

2021 NAHB COMMITTEE AND COUNCIL CHARGES

Approved by the NAHB Board of Directors on December 15, 2020



NAHB COMMITTEE AND COUNCIL CHARGES

TABLE OF CONTENTS

Basic Guidelines Governing the Operation of Committees, Subcommittees and Councils 1
Basic Guidelines Governing Appointments to NAHB Committees and Councils 4
Operating and Appointment Guidelines Specific to NAHB Councils 6
Attendance Guidelines for Committee Members and Council Board of Trustees..... 7
Basic Guidelines Governing NAHB Working Groups and Task Forces 8

NAHB COMMITTEES

1. Associate Members Committee 9
2. Association Planning Committee 10
3. Audit Committee 11
4. Budget and Finance Committee..... 15
5. Business Management and Information Technology Committee 16
6. Construction, Codes and Standards Committee 17
7. Construction Liability, Risk Management and Building Materials Committee 18
8. Construction Safety and Health Committee..... 20
9. Convention and Meetings Committee..... 21
10. Custom Home Builders Committee..... 22
11. Design Committee..... 23
12. Education Committee 24
13. Environmental Issues Committee 25
14. Federal Government Affairs Committee 26
15. Housing Finance Committee 27
16. Land Development Committee 28
17. Legal Action Committee..... 29
18. Membership Committee 31
19. National Housing Center Board of Governors Committee 32
20. Nominations Committee 33
21. Public Affairs and Association Communications Committee 34
22. Resolutions Committee 35
23. Single-Family Builders Committee..... 36
24. State and Local Government Affairs Committee 37
25. Young Professionals Committee 38

NAHB COUNCILS

1. 55+ Housing Industry Council..... 39
2. Building Systems Councils..... 41
3. Executive Officers Council 43

4.	NAHB Leading Suppliers Council.....	45
5.	NAHB Multifamily Council.....	46
6.	NAHB Professional Women in Building Council.....	48
7.	NAHB Remodelers.....	50
8.	National Sales and Marketing Council	51
9.	Past Chairmen’s Council	53

Basic Guidelines Governing the Operation of Committees, Subcommittees and Councils

As excerpted from the NAHB Bylaws

Limitation of Authority

No committee, subcommittee or council shall have or exercise any authority other than the authority expressly granted to it by the Bylaws or the Board of Directors. At all times, committees, subcommittees and councils remain accountable to the Board of Directors for their actions. Subcommittees shall remain accountable to the full committee that issued the approved charge to the subcommittee pursuant to the Bylaws.

Regular and Special Meetings

Regular meetings of all committees, subcommittees or councils shall be held without other notice than the Bylaws, immediately before, and at the same place as, the regular meetings of the Board of Directors of the Association. Subcommittees need not meet regularly unless a meeting is scheduled by the Chairman of the Board, the full committee chairman or the subcommittee's chairman. Special meetings of a committee or council may be called by the committee or council chairman or one-fourth (1/4) of the committee members or council trustees with approval of the Chairman of the Board or by the Chairman of the Board. The Chairman of the Board may authorize a virtual meeting or fix the place of the special meeting within the geographic limits of the United States. Any committee or council meeting outside the geographic limits of the United States must be approved in advance by the Board of Directors. Subcommittees shall not conduct special meetings except with the approval of the Chairman of the Board.

Notice

Written notice stating the date, place and time of any special meeting of a committee or council shall be delivered electronically to each committee member or council trustee not less than seven (7) days prior to the date of the meeting. Any committee member or council trustee may waive notice of a meeting. The attendance of any committee member or council trustee at any meeting shall constitute waiver of notice of such meeting, except where a committee member or council trustee attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the committee or council need be specified in the notice or waiver of notice of such meeting, unless specifically required by the Bylaws.

Quorum

A majority of the committee members or council trustees shall constitute a quorum for the transaction of business at any meeting of the committee or council; but if less than a majority of the committee members or council trustees are present at said meeting, a majority of the committee members or council trustees present may adjourn the meeting from time to time without further notice.

Manner of Acting

The act of a majority of the committee members or council trustees present at a meeting at which a quorum is present shall be the act of the committee, unless the act of a different or greater number is required by the Bylaws. Every member of the Association shall be entitled and encouraged to participate in a meeting of any committee, except for meetings of the Nominations Committee. Only committee members, however, shall be entitled to vote.

Antitrust Compliance.

Pursuant to NAHB's Antitrust Compliance Policy, all meetings shall be conducted pursuant to agendas which will be provided to attendees in advance. All meetings shall be conducted according to the Association's Antitrust Compliance Policy and all Senior Officers, all Directors, and any individuals who act on behalf of NAHB by virtue of appointment or by action of the Bylaws shall abide by and annually sign the Standards of Conduct or successor documents relating to antitrust compliance. Minutes of all meetings shall be recorded. Draft minutes shall be submitted for approval by the voting members of the body. Approved minutes shall be maintained with the business records of the Association.

Reports

All committee and council reports shall be retained by staff and may be submitted by the respective chairman to the Board of Directors. The acceptance or approval of reports by the Board shall not constitute policy or authorize the expenditure of funds by the Association. Subcommittee chairmen shall submit reports of all subcommittee meetings to the chairman of the applicable committee and NAHB staff person(s).

Compensation

Neither committee members nor council trustees, nor the chairman of a committee or council, nor subcommittee members as such, shall receive any stated salaries or other compensation for their services. But by written authorization of the Chairman of the Board, subject to terms and conditions as shall be imposed by the Board of Directors, expense of attendance, if any, may be allowed for attendance at a special meeting of a committee or council called or approved by the Chairman of the Board or the Board of Directors. Such authorization by the Chairman of the Board may be limited by the Chairman of the Board to less than the entire committee membership or council trusteeship at the sole discretion of the Chairman of the Board.

Subcommittees

Each committee chairman shall be authorized to create and maintain subcommittees subject to the following procedures:

- (i) Subcommittees may only be created with the prior consent of a majority of the Senior Officers of the Board. By a majority vote, the Senior Officers of the Board may terminate any subcommittee at any time.

- (ii) Each subcommittee must have a written charge approved by the Chairman of the Board and filed with the Office of the Secretary.
- (iii) Notwithstanding Article IX, Section 2(C) & (D) of the Bylaws, the subcommittee chairman shall be appointed by the chairman of the full committee. Unless required by the subcommittee's approved charge, subcommittee chairmen need not be members of a full committee. Each subcommittee chairman shall be appointed with the consent of the Chairman of the Board who shall have authority to revoke such subcommittee chairmanship at any time.
- (iv) In the event that any full committee is dissolved or terminated, all subcommittees of the full committee shall simultaneously dissolve or terminate.
- (v) Notwithstanding any other provision of the Bylaws, subcommittee members need not be members of the full committee to which the subcommittee reports; however, subcommittee members, at all times, must remain members of NAHB in good standing.
- (vi) Subcommittee members may be removed at any time, with or without cause, by a majority vote of the Senior Officers of the Board.
- (vii) From time to time, the Senior Officers of the Board may adopt, approve or revise rules governing the operation of subcommittees. Any such operating procedures adopted by the Senior Officers of the Board shall not conflict with the Bylaws.

Basic Guidelines Governing Appointments to NAHB Committees and Councils

As excerpted from the NAHB Bylaws

Number and Tenure

Unless provided for otherwise in the Bylaws, or at the discretion of the Senior Officers, a committee or council shall consist of twenty-one (21) members of the Association each of whose term expires upon the adjournment of the Annual Meeting of the Leadership Council following appointment. Notwithstanding the foregoing, any appointments made under previous versions of the Bylaws shall run for the period established in the Bylaws at the original time of appointment.

Qualifications

Except as the Bylaws may provide otherwise, all committee members and council Trustees shall be members of the Association, and not less than two-thirds (2/3) of the members of any committee or council shall be builder members of the Association. Eligibility to serve on all NAHB committees and council boards of trustees shall be contingent upon the member providing NAHB with a valid email address that may be used to communicate committee and council notices, materials and other information. The chairman and vice chairman (or vice chairmen, as appropriate) of a committee or council shall be builder members of the Association, except as otherwise provided in the Bylaws.

Appointment

Unless otherwise provided in the Bylaws, the Chairman of the Board, First Vice Chairman, and Second Vice Chairman shall each appoint seven (7) members to each committee and seven (7) Trustees to each council each year. In order to provide a degree of continuity in the membership of the Committee, the Chairman of the Board and First Vice Chairman shall, to the extent deemed feasible (but shall not be obligated to) each reappoint the members appointed by him or her as Second Vice Chairman, thereby permitting committee members and council Trustees to serve for three (3) consecutive one-year terms. The Chairman of the Board shall appoint the chairman and vice chairman or vice chairmen of each committee and council; provided, however, that the vice chairman of all committees and councils shall be appointed by the Chairman of the Board with the advice and consent of the First Vice Chairman, except where otherwise indicated in the Bylaws. At the discretion of the Chairman of the Board, he or she may appoint a second vice chairman to any committee or council with the advice and consent of the Second Vice Chairman, or in the case of the Budget and Finance Committee, with the advice and consent of the Third Vice Chairman. Unless specifically authorized by the Bylaws, no committee or council shall have more than one chairman simultaneously. Where another provision of the Bylaws requires that one or more appointments to a committee or council be ex-officio members or belong to a particular group, the Chairman of the Board shall prescribe which of the Senior Officers of the Board shall appoint any such member or members. Notwithstanding the foregoing, any

appointments made under previous versions of the Bylaws shall run for the period established in the Bylaws at the original time of appointment.

