Committee. The books of the Treasurer shall be open for inspection of the officers or any committee appointed by them, for the purpose of making an examination thereof.

Section 6. If a vacancy occurs on the Executive Committee, it shall be temporarily filled by vote of the Alliance members at the next regular meeting.

Section 7. The election of the Officers will occur by majority vote of the members present at an annual meeting each July. The vote may be either by ballot or by voice, and each designated member present will have one vote. There shall be no voting by proxy.

Section 8. The Executive Committee may establish procedures for the (a) maintenance of

records and accounts, (b) receipt and expenditure of funds, (c) levying of dues, (d) periodic reporting of Alliance affairs to the legislative bodies of the participating jurisdictions, and it may otherwise plan and account for the activities of the Alliance, (including any employment of staff).

Section 9. In the event of a vacancy in the Office of the President, the Vice-President is to automatically succeed to the office for the balance of the President's term. In the event of the unavailability of the Vice-President, the Secretary shall serve as President until the next annual meeting of the Alliance. Other vacancies in the Executive Committee occurring between annual meetings shall be filled by majority vote of the at-large members present at the next regular meeting for the unexpired portion of the term.

Section 10: All checks, bonds, warrants, contracts, or other instruments, necessary for the conduct of the Alliance business shall be signed by any two authorized members of the Executive Committee.

ARTICLE VIII: MEETINGS

Section 1. Regular meetings of the Alliance shall be held at such times and places as determined by majority vote of members present.

Section 2. Business may be transacted or action taken committing the Alliance to any proposal at any regular or special meeting at which a quorum is present. Approval shall be by majority of members present.

Section 3. A quorum of the Alliance shall consist of a one-third plus one of the non-vacant membership.

Section 4. Special meetings of the Alliance may be called by the President at any time or by the Secretary upon the written request of a majority of the at-large membership. The Notice of Special Meeting shall specify the time and place of the meeting and the business to be conducted.

Section 5. Any member of the Alliance with a direct economic interest in any project that comes before the Alliance or its subcommittees must disclose to the group that economic interest, and must recuse himself/herself from voting and not participate in any manner as a member of the Alliance for that item on the agenda.

Section 6. For each meeting, a report of member attendance and a copy of approved minutes shall be retained by the Secretary. The minutes of each meeting shall include the votes taken on each action item and reflect the names for, against and abstaining when the vote is not unanimous. Recusals shall also be recorded. Minutes should record speakers and public testimony, when applicable. Minutes shall be posted on the Alliance web page.

Section 7. Alliance members may make brief announcement reports at the meeting on their own activities under the member comment section of the agenda. The Alliance may adopt time limits for member comment to ensure operational efficiencies.

ARTICLE IX: ANNUAL PUBLIC MEETING

Section 1. There will be one regular meeting each July designated as an annual, public meeting at which time the newly elected Officers shall be installed into office and members of the public will be invited to participate.

Section 2. At least 72 hours before the annual, public meeting, the agenda containing a brief, general description of each agenda item shall be posted and distributed to interested parties. The agenda shall also provide notice of the date, time and location of the meeting. The agenda shall be posted in a place freely accessible to the general public and shall include information on how a request for accessible accommodation may be made.

Section 3. Any interested member of the public may comment on agenda items during the annual, public meeting. In addition, the agenda for the annual, public meeting shall allow for a public comment period at the beginning of the meeting for items not on the agenda but within the scope of the authority of the Alliance. The Alliance may adopt time limits for public comment to ensure operational efficiencies.

ARTICLE X: AMENDMENTS

Section 1. These Operating Procedures may be amended at a regular meeting of the Alliance by a two-thirds vote of the members present.

Section 2. No proposal to amend the Operating Procedures shall be acted upon unless a copy of the proposed amendment has been filed with the Recording Secretary and a copy has been sent to every member of the Alliance.

Operating Procedures adopted by the Alliance on July 17, 2014.