DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

Local Homeless Coordinating Board (LHCB)

Presentation of Code of Conduct| November 2, 2026



The Department of Homelessness & Supportive Housing (HSH) presents the **Local Homeless Coordinating Board Code of Conduct.** HSH supports the mutual respect and civility among LHCB members in maintaining standards of professional and personal conduct.

Our goal *is to establish clear norms for professional conduct to improve Local Board effectiveness, accountability, and integrity.*

Key Areas in the LHCB Code of Conduct:

- Respectful behavior
- Engaging members with lived expertise
- Professional conduct and communication
- Conflicts of interest



Background: Current LHCB By Laws and Role of the Homeless Oversight Commission (HOC)

HOC: The Nomination Committee consider candidates for appointment to the Local Homelessness Coordinating Board (LHCB). Nominations are then voted on by majority of the HOC.

LHCB By Laws:

Role of the Chair

Conflict of Interest

Current LHCB By Laws: Role of the Co-Chairs

The Co-Chairs shall preside at all meetings of the Local Board. The Co-Chairs, working with the Local Board staff, shall oversee the preparation and distribution of the agenda for all Local Board meetings. The Co-Chairs shall preside at meetings and may remove Committee and Ad Hoc members.

Whenever there is a disagreement between the Co-Chairs on a point of order, or the appointment or removal of a Committee or Ad Hoc member, then the decision will be put to a vote of the Local Board.

Current LHCB By Laws: Conflict of Interest

Local Board members must disclose personal, professional, and/or financial relationships with respect to any person or entity involved in an item that comes before the Local Board. If there is a legal conflict of interest, the member must recuse themselves prior any discussion or vote.

Local Board members should consult the City Attorney's Office to determine whether the member has a legal conflict in a particular matter. Local Board members who are employees or officers of non-profit organizations who receive CoC funding must recuse themselves from any discussion or vote on matters that may affect their organization's financial interest. When a member recuses, they must leave the room and their presence will not count towards establishing a quorum.

Proposed: LHCB Code of Conduct – *Respectful conduct and behavior*

The Local Board shall maintain high standards of professional and personal conduct, act in good faith, and shall conduct themselves in a manner that treats persons with civility, objectivity, and respect. Members shall refrain from engaging in disrespectful behavior, whether deliberate or unintentional, as defined as behavior that may devalue and undermine a person and their dignity or self-esteem.

Examples can include but not limited to belittling conduct, microaggressions, hostility, and sabotage. Deliberation and disagreement shall be directed towards issues, policies, and proposals focused on matters that fall within Local Board jurisdiction.

Proposed LHCB Code of Conduct – *Lived expertise*

The Local Board represents diverse perspectives of homelessness response. Members shall support an inclusive and welcoming environment where members with lived experience participate meaningfully in meeting deliberations.

Members shall recognize expertise, use person-centered language, provide accessible opportunities to participate and engage with sensitivity.

Proposed LHCB Code of Conduct - *Communication*

Members shall use established organizational channels and maintain clear distinctions between Board governance, staff assigned responsibilities, and public participation. Adherence to communication expectations supports transparency and ensures Board matters are addressed through the appropriate public noticing process.

For example: Members shall use email, telephone and other professional channels of communication with City and County staff. Texting, social media and other less formal channels may occasionally be necessary, but should be the exception, and should not be used to contact City and County staff or other staffers outside of business hours, except as arranged in advance.

Proposed LHCB Code of Conduct – *Conflicts of interest*

Members shall disclose and appropriately manage actual and perceived conflicts of interests, shall not use their Local Board position to advance their person financial interest or secure an improper organizational benefit for any agency for which they are conflicted.

Code of Conduct Violations and Reporting

Any reported violations will be forwarded to the Board Chairs and Homelessness Oversight Commission Nominations Committee for review and consideration.

Members shall promote the integrity and effectiveness of the Local Board as developing a continuum of services aimed at preventing and ending homelessness and addressing the complex needs of people experiencing homelessness and formerly homeless residents of San Francisco.

Recommendation

Approve the LHCB Code of Conduct as a supplement to the LHCB Bylaws.