Committee Terms

Each committee member, council Trustee and each chairman of a committee or council shall serve until the completion of the Annual Meeting of the Leadership Council at which the designated term expires and until a successor is appointed, unless otherwise provided for in the Bylaws. A person shall not be eligible to serve as a member of or as a chairman or as a vice chairman on the same committee or council for more than six (6) consecutive terms, except that the Chairman of the Board may appoint a committee or council chairman who has already served six (6) consecutive terms for one (1) additional year.

Termination

The Chairman of the Board, First Vice Chairman, and Second Vice Chairman may remove any committee member, council Trustee or committee and council chairman appointed by that respective Senior Officer of the Board, provided he or she finds that such removal is in the best interest of the Association. Any such removal from a committee shall not prejudice the rights of such person as a member of the Association or any other position such person may have in the Association.

Resignation

Any committee member, council trustee, committee or council chairman may resign such position by filing a written resignation with the Chairman of the Board.

Vacancies

Any vacancy occurring in a committee or council may be filled by the officer who appointed the predecessor in that position. Any committee membership or council trusteeship to be filled by reason of an increase in the number of committee members or council trustees may be filled in accordance with such procedures as may be established by the Board of Directors in approving such an increase. Unless otherwise provided for in the Bylaws, a committee member, council trustee, committee or council chairman, or subcommittee chairman appointed to fill a vacancy shall be appointed for the unexpired term of the predecessor in that position.

Operating and Appointment Guidelines Specific to NAHB Councils

As excerpted from the NAHB Bylaws

Establishment

There shall be within the Association, such Councils as the NAHB Board of Directors may from time to time find necessary to serve adequately the particular needs of respective portions of the shelter or light commercial industries. Only a member of NAHB in good standing, or designated employee(s) of such member(s) may participate in the activities of any such council.

Board of Trustees

The activities of a Council shall be managed by a Board of Trustees appointed in accordance with the Bylaws. Unless provided for otherwise in the Bylaws, a council shall be composed of twenty-one (21) members of the Association from the segment of the industry represented, each of whose term expires upon the adjournment of the Annual Meeting of the Leadership Council following their respective appointments. Notwithstanding the foregoing, any appointments made under previous versions of the Bylaws shall run for the period established in the Bylaws at the original time of appointment.

Chairs and Vice Chairs

The Chairman of the Board shall annually designate one (1) Trustee to be chairman and one (1) Trustee to be vice chairman, to serve until their respective successors are appointed; provided, however, that the vice chairmen of all councils shall be appointed by the Chairman of the Board with the advice and consent of the First Vice Chairman of the Board. Notwithstanding any other provision of the Bylaws, associate members may serve as Chairman or Vice Chairman of any Council Board of Trustees if such an appointment is authorized by the Rules of Procedure governing such Council.

Rules of Procedure

The Board of Trustees first appointed for each such council, shall forthwith adopt Rules of Procedure for its council, and those Rules of Procedure and any subsequent proposed changes must be approved by the Board of Directors. Each council shall be subject to the general supervision of the Board of Directors. A Council formed pursuant to the Bylaws may require, as a condition of membership in the council, such payments as its Board of Trustees from time to time recommends and the Board of Directors approves.

Attendance Guidelines for Committee Members and Council Board of Trustees

- 1) Any member missing meetings without an excused absence from the NAHB Chairman of the Board or Committee/Council Chairman may be removed from the committee or council. Therefore, please be certain each scheduled committee or council meeting is on your personal and business calendar. Please make a personal commitment to make these meeting a priority. This procedure has been agreed to by all Senior Officers of the Board.
- 2) Please arrive at the meeting early. **Attendance will be taken at the beginning of the meeting.** If you arrive late, make certain you alert the NAHB staff contact or committee/council chairman of your late arrival so it can be noted on the attendance roster.
- 3) While attending a scheduled meeting, if there is an NAHB event or other conflict which will keep you from attending part of the meeting, please inform your NAHB staff contact or committee/council chairman so this can be noted on the attendance roster.
- 4) If there is a personal or business conflict which will keep you from attending the meeting at all, please send a written letter well in advance to the NAHB Chairman of the Board and your committee/council chairman, indicating your conflict. The Chairman of the Board or Committee/Council Chairman will determine whether your absence will be excused. The decision will be communicated to you and your NAHB staff contact.
- 5) If you cannot fulfill the responsibility of your appointment for any reason you are strongly encouraged to decline the appointment so the appointing officer can appoint another member to the post.

Basic Guidelines Governing NAHB Working Groups and Task Forces

As excerpted from the NAHB Bylaws

As determined by the Chairman of the Board, a Task Force shall study, investigate and report on immediate or special matters that have not been assigned to a committee or a council.

Appointment

A Task Force may be created by the Chairman of the Board who shall define its authorities and duties.

Number and Tenure

A Task Force shall consist of members of the Association in good standing, except that one or more non-members may be appointed by the Chairman of the Board as non-voting consultants to the Task Force. Task Force Membership terminates on completion of the task or in any event upon the adjournment of the next regular Annual Meeting of the Board of Directors.

Associate Members Committee

Charge and Composition

Charge: The Associate Members Committee has jurisdiction over matters relating to the activities of Associate Members of the Association. The Committee provides guidance and direction for the development of activities, materials, policies, and programs to increase associate membership and involvement within NAHB. Representing the industry partners of NAHB's Builder Members, it works to increase Associate Member participation in industry advocacy; to provide educational opportunities for Associate Members; to encourage Associate Member leadership development; and to recognize the contributions Associate Members make to NAHB.

Membership Qualifications and Committee Composition: The Associate Members Committee shall consist of twenty-one (21) members of the Association each of whose term expires upon the adjournment of the Annual Meeting of the NAHB Leadership Council following appointment. Notwithstanding the provisions of NAHB Bylaws, Article IX, Section 2(B), two-thirds (2/3) of the members of the Committee need not be builder members and the chairman of this Committee may be an Associate member of the Association.

Subcommittees:

- Advocacy
- Education and Training
- Leadership & Recognition

Senior Officer of Oversight: NAHB Third Vice Chairman

NAHB Staff Contact:

Anne Ladewig, Extension 8673, ALadewig@nahb.org

Association Planning Committee

Charge and Composition

Charge: The Association Planning Committee shall familiarize itself with the operations of the staff divisions; develop plans for presently known Association problems; suggest operating procedures for the Association; review current Association operating policies; suggest revised operating policies when necessary; and handle all such matters as may be referred from time to time by the Senior Officers of the Board; and report periodically to the Senior Officers of the Board. The Committee shall meet at such times and places with the approval of the Chairman of the Board (within the geographical limits of the United States, unless otherwise approved by the Board of Directors) as the chairman may designate, but not less often than once in each calendar quarter.

Membership Qualifications and Committee Composition: The Association Planning Committee shall be composed of five (5) builder members, one of whom shall be appointed by the Chairman of the Board, one by the First Vice Chairman, one by the Second Vice Chairman, one by the Third Vice Chairman, and one by the most Immediate Past Chairman of the Board able to serve. A senior staff member reporting directly to the President shall serve as an ex-officio member of the Committee, without vote. Notwithstanding NAHB Bylaws, Article IX, Section 2(C) & (D), and to provide a degree of continuity in the membership of the Committee, the Immediate Past Chairman of the Board, the Chairman of the Board, the First Vice Chairman, and the Second Vice Chairman shall to the extent deemed feasible (but shall not be obligated to) each reappoint the member appointed by him or her as Third Vice Chairman thereby permitting members of the Association Planning Committee to serve for five (5) consecutive one-year (1) terms.

The Chairman of the Board's appointee to the Association Planning Committee shall act as the chairman of the Committee. In the event of the inability of any member of the Association Planning Committee to serve, the Senior Officer whose original appointee is unable to serve shall appoint a successor with the advice and consent of the Chairman of the Board.

Subcommittees: None

Senior Officer of Oversight: NAHB Chairman

NAHB Staff Contact:

Joe Burak, Extension 8169, JBurak@nahb.org

Audit Committee

Charge and Composition

Charge: The Audit Committee shall assist the NAHB Board of Directors in fulfilling its oversight responsibilities to safeguard assets by overseeing the audit of the financial statements by an independent auditor and to assist with oversight of the Association's compliance with regulations as they relate to financial statements.

Membership Qualifications and Committee Composition: The Audit Committee shall be composed of five (5) independent members. The Committee members shall consist of one (1) member elected by and from the National Area Chairmen, one (1) member elected by and from the State Representatives, two (2) active Builder/Associate members whose membership is in good standing, and the incumbent Vice Chairman of the Budget and Finance Committee. With the exception of the Vice Chairman of the Budget and Finance Committee, no Audit Committee member shall also serve as chairman or vice chairman of a committee, council, or board of NAHB and its affiliates during the term of his or her service on the Audit Committee. Each member of the Audit Committee shall be free of any relationship that would interfere with his or her individual exercise of independent judgment. The Audit Committee should foster adherence to, and encourage continuous improvement of NAHB's financial policies, procedures, and practices. The Audit Committee reports directly to the NAHB Board of Directors.

Notwithstanding any other provision of the NAHB Bylaws, the National Area Chairmen and the State Representatives shall each elect one member of their respective bodies to serve on the Audit Committee. A subcommittee of the Budget and Finance Committee shall solicit applications for the remaining two Audit Committee positions. This subcommittee will forward its recommended candidates to the Board of Directors for approval.

The term for all elected members shall be three (3) years except that the term of the Vice Chairman of the Budget and Finance Committee shall coincide with his or her term as Vice Chairman of the Budget and Finance Committee. Audit Committee members must be willing to commit to serve for the full term to which they have been elected. An Audit Committee member cannot serve two consecutive terms.

At least one member of the Audit Committee shall be designated as a financial expert. All Audit Committee members must possess **one or more** of the attributes of a financial expert. The following are the attributes of a financial expert:

- An understanding of U.S. Generally Accepted Accounting Principles ("U.S. GAAP") and financial statements;
- The ability to assess the general application of such principles in connection with the accounting for estimates, accruals, and reserves;

- Experience preparing, auditing, analyzing or evaluating financial statements that present a breadth and level of complexity of accounting issues that are generally comparable to the breadth and complexity of issues that can reasonably be expected to be raised by NAHB's financial statements, or experience actively supervising one or more persons engaged in such activities;
- An understanding of internal accounting controls and procedures for financial reporting; or
- An understanding of audit committee functions.

Functions: In performing its functions, the Audit Committee shall undertake those tasks and responsibilities that, in its judgment, would contribute most effectively to and implement the purposes of the Audit Committee. In addition to the general tasks and responsibilities already described herein, the following are specific functions of the Audit Committee:

- Annually retain or renew the retention of an independent auditor to conduct the audit and review the results of the audit and any accompanying correspondence from the auditor related to internal controls and/or the conduct of the audit.
- Review with the independent auditor the scope and planning of the audit prior to its commencement.
- Upon completion of the audit, review the written communications from the auditor. In particular, discuss the following with the independent auditor:
 - Any restrictions placed on the independent auditor's scope of the engagement or access to requested information;
 - The adequacy of NAHB's accounting and financial reporting process;
 - Any material risks and weaknesses in internal controls identified by the independent auditor; and
 - Any written recommendations made by the independent auditor.
- At the discretion of the Audit Committee, determine whether to obtain competitive bids from a minimum of three independent public accounting firms and recommend to the NAHB Board of Directors to either retain the current firm or engage a different one. If the same firm is retained, consider whether or not to implement a partner rotation every five years.
- Review the annual audit engagements related to 1) NAHB's consolidated financial statements, 2) NAHB/ NHC's combining financial statements, 3) BUILD PAC's financial statements, and 4) NAHB Retirement Plan's financial statements. The annual audits related to affiliates of NAHB that have established separate Audit Committees to oversee the audit process at the affiliate are not included within the

responsibilities of NAHB's Audit Committee except insofar as an affiliate's financial information is included in the consolidated financial statements and affiliate internal control matters are part of the consolidated internal control report from the independent auditors. An entity is considered an affiliate when it is directly or indirectly controlled by or under common control of NAHB and it is required to be included in the consolidated financial statements in accordance with U.S. GAAP.

- Review a draft of the IRS Form 990 prior to filing, with a focus on key exempt organization compliance and disclosure sections of the Form 990 and related industry standards and best practices.
- Conduct or authorize investigations into any matters within the Audit Committee's authority and responsibilities. The Committee shall be empowered to retain independent legal counsel and other professionals, including the use of NAHB's independent auditors, to assist in the conduct of any investigation.
- Review significant non-audit engagements performed by the independent auditors. Examples of such engagements include, but are not limited to, agreed-upon procedures and special investigations of alleged financial irregularities, including any related internal control failures.
- Periodically review the performance of the independent auditor in executive session with NAHB's senior financial staff and monitor the working relationship between the independent auditors and the staff to ascertain that the two groups are working together effectively.
- At each meeting, if necessary, conduct an executive session with the independent auditors.
- In consultation with the independent auditor, review recommendations made related to internal controls over financial reporting and monitor corrective actions implemented to address any issues identified by the independent auditors.
- Consider the independent auditors' judgments about the quality and appropriateness of NAHB's accounting assumptions and estimates used in its financial reporting.
- Consider and implement, if appropriate, major changes to the Association's accounting principles or internal controls, as suggested by either the independent auditor or senior financial staff. If necessary, report to the Board of Directors any major or significant change(s).
- Review the policies and procedures with respect to Senior Officers' expense accounts and perquisites, including their use of corporate assets, and consider the results of any review of these areas.

- Periodically review NAHB’s Code of Ethics for Financial Professionals to ensure that it is adequate and up to date. Monitor compliance with this Code of Ethics.
- Periodically review NAHB’s Conflict of Interest Policy and Whistleblower Policy as such policies may be modified from time to time in order to reflect changes mandated by state law, as applicable.
- Act as the direct external point of contact for any whistleblowing issues, and if necessary, initiate special investigations of policies, procedures, and practices. Review each complaint received and discuss the status or resolution of each complaint.
- Report annually to NAHB’s Board of Directors on significant results of the foregoing Audit Committee activities.
- Annually, Audit Committee members shall select, from the members of the Audit Committee, a Chairman of the Committee. The Chairman may serve consecutive terms.
- Periodically review and update the Audit Committee Charter and/or any audit-related policies. Changes will be presented for approval to the Board of Directors.

Meetings: The Audit Committee shall meet immediately before and at the same place as the regular meetings of the NAHB Board of Directors, or more frequently as circumstances dictate. The Audit Committee should endeavor to meet on a face-to-face basis with the independent auditor no less than once annually, regardless of whether such meeting can be scheduled in conjunction with a regularly scheduled meeting of the NAHB Board of Directors.

The Audit Committee shall meet as often as it determines necessary or appropriate to fulfill its responsibilities, but no fewer times than twice annually. One meeting should be held to review the audit plan and another meeting should be held to review the audited financial statements, including related written communications from the auditors. The Audit Committee may also hold a third meeting for discussion of key disclosures and information in the draft Form 990.

Written minutes shall be taken of all meetings and approved by the Committee at its next subsequent meeting.

Subcommittees: None

Senior Officer of Oversight: N/A

NAHB Staff Contact:

Eileen Ramage, Extension 8243, ERamage@nahb.org

Budget and Finance Committee

Charge and Composition

Charge: The Budget and Finance Committee has jurisdiction over matters relating to the budget of the Association. A balanced budget for the Association shall be prepared under the general supervision of, and recommended by the Budget and Finance Committee, which shall provide general supervision of the administration of the budget after approval by the Board of Directors.

Membership Qualifications and Committee Composition: There shall be twenty-two (22) members of this Committee including the Second Vice Chairman of the Board who shall be the chairman of the Committee and serve only during the term of office as Second Vice Chairman of the Board. Notwithstanding any other provision of the NAHB Bylaws, the Chairman of the Board shall appoint the first vice chairman of the Committee with the advice and consent of the First Vice Chairman of the Board and, in the event that the Chairman of the Board chooses to appoint a second vice chairman of the Committee, the Chairman of the Board shall do so with the advice and consent of the Third Vice Chairman. There shall be at least one (1) voting associate member appointed to this Committee by the Chairman of the Board with the advice of the Associate Members Committee and the consent of the First and Second Vice Chairmen of the Board. At the discretion of the Senior Officers, a second voting associate member may be appointed to this Committee in the same manner, for a maximum of two (2) voting associate members in a term. There shall be a non-voting EOC Liaison appointed to this Committee. All members of this Committee with the exception of the associate member and the EOC Liaison must be builder members of the NAHB Leadership Council.

Notwithstanding any other provision of the Bylaws, the Budget and Finance Committee may create and maintain subcommittees with compositions, qualifications, terms of service and restrictions that are not generally applicable to NAHB subcommittees. Specifically, Article IX, Section 2(P) of the Bylaws shall not be applicable to subcommittees of the Budget and Finance Committee. However, any member appointed to a subcommittee of the Budget and Finance Committee who is not a concurrent member of the full Budget and Finance Committee must be a delegate of the Association in good standing.

Subcommittees:

- Capital Budget
- Compensation
- Investment

Senior Officer of Oversight: NAHB Second Vice Chairman

NAHB Staff Contact:

Eileen Ramage, Extension 8243, ERamage@nahb.org

Business Management and Information Technology Committee

Charge and Composition

Charge: The Business Management and Information Technology Committee shall have jurisdiction over matters relating to improving the business management skills of builder members. It shall:

- (a) make policy recommendations on business management issues
- (b) develop educational programs
- (c) write and publish manuals
- (d) conduct business management research
- (e) provide consulting services
- (f) concentrate in areas of accounting and financial management, personnel administration, surety bonding, safety and labor relations.

Membership Qualifications and Committee Composition: The Business Management and Information Technology Committee shall consist of twenty-one (21) members of the Association each of whose term expires upon the adjournment of the Annual Meeting of the Leadership Council following appointment. All committee members shall be members of the Association and the chair and vice chair shall be a builder member. Associate members may be appointed to this Committee, but the number of such appointees shall not exceed four (4).

Subcommittees:

- Building Operations and Production
- Financial Management
- General and Administrative Expenses
- Information Technology Integration
- Sales and Marketing

Senior Officer of Oversight: NAHB Third Vice Chairman

NAHB Staff Contact:

Marcia Childs, Extension 8388, MChilds@nahb.org

Construction, Codes and Standards Committee

Charge and Composition

Charge: The Construction, Codes and Standards Committee shall be responsible for (1) the monitoring and advocating of all construction codes and standards that directly impact the construction process. It shall promote building regulatory reform, provide technical support to the members and disseminate reports and timely information and shall recommend to other committees, the Chairman of the Board and the NAHB Leadership Council studies, research, and policies for the design and construction of residential, commercial, industrial, institutional, and other structures. It shall formulate, coordinate and recommend policy for adoption by the NAHB Leadership Council.

Additional Charge:

The CC&S Committee may convene, when necessary, work groups to address specific issues and activities requiring the attention and expertise of a smaller group of members.

Proposal Oversight Groups (POGs) may be established and assigned the oversight of a specific set of model codes and standards, to review all proposed changes and to determine NAHB's advocacy position on the proposed changes. The CC&S Chair shall appoint each POG Chair and each POG member. POG members shall be qualified to review the specific set of model codes and standards assigned.

Each POG Chair shall report their advocacy recommendations to their governing subcommittee for their review. If the governing subcommittee does not agree with any of the POG advocacy positions, the CC&S chair may convene the CC&S Committee to resolve the position(s).

Membership Qualifications and Committee Composition: The Construction, Codes and Standards Committee shall have a total of twenty-one (21) members of the Association each of whose term expires upon the adjournment of the Annual Meeting of the NAHB Leadership Council following appointment. Associate members may be appointed to this Committee, but the number of such appointees shall not exceed four (4). Not less than fifty-one percent (51%) of builder members shall constitute a quorum of the Committee.

Subcommittees:

- Building Codes & Standards
- Construction Technology Research
- Energy & Green Codes and Standards

Senior Officer of Oversight: NAHB First Vice Chairman

NAHB Staff Contact:

Craig Drumheller, Extension 8565, CDrumheller@nahb.org

Construction Liability, Risk Management and Building Materials Committee

Charge and Composition

Charge: The Construction Liability, Risk Management and Building Materials Committee's mission is to protect and advance the industry's interests relating to the risks associated with the construction of new homes and remodeling and to help the members identify, manage and minimize such risk. The Committee shall:

- (a) review and recommend to the NAHB Leadership Council funding within the normal guidelines of the NAHB Budget process of those issues of national significance or common issues concerning construction liability
- (b) identify, assess, and prioritize potential, emerging and existing construction-related problems and recommend to the NAHB Leadership Council appropriate Association action
- (c) provide substantive and strategic input into the development of industry public policy
- (d) identify research, education, and information needs and compile, create, and disseminate substantive technical, legal, and business products and services to meet those needs
- (e) study and recommend to the Association methods of reducing construction liability from product and construction defects
- (f) work cooperatively with manufacturers, insurers, product trade groups, and other interested parties on construction liability and risk management issues
- (g) oversee the operation of the Association's network of construction law attorneys
- (h) monitor, take affirmative action, and, to the extent necessary, seek prior approval and consent of Senior Officers, on issues affecting or relating to the cost and supply of building materials used in residential and commercial construction.

No Committee member may vote on any recommended action, if that member or his/her Affiliated State or Local Association will receive any direct financial assistance or financial benefit from the action in question.

Membership Qualifications and Committee Composition: The Construction Liability, Risk Management and Building Materials Committee shall consist of twenty-one (21) members of the Association each of whose term expires upon the adjournment of the Annual Meeting of the NAHB Leadership Council following appointment. All committee members shall be members of the Association, not less than two-thirds (2/3) shall be builder members, and the chair and vice chair shall be a builder member.

Subcommittees:

- Building Materials

Senior Officer of Oversight: NAHB First Vice Chairman

NAHB Staff Contact:

David Jaffe, Extension 8317, DJaffe@nahb.org

Construction Safety and Health Committee

Charge and Composition

Charge: The Construction Safety and Health Committee shall have jurisdiction over matters relating to jobsite safety, OSHA regulations and workers' compensation issues. It shall be responsible for coordinating NAHB regulatory activities in these areas, as well as developing compliance, educational and training programs and publications on these subjects.

Membership Qualifications and Committee Composition: There shall be twenty-one (21) members of this Committee appointed in accordance with the NAHB Bylaws, Article IX, Section 1(A), each of whose term expires upon the adjournment of the Annual Meeting of the NAHB Leadership Council following appointment. Four (4) of the twenty-one (21) members of this Committee may be Associate Members.

Subcommittees:

- Construction Safety Education, Training and Research

Senior Officer of Oversight: NAHB First Vice Chairman

NAHB Staff Contact:

Rob Matuga, Extension 8507, RMatuga@nahb.org

Convention and Meetings Committee

Charge and Composition

Charge: The Convention and Meetings Committee has jurisdiction in matters relating to the meetings of the members, the NAHB Leadership Council and the Board of Directors and all Conventions-Expositions. The Committee shall also exercise oversight over any management of assistance offered to trade shows or exhibitions owned or operated by state or local affiliates or combinations thereof. Within the limits of the approved budget of the Association, this Committee shall provide general supervision for the preparation of budgets for such events, recommend budgets, and provide general supervision of the administration of the budgets after review of the Budget and Finance Committee and approval of the Board of Directors.

Membership Qualifications and Committee Composition: The Convention and Meetings Committee shall consist of twenty-one (21) members of the Association each of whose term expires upon the adjournment of the Annual Meeting of the NAHB Leadership Council following appointment. All committee members shall be members of the Association, not less than two-thirds (2/3) shall be builder members, and the chair and vice chair shall be a builder member.

Subcommittees:

- IBS Marketing

Senior Officer of Oversight: NAHB Chairman

NAHB Staff Contact:

Geoff Cassidy, Extension 8118, GCassidy@nahb.org

Custom Home Builders Committee

Charge and Composition

Charge: The Custom Home Builders Committee has jurisdiction over matters relating to services to custom home builders. It shall from time to time recommend to the NAHB Leadership Council and the Board of Directors actions and policies which represent the interests of custom home builders. It shall take such actions to assure that the service needs of custom home builders are met in an appropriate, timely and effective manner. Working with the appropriate NAHB support committees and staff, the Committee shall seek to develop programs and actions which serve the custom home builder in the design, marketing, financing and production of homes.

Membership Qualifications and Committee Composition: The Custom Home Builders Committee shall consist of twenty-one (21) members of the Association each of whose term expires upon the adjournment of the Annual Meeting of the NAHB Leadership Council following appointment. All committee members shall be members of the Association, not less than two-thirds (2/3) shall be builder members, and the chair and vice chair shall be a builder member.

Subcommittees:

- Custom Builders

Senior Officer of Oversight: NAHB Third Vice Chairman

NAHB Staff Contact:

Marcia Childs, Extension 8388, MChilds@nahb.org

Design Committee

Charge and Composition

Charge: The Design Committee has jurisdiction over matters relating to residential design. The Committee shall place emphasis on new design concepts and the use of building design to improve the builders' business and image, and to enhance communities through better housing.

Membership Qualifications and Committee Composition: The Design Committee shall consist of twenty-one (21) members of the Association each of whose term expires upon the adjournment of the Annual Meeting of the NAHB Leadership Council following appointment. All committee members shall be members of the Association. Notwithstanding any other provision of the NAHB Bylaws, not less than fifty percent (50%) of the members of the Design Committee shall be builder members of the Association. Both builder and associate members are eligible to serve as Chairman or Vice Chairman (or Vice Chairmen as appropriate) of the Design Committee.

Subcommittees:

- BALA
- Design Education

Senior Officer of Oversight: NAHB First Vice Chairman

NAHB Staff Contact:

Alexandra Isham, Extension 8469, Alsham@nahb.org

Education Committee

Charge and Composition

Charge: The Education Committee shall have responsibility for coordination of matters relating to all educational activities offered to NAHB or its related organizations, its members and state and local associations, including all seminars, joint venture programs with state and local associations, education programs, convention programs, and national and international conferences and tours. The coordinating responsibilities of the Education Committee shall not preempt the authority of NAHB Councils' Board of Trustees to plan and implement effective educational programs and activities unless those educational programs and activities are inconsistent with and not supportive of NAHB's overall goals and objectives.

Membership Qualifications and Committee Composition: The Education Committee shall consist of twenty-one (21) members of the Association each of whose term expires upon the adjournment of the Annual Meeting of the NAHB Leadership Council following appointment. All committee members shall be members of the Association, not less than two-thirds (2/3) shall be builder members. The Committee shall be appointed in accordance with the NAHB Bylaws, Article IX, Section 2(C), provided however, that the Chairman and Vice Chairman of the Committee may be associate members.

Subcommittees:

- Convention Education
- Knowledge and Innovation

Senior Officer of Oversight: NAHB Third Vice Chairman

NAHB Staff Contact:

Kirby Simmering, Extension 8387, KSimmering@nahb.org

Environmental Issues Committee

Charge and Composition

Charge: The Environmental Issues Committee shall have jurisdiction and oversight of all matters concerning energy use and conservation, and sustainability and green building; and environmental matters impacting the acquisition, sale or development of residential and commercial real estate. It shall:

- (a) monitor relevant federal and state legislative proposals, judicial decisions and regulatory actions
- (b) recommend to the Association policy positions with respect thereto
- (c) provide guidance to other committees, working groups and task forces on environmental, sustainability and green building, and energy use and conservation matters
- (d) develop policy recommendations and strategies by using a subcommittee structure, composed of representatives from various industry perspectives as represented by other NAHB committees and members representing local and state associations impacted by those issues
- (e) conduct studies on environmental, sustainability and green building, and energy use and conservation issues likely to affect builders and developers
- (f) authorize expenditures for environmental and sustainability and green building related programs from funds allocated to the Committee by the Budget and Finance Committee
- (g) periodically report to the Chairman of the Board and to the Leadership Council its recommendations on environmental, sustainability and green building, and energy use and conservation public policies

Membership Qualifications and Committee Composition: The Environmental Issues Committee shall be comprised of twenty-one (21) members of the Association, at least fourteen (14) of whom shall be builder members each of whose term expires upon the adjournment of the Annual Meeting of the Leadership Council following appointment. All committee members shall be members of the Association, not less than two-thirds (2/3) shall be builder members, and the chair and vice chair shall be a builder member.

Subcommittees:

- Environmental Research and Education
- Sustainability & Green Building

Senior Officer of Oversight: NAHB First Vice Chairman

NAHB Staff Contact:

Michael Mittelholzer, Extension 8660, MMittelholzer@nahb.org

Federal Government Affairs Committee

Charge and Composition

Charge: The Federal Government Affairs Committee has jurisdiction over and shall monitor all matters relating to Federal legislation affecting housing and light construction and is responsible for developing and recommending association policy in this area; and for recommending information dissemination programs for the members.

Membership Qualifications and Committee Composition: The Federal Government Affairs Committee shall consist of twenty-one (21) members of the Association each of whose term expires upon the adjournment of the Annual Meeting of the NAHB Leadership Council following appointment. All committee members shall be members of the Association, not less than two-thirds (2/3) shall be builder members, and the chair and vice chair shall be a builder member.

Subcommittees:

- Taxation

Senior Officer of Oversight: NAHB First Vice Chairman

NAHB Staff Contact:

Jim Tobin, Extension 8258, JTobin@nahb.org

Housing Finance Committee

Charge and Composition

Charge: The Housing Finance Committee shall have jurisdiction over matters affecting mortgage and construction industry financing. It shall:

- (a) monitor all federal and state legislation and regulatory action, both existing and proposed, affecting mortgage, acquisition, development, or construction financing
- (b) recommend to the Association policy positions with respect thereto
- (c) conduct studies on problems and economic trends affecting or likely to affect the cost and availability of financing for residential, remodeling and light commercial construction and permanent mortgages
- (d) periodically report to the Chairman of the Board its recommendations, if any, for improvement of the availability of financing for affordable housing

Membership Qualifications and Committee Composition: The Housing Finance Committee shall consist of twenty-one (21) members of the Association each of whose term expires upon the adjournment of the Annual Meeting of the NAHB Leadership Council following appointment. All committee members shall be members of the Association, not less than two-thirds (2/3) shall be builder members, and the chair and vice chair shall be a builder member.

Subcommittees:

- Financial Institutions and Capital Markets
- Multifamily Finance
- Single Family Finance

Senior Officer of Oversight: NAHB First Vice Chairman

NAHB Staff Contact:

Jessica Lynch, Extension 8401, JLynch@nahb.org

Land Development Committee

Charge and Composition

Charge: The Land Development Committee shall have jurisdiction over matters concerned with land use and development practices. It shall:

- (a) seek to develop innovative and cost-effective land use
- (b) review national, state and local land development legislation, rules and regulations
- (c) study and recommend and advocate a balanced approach between economic and environmental systems
- (d) make recommendations on technical matters (such as infrastructure, design and development, and planning, zoning, and subdivision regulations)

It shall take action, beneficial to the membership of the Association and appropriate under the Association's policies, to strengthen liaison activities with professional and trade organizations concerned with land development.

Membership Qualifications and Committee Composition: The Land Development Committee shall consist of twenty-one (21) members of the Association each of whose term expires upon the adjournment of the Annual Meeting of the NAHB Leadership Council following appointment. All committee members shall be members of the Association and the chair and vice chair shall be a builder member. Four (4) Associate Members may be appointed to this Committee.

Subcommittees:

- Land Use Policy

Senior Officer of Oversight: NAHB First Vice Chairman

NAHB Staff Contact:

Nick Julian, Extension 8309, NJulian@nahb.org

Legal Action Committee

Charge and Composition

Charge: The Legal Action Committee (hereinafter LAC) shall have jurisdiction over matters concerning financial, research and strategic assistance in litigation or other legal matters. The purposes of the LAC shall be:

- (a) pursuant to guidelines adopted by it and approved by the former Executive Board, review and recommend to the Board of Directors, funding within the normal guidelines of the NAHB budget process of those cases of national significance or presenting major issues important to the housing industry
- (b) work with property owners or others on land use and environmental cases before the United States Supreme Court and lower courts
- (c) consider filing friend-of-the-court (amicus curiae) briefs in major cases
- (d) monitor important cases and disseminate valuable precedents and legal strategies to NAHB affiliated state and local associations and the NAHB membership
- (e) oversee the operation of the Association's (1) Legal Action Network for Development Strategies (LANDS) Programs; (2) legal information services (including Westlaw) for members and affiliated local and state associations; and (3) federal regulatory program within the jurisdiction of the NAHB Office of Legal Affairs

Membership Qualifications and Committee Composition: The Committee shall consist of a maximum of thirty (30) members. All LAC members shall be members of the Association and the Chairman of the Board, First Vice Chairman, and Second Vice Chairman shall each make ten (10) appointments to the LAC each year. Not less than fifty-one percent (51%) of all LAC members shall be builder members of the Association. The chairman and vice chairman (or vice chairmen, as appropriate) of the LAC shall be builder members of the Association. The Chairman of the Board shall appoint the chairman and vice chairman (or vice chairmen, as appropriate) of the LAC, provided, however, that the first vice chairman of the LAC shall be appointed by the Chairman of the Board with the advice of the First Vice Chairman and, in the event that the Chairman of the Board chooses to appoint a second vice chairman of the LAC, the Chairman of the Board shall do so with the advice and consent of the Second Vice Chairman. Each shall serve until the completion of the first regular Annual Meeting of the NAHB Leadership Council following appointment and until a successor is appointed. There shall be no restrictions on any member serving consecutive terms as a member of the LAC. Any member of the LAC who does not attend two (2) consecutive regular meetings of the LAC shall be removed automatically without other notice than this charge as a member of the LAC, provided, however, that any such absence may be excused by the LAC chairman on a showing of unavoidable cause. All LAC members in attendance at a meeting of the LAC shall have equal participation and voting rights, except that no member of the LAC may vote on a

recommendation regarding NAHB legal action assistance, financial or otherwise, if that member will receive any fee or direct financial remuneration from the litigation in question.

Subcommittees:

- Litigation Oversight

Senior Officer of Oversight: NAHB First Vice Chairman

NAHB Staff Contact:

Tom Ward, Extension 8230, TWard@nahb.org

Membership Committee

Charge and Composition

Charge: The Membership Committee has jurisdiction in matters relating to membership development and retention. It shall make recommendations with regard to the Spike Club and any similar membership activities and take up such matters relating to the National Association's relationships with its affiliated State and Local Associations and the membership as may be assigned to it by the Chairman of the Board.

Membership Qualifications and Committee Composition: The Membership Committee shall consist of twenty-one (21) members of the Association each of whose term expires upon the adjournment of the Annual Meeting of the NAHB Leadership Council following appointment. All committee members shall be members of the Association, not less than two-thirds (2/3) shall be builder members. Associate members may serve as chairman and vice chairman (or vice chairmen, as appropriate) of this Committee.

Subcommittees: None

Senior Officer of Oversight: NAHB Third Vice Chairman

NAHB Staff Contact:

Isabel Shockett, Extension 8286, IShockett@nahb.org

National Housing Center Board of Governors Committee

Charge and Composition

Charge: The Committee on the National Housing Center shall be known as the Board of Governors of the National Housing Center. It shall have the responsibility of development and oversight of policies for guiding and controlling the use, promotion and naming of the National Housing Center of the United States, and report with respect thereto to the Board of Directors. The operation and management of the building shall be the responsibility of the Senior Officers of the Board of Directors or their designee. It shall develop a National Housing Hall of Fame for the purpose of recognizing and honoring those men and women who have made significant and lasting contributions to the housing of American people. It shall select candidates from all segments of the housing industry and related fields, who meet the criteria, and, from time to time, but not more often than once a year, shall elect members to the National Housing Hall of Fame.

Membership Qualifications and Committee Composition: The Board of Governors shall be composed of nine (9) Governors, each of whose term expires upon the adjournment of the Annual Meeting of the NAHB Leadership Council following appointment; provided, however, that any appointments made under previous versions of the Bylaws shall run for the period established in the NAHB Bylaws at the original time of appointment. The Chairman of the Board of Directors, First Vice Chairman, and Second Vice Chairman shall each appoint three (3) Governors, at least two (2) of whom shall be Past Chairmen of the Board of Directors. The Chairman of the Board of Directors shall appoint one of the Past Chairmen of the Board of Directors as chairman of the Board of Governors.

Subcommittees: None

Senior Officer of Oversight: NAHB Immediate Past Chairman

NAHB Staff Contact:

Cyndi McKinley, Extension 8346, CMcKinley@nahb.org

Nominations Committee

Charge and Composition

Charge: The Nominations Committee shall seek and receive recommendations from builder members for applicants and through the Committee's certification process shall review the qualifications and background of applicants for Third Vice Chairman. On an annual basis, the Committee shall review the continued qualifications of the candidates for Second Vice Chairman, First Vice Chairman, and Chairman of the Board, evaluate and satisfy itself as to the qualifications of each nominee, shall explain to the candidate the duties and responsibilities of the office for which the candidate seeks nomination, and shall obtain a commitment from the candidate to perform to the best of their ability the duties of the office for which nominated. If satisfied as to the candidates' qualifications, ability, and willingness to perform the duties of the office, the Nominations Committee shall present the name of each qualified nominee for the Senior Officer of the Board positions, and the National Area Chairmen positions, at the regular Annual Meeting of the NAHB Leadership Council. The Committee shall present to the Membership at its Annual Meeting the names of the qualified nominees for State Representatives and the qualified nominees for delegates to the NAHB Leadership Council. The Nominations Committee shall prepare a set of campaign guidelines to be followed by each individual interested in seeking election. These guidelines shall be posted on NAHB's official web site. At each regular Annual Meeting of the NAHB Leadership Council, the Nominations Committee shall submit the proposed procedural rules for the conduct of the elections for adoption by the Leadership Council and the names of all candidates for the elective offices provided by the NAHB Bylaws shall be placed before the meeting for election. There shall be no nominations for Senior Officer of the Board from the NAHB Leadership Council floor.

Membership Qualifications and Committee Composition: The Nominations Committee shall be composed of the most Immediate Past Chairman of the Board willing and able to serve, and four (4) builder member voting delegates, one of whom shall be appointed by the Chairman of the Board, one by the First Vice Chairman, one by the Second Vice Chairman, and one by the Third Vice Chairman. The Immediate Past Chairman of the Board shall serve as chairman of this committee. Notwithstanding the provisions of the NAHB Bylaws, Article IX, Section 1(A), members of the Nominations Committee may serve for four consecutive one-year terms to provide a degree of continuity in the membership of the committee.

Subcommittees:

- Credentials Committee

Senior Officer of Oversight: NAHB Immediate Past Chairman

NAHB Staff Contact:

Diane Djordjevic, Extension 8171, DDjordjevic@nahb.org

Public Affairs and Association Communications Committee

Charge and Composition

Charge: The Public Affairs & Association Communications Committee sets the overall strategic communications goals for the Association and has jurisdiction over matters concerning public relations and public affairs for the housing industry and the Association. The Committee shall:

- (a) recommend programs to promote and publicize the activities, policies and goals of the housing industry and to enhance the credibility of NAHB among the national media and the American people as the voice of the housing industry and as a source of reliable information
- (b) recommend programs to increase the awareness and understanding among key audiences of changes and trends in the housing industry in areas such as mortgage finance, land use and environmental issues
- (c) recommend programs and services to assist affiliated local and state associations in developing effective public relations programs
- (d) provide oversight and have jurisdiction over federation communications through NAHB's editorial board process
- (e) oversee the operation of the NAHBNow blog and e-newsletters
- (f) periodically report to the Chairman of the Board, the NAHB Leadership Council and the Board of Directors the progress of such programs and its recommendations, if any, for improvement
- (g) depending on industry conditions, make recommendations if warranted to engage in advertising branding, image and other types of public awareness campaigns for the NAHB Leadership Council's consideration.

Membership Qualifications and Committee Composition: The Public Affairs & Association Communications Committee shall consist of twenty-one (21) members of the Association each of whose term expires upon the adjournment of the Annual Meeting of the NAHB Leadership Council following appointment. All committee members shall be members of the Association. Up to four (4) Associate Members may be appointed to this Committee. The Chairman and Vice Chairman of the Committee may be associate members.

Subcommittees: None

Senior Officer of Oversight: NAHB First Vice Chairman

NAHB Staff Contact:

Paul Lopez, Extension 8409, PLopez@nahb.org

Resolutions Committee

Charge and Composition

Charge: The Resolutions Committee has jurisdiction over matters relating to the drafting and presentation of resolutions and policy statements to be presented to the NAHB Leadership Council pursuant to the NAHB Bylaws, Article IV, Section 13. At each meeting of the NAHB Leadership Council, the Resolutions Committee shall report on every resolution it has considered, noting the approval or disapproval of each committee which has considered the resolution, unless said resolution has been withdrawn by the maker thereof. Every resolution now existing or hereafter approved or ratified by the NAHB Leadership Council (or previously by the Board of Directors) shall automatically expire (after review by the appropriate committees/councils) in the fourth year after being adopted as NAHB policy, unless it is renewed by the NAHB Leadership Council at the first meeting of the NAHB Leadership Council following the annual meeting.

Membership Qualifications and Committee Composition: The Resolutions Committee shall consist of twenty-one (21) members of the Association each of whose term expires upon the adjournment of the Annual Meeting of the NAHB Leadership Council following appointment. All committee members shall be members of the Association, not less than two-thirds (2/3) shall be builder members, and the chair and vice chair shall be a builder member. All members of this Committee must be voting delegates of the NAHB Leadership Council.

Subcommittees: None

Senior Officer of Oversight: NAHB Chairman

NAHB Staff Contact:

Jessica Lynch, Extension 8401, JLynch@nahb.org

Single-Family Builders Committee

Charge and Composition

Charge: The Single-Family Builders Committee has jurisdiction over matters relating to services to single family builders. It shall from time to time recommend to the NAHB Leadership Council actions and policies which represent the interests of single family builders. It shall take such actions to assure that the service needs of single family builders are met in an appropriate, timely and effective manner. Working with the appropriate NAHB support committees and staff, the Committee shall seek to develop programs and actions which serve the single family builders in the design, marketing, financing and production of homes.

Membership Qualifications and Committee Composition: The Single-Family Builders Committee shall consist of twenty-one (21) members of the Association each of whose term expires upon the adjournment of the Annual Meeting of the NAHB Leadership Council following appointment. All committee members shall be members of the Association, not less than two-thirds (2/3) shall be builder members, and the chair and vice chair shall be a builder member.

Subcommittees: None

Senior Officer of Oversight: NAHB Third Vice Chairman

NAHB Staff Contact:

Marcia Childs, Extension 8388, MChilds@nahb.org

State and Local Government Affairs Committee

Charge and Composition

Charge: The State and Local Government Affairs Committee shall have jurisdiction over matters relating to the housing and building industry at the state and local government level. It shall be responsible for keeping the NAHB Leadership Council apprised on state and local issues affecting the industry. It shall serve the membership principally through state and local affiliated associations by communicating information and providing the support necessary to resolve issues at the state and local level. The Committee shall also represent the industry before key government decision makers on state and local legislative and regulatory issues.

Membership Qualifications and Committee Composition: The State and Local Government Affairs Committee shall consist of twenty-one (21) members of the Association each of whose term expires upon the adjournment of the Annual Meeting of the NAHB Leadership Council following appointment. All committee members shall be members of the Association and the chair and vice chair shall be a builder member. Four (4) Associate Members may be appointed to this Committee.

Executive Officer Review Panel Composition: Each Senior Officer will name a state or local executive officer for a one-year appointment to the Review Panel, however that appointment can be renewed each year by that senior officer for the term of his/her office. None of the Panel members may be from the same state. The Panel will provide the committee with a feasibility assessment of each State & Local Issues Fund application. All members of the Panel must excuse themselves from making any assessments of applications from their own state or voting on the same.

Subcommittees: None

Senior Officer of Oversight: NAHB First Vice Chairman

NAHB Staff Contact:

Karl Eckhart, Extension 8319, KEckhart@nahb.org

Young Professionals Committee

Charge and Composition

Charge: The Young Professionals Committee has jurisdiction over matters relating to NAHB members under the age of forty-five (45). The Committee shall identify and develop strategies to recruit, retain and engage young professionals in the housing industry. The Committee shall make recommendations with regard to policy, programs and services including education, leadership development, new program development and any related activities that will enhance the experience of, and provide a community for, young professionals.

Membership Qualifications and Committee Composition: The Young Professionals Committee shall consist of twenty-one (21) members of the Association each of whose term expires upon the adjournment of the Annual Meeting of the NAHB Leadership Council following appointment. All Committee members shall be members of the Association under the age of forty-five (45) at the beginning of their term. Notwithstanding the provisions of the NAHB Bylaws, Article IX, Section 2(C), an Associate Member of the Association may be chair or vice-chair of this Committee.

Subcommittees: None

Senior Officer of Oversight: NAHB Third Vice Chairman

NAHB Staff Contact:

Topher McLarty, Extension 8246, CMcLarty@nahb.org

55+ Housing Industry Council

Charge and Composition

As excerpted from 55+ Housing Council Rules of Procedure

Charge: The objectives of the Council shall be to serve the special needs and promote the activities and interests of NAHB members and prospective members involved in the 55+ housing industry segment of the construction industry. In pursuit of this objective, the Council may:

- (a) Develop programs and services to improve the business practices of NAHB members
- (b) Provide quality education programs and opportunities for individuals involved in all facets of the 55+ housing industry segment of the construction industry
- (c) Cooperate with other organizations to advance mutual objectives
- (d) Work with affiliated local and state associations to encourage the establishment of local councils and/or to generate member services at the local and state level
- (e) Cooperate with other NAHB departments to facilitate services to NAHB members
- (f) Increase the number of NAHB members active in the 55+ housing industry segment

Membership Qualifications and Council Composition: The Board of Trustees shall be comprised of NAHB members in good standing from the segment of the industry represented who shall be appointed annually by the NAHB Senior Officers in accordance with the NAHB Bylaws. Except as otherwise approved by the NAHB Board of Directors, and noted here, not less than two thirds (2/3) of the Trustees shall be builder members of the Association. Except as otherwise approved by the NAHB Board of Directors, and noted here, the chairman and vice chairman (or vice chairmen, as appropriate) shall be builder members of the Association. Trustees must be members of the Council in good standing at the time of appointment and must remain members in good standing of the Council and NAHB for the duration of his or her term or they shall be removed from the Board of Trustees. The Council may offer suggestions of qualified candidates for appointment.

Subcommittees:

- 55+ Housing Awards
- Convention Education
- Editorial Advisory Group
- Membership
- Research

Senior Officer of Oversight: NAHB Third Vice Chairman

NAHB Staff Contact:

Joe McGaw, Extension 8693, JMcGaw@nahb.org

Building Systems Councils

As excerpted from Building Systems Councils Rules of Procedure

Charge and Composition

Charge: The objectives of the Council shall be to serve the special needs and promote the activities and interests of NAHB members and prospective members involved in the Building Systems segment of the construction industry. In pursuit of this objective, the Council may:

- (a) Develop programs and services to improve the business practices of NAHB members
- (b) Provide quality education programs and opportunities for individuals involved in all facets of the Building Systems segment of the construction industry
- (c) Cooperate with other organizations to advance mutual objectives
- (d) Work with affiliated local and state associations to encourage the establishment of local councils and/or to generate member services at the local and state level
- (e) Cooperate with other NAHB departments to facilitate services to NAHB members
- (f) Increase the number of NAHB members active in the Building Systems segment

Membership Qualifications and Council Composition: The Board of Trustees shall be comprised of NAHB members in good standing from the segment of the industry represented who shall be appointed annually by the NAHB Senior Officers in accordance with the NAHB Bylaws. Except as otherwise approved by the NAHB Board of Directors, and noted here, not less than two thirds (2/3) of the Trustees shall be builder members of the Association. Except as otherwise approved by the NAHB Board of Directors, and noted here, the chairman and vice chairman (or chairmen, as appropriate) may be builder or associate members of the Association. Trustees must be members of the Council in good standing at the time of appointment and must remain members in good standing of the Council and NAHB for the duration of his or her term or they shall be removed from the Board of Trustees. The Council may offer suggestions of qualified candidates for appointment.

The Building Systems Councils Board of Trustees shall consist of:

- (a) (1) BSC Chairman, (1) BSC Vice Chairman and (1) BSC Second Vice Chairman in the event that the Chairman chooses to appoint such a position to the Council's Board of Trustees
- (b) (2) Representatives of the Panelized Building Systems Council, including the Chair
- (c) (2) Representatives of the Modular Building Systems Council, including the Chair

- (d) (4) Representatives of the Log and Timber Homes Council, including the Immediate Past Chair, Chair, Vice Chair, and Second Vice Chair
- (e) (4) Representatives of the Associate Members Council, including the Chair
- (f) (4) Representative of the Systems Builder Council, including the Chair
- (g) (2) additional at-large members from the Council membership

NOTE: BSC Trustees may serve in multiple capacities on the Board, only if the composition criterion enumerated above is met and only if the total number of Trustees does not exceed twenty-one (21).

Subcouncils:

- Associate Members Building
- Concrete Home Building Coalition (does not meet)
- Log and Timber Homes
- Modular Home Building
- Panelized Home Building
- Systems Builders (meets occasionally)

Subcommittees:

- BSC Events & Education Subcommittee
- BSC Membership & Communications Subcommittee

Senior Officer of Oversight: NAHB Third Vice Chairman

NAHB Staff Contact:

Devin Perry, Extension 8577, DPerry@nahb.org

Executive Officers Council

As excerpted from Executive Officers Council Governance Manual Revised 1/11/11

Charge and Composition

Charge: The mission of the Executive Officers Council is to provide the highest level of effective and efficient services to its members and to benefit the industry members of NAHB by enhancing the professionalism of the executive officers of NAHB state and local associations by:

- (a) Providing a forum for builder association executives to further their professional development through training and education
- (b) Providing networking and interpersonal communication opportunities for builder association executives to share knowledge
- (c) Providing a forum for executive officers to serve as a vital resource to NAHB and its leadership in developing and serving the builder and associate membership

Membership Qualifications and Council Composition: Membership in the EOC is automatic to persons qualifying under the following classifications:

- (a) Voting Members
 - (i) The chief paid (full or part-time) executive of builder associations affiliated with NAHB. These members shall be entitled to all the privileges of membership including the right to vote and hold office in the EOC.
 - (ii) The chief paid (full or part-time) executive of chapters of builder associations affiliated with NAHB which meet the following parameters:
 - a. The chapter is operated under a board of directors which is autonomous from the affiliated association
 - b. The chapter chief executive is hired by, and responsible to, the chapter board of directors
 - c. The chapter board establishes and supervises its own budget and generates its own funds, separate and distinct from the affiliated association

Upon request to and certification of the above parameters by the affiliated association, the EOC shall extend voting privileges and the right to hold office to the chapter executive officer until such time as the affiliated association withdraws the certification or the chapter no longer meets the above parameters.

- (b) Non-Voting Members
 - (i) Affiliate Members – persons serving in the capacity of administrative officer of a local or state builder association or chapter on a voluntary basis, and those persons serving as the chief executive officers of chapters of local

- chartered builder associations not meeting the qualifications for voting membership
- (ii) Associate Members – other paid staff members of builder associations affiliated with NAHB
 - (iii) Ex-officio Members – The President & Chief Executive Officer (CEO) of NAHB
 - (iv) Honorary lifetime membership in the EOC may be granted by the EOC Board of Directors to individuals who no longer meet the qualifications outlined above but have completed fifteen (15) years of service as a voting member of the EOC. In addition, all Past Presidents of the EOC shall be honorary lifetime members
 - (v) International Members – the chief paid executives or other paid staff of builder associations outside the United States that are similar to those in the NAHB federation

Subcouncils:

- Executive Committee
- Nominating
- Past Presidents
- Professional Development/Education

Senior Officer of Oversight: NAHB Chairman

NAHB Staff Contact:

Caroline Fabacher, Extension 8593, CFabacher@nahb.org

NAHB Leading Suppliers Council

As excerpted from LSC Rules of Procedure

Charge and Composition

Charge: The purpose of the LSC shall be to provide the mechanism whereby, as a part of the Association, suppliers of products and services to the shelter industry may, to the extent permitted by law, assist in producing better shelter for all elements of our society. The LSC, through its Board of Trustees, shall act as an advisory body in this respect.

Membership Qualifications and Council Composition: All employers of Associate Members of the Association who supply products and services on a regional or national basis to and for Builder members of the Association shall be eligible for Corporate membership. They shall be entitled to all rights and privileges of other members of the Association, and to those other services as may be approved from time to time by the LSC's Board of Trustees, with the concurrence of the Board of Directors of the Association. The LSC Board of Trustees shall be composed of twenty (20) Trustees; nine (9) Corporate members, nine (9) Builder members, the Chairman of the Board of Directors and an additional Senior Officer of the Board appointed by the Chairman of the Board of Directors. The Chairman of the Board of Directors, First Vice Chairman, and Second Vice Chairman shall each appoint three (3) Builder members, each of whose terms expires upon the adjournment of the Annual Meeting of the NAHB Leadership Council following appointment, provided, however, that any appointments made under previous versions of the NAHB Bylaws shall run for the period established in the Bylaws at the original time of appointment. In order to provide a degree of continuity in the membership of the Board of Trustees, the Chairman of the Board of Directors and First Vice Chairman shall, to the extent deemed feasible (but shall not be obligated to) each reappoint the members appointed by him or her as NAHB's Second Vice Chairman, hereby permitting Builder members to serve for three (3) one-year terms. The terms of the Chairman of the Board and the additional appointed Senior Officer of the Board shall expire at the Annual Meeting of the NAHB Leadership Council.

Subcommittees:

- Building Materials Issues
- Education
- Government Affairs
- Marketing/Public Affairs
- Membership

Senior Officer of Oversight: NAHB Second Vice Chairman

NAHB Staff Contact:

Tucker Bernard, Extension 8519, TBernard@nahb.org

NAHB Multifamily Council

As excerpted from Multifamily Council Rules of Procedure

Charge and Composition

Charge: The objectives of the Council shall be to serve the special needs and promote the activities and interests of NAHB members and prospective members involved in the multifamily segment of the construction industry. In pursuit of this objective, the Council may:

- (a) Develop programs and services to improve the business practices of NAHB members
- (b) Provide quality education programs and opportunities for individuals involved in all facets of the multifamily segment of the construction industry
- (c) Cooperate with other organizations to advance mutual objectives
- (d) Work with affiliated local and state associations to encourage the establishment of local councils and/or to generate member services at the local and state level
- (e) Cooperate with other NAHB departments to facilitate services to NAHB members
- (f) Increase the number of NAHB members active in the multifamily segment

Membership Qualifications and Council Composition: The Board of Trustees shall be comprised of NAHB members in good standing from the segment of the industry represented who shall be appointed annually by the NAHB Senior Officers in accordance with the NAHB Bylaws. Except as otherwise approved by the NAHB Board of Directors, and noted here, not less than two thirds (2/3) of the Trustees shall be builder members of the Association. Except as otherwise approved by the NAHB Board of Directors, and noted here, the chairman and vice chairman (or vice chairmen, as appropriate) shall be builder members of the Association. Trustees must be members of the Council in good standing at the time of appointment and must remain members in good standing of the Council and NAHB for the duration of his or her term or they shall be removed from the Board of Trustees. The Council may offer suggestions of qualified candidates for appointment.

Subcouncils:

- Affordable Housing Group
- Multifamily Leadership Group

Subcommittees:

- HCCP Board of Governors

Senior Officer of Oversight: NAHB Third Vice Chairman

NAHB Staff Contact:

Crystal Jackson, Extension 8207, CJackson@nahb.org

NAHB Professional Women in Building Council

As excerpted from Professional Women in Building Council Rules of Procedure

Charge and Composition

Charge: The NAHB Professional Women in Building Council is the voice of women in the building industry, dedicated to promoting industry professionalism and supporting our members at the local, state and national levels by offering networking and educational opportunities, legislative awareness and outreach, and professional and personal development. In pursuit of this objective, the Council may:

- (a) Develop and provide professional development resources
- (b) Encourage career development within the industry
- (c) Promote and support active involvement in the political and legislative process
- (d) Promote and support community involvement
- (e) Provide recognition of member industry achievement
- (f) Provide resource information and support for our members, affiliated councils and NAHB members

Membership Qualifications and Council Composition: The Board of Trustees shall be comprised of NAHB members in good standing from the segment of the industry represented who shall be appointed annually by the NAHB Senior Officers in accordance with the NAHB Bylaws. Except as otherwise approved by the NAHB Board of Directors, and noted here, not less than two thirds (2/3) of the Trustees shall be builder members of the Association. Except as otherwise approved by the NAHB Board of Directors, and noted here, the chairman and vice chairman (or vice chairmen, as appropriate) may be builder or associate members of the Association. Trustees must be members of the Council in good standing at the time of appointment and must remain members in good standing of the Council and NAHB for the duration of his or her term or they shall be removed from the Board of Trustees. The Council may offer suggestions of qualified candidates for appointment.

Subcommittees:

- Area Trustee
- Awards & Recognition
- Communication & Education
- Legislative
- Membership

Senior Officer of Oversight: NAHB Third Vice Chairman

NAHB Staff Contact:

Claudia Richards, Extension 8211, CRichards@nahb.org

NAHB Remodelers

As excerpted from NAHB Remodelers Council Rules of Procedure

Charge and Composition

Charge: The objectives of the Council shall be to serve the special needs and promote the activities and interests of NAHB members and prospective members involved in the remodeling segment of the construction industry. In pursuit of this objective, the Council may:

- (a) Develop programs and services to improve the business practices of NAHB members
- (b) Provide quality education programs and opportunities for individuals involved in all facets of the remodeling segment of the construction industry
- (c) Cooperate with other organizations to advance mutual objectives
- (d) Work with affiliated local and state associations to encourage the establishment of local councils and/or to generate member services at the local and state level
- (e) Cooperate with other NAHB departments to facilitate services to NAHB members
- (f) Increase the number of NAHB members active in the remodeling segment

Membership Qualifications and Council Composition: The Board of Trustees shall be comprised of NAHB members in good standing from the segment of the industry represented who shall be appointed annually by the NAHB Senior Officers in accordance with the NAHB Bylaws. Except as otherwise approved by the NAHB Board of Directors, and noted here, not less than two thirds (2/3) of the Trustees shall be builder members of the Association. Except as otherwise approved by the NAHB Board of Directors, and noted here, the chairman and vice chairman (or vice chairmen, as appropriate) shall be builder members of the Association. Trustees must be members of the Council in good standing at the time of appointment and must remain members in good standing of the Council and NAHB for the duration of his or her term or they shall be removed from the Board of Trustees. The Council may offer suggestions of qualified candidates for appointment.

Subcommittees:

- Leadership Development/Past Chairs
- Learning Content
- Legislative, Regulatory and Green Issues
- Membership and Communications

Senior Officer of Oversight: NAHB Third Vice Chairman

NAHB Staff Contact:

Chantel Bartlett, Extension 8217, CBartlett@nahb.org

National Sales and Marketing Council

As excerpted from National Sales and Marketing Council Rules of Procedure

Charge and Composition

Charge: The objectives of the Council shall be to serve the special needs and promote the activities and interests of NAHB members and prospective members involved in the sales and marketing segment of the construction industry. In pursuit of this objective, the Council may:

- (a) Develop programs and services to improve the business practices of NAHB members
- (b) Provide quality education programs and opportunities for individuals involved in all facets of the sales and marketing segment of the construction industry
- (c) Cooperate with other organizations to advance mutual objectives
- (d) Work with affiliated local and state associations to encourage the establishment of local councils and/or to generate member services at the local and state level
- (e) Cooperate with other NAHB departments to facilitate services to NAHB members
- (f) Increase the number of NAHB members active in the sales and marketing segment
- (g) To oversee and support the Institute of Residential Marketing (IRM)

Membership Qualifications and Council Composition: The Board of Trustees shall be comprised of NAHB members in good standing from the segment of the industry represented who shall be appointed annually by the NAHB Senior Officers in accordance with the NAHB Bylaws. Except as otherwise approved by the NAHB Board of Directors, and noted here, not less than two thirds (2/3) of the Trustees shall be builder members of the Association. Except as otherwise approved by the NAHB Board of Directors, and noted here, the chairman and vice chairman (or vice chairmen, as appropriate) may be builder or associate members of the Association. Trustees must be members of the Council in good standing at the time of appointment and must remain members in good standing of the Council and NAHB for the duration of his or her term or they shall be removed from the Board of Trustees. The Council may offer suggestions of qualified candidates for appointment.

Subcommittees:

- Long Range Planning (only when needed)
- NSMC Awards Advisory
- NSMC Communications
- NSMC/IRM SMI Editorial Advisory Group (reports to NSMC Communications)
- NSMC Membership & Marketing
- NSMC Professional Development and Education

Senior Officer of Oversight: NAHB Third Vice Chairman

NAHB Staff Contact:

Joe McGaw, Extension 8693, JMcGaw@nahb.org

Past Chairmen's Council

Charge and Composition

Charge: The Past Chairmen's Council shall establish the rules of procedure for the transaction of the Council's business. The Council shall make reports and recommendations on subjects of interest and concern to the Association and may perform such other tasks as may be asked of them by the Board of Directors.

Additional Charge: Established by Frank W. Cortwright, Executive Vice President of NAHB from 1942-1953, the Past Presidents'/Chairmen's Council endeavors to capture the body of knowledge of the former NAHB leadership, providing opportunities for the senior statesmen to serve and represent the association. The Council keeps its members informed about the association's activities and operations, while supporting involvement of the former leadership in the current NAHB activities.

Membership Qualifications and Committee Composition: The Past Chairmen's Council shall be comprised of Past Chairmen of the Board. The Council shall be chaired by the most Immediate Past Chairman of the Board willing and able to serve. Past Chairmen shall be non-voting (except as may be otherwise specifically provided) ex-officio members of all elected or appointed committees, councils, or institutes.

Subcommittees: None

Senior Officer of Oversight: NAHB Immediate Past Chairman

NAHB Staff Contact:

Cyndi McKinley, Extension 8346, CMcKinley@nahb.org