



CHARTER
MANUFACTURED HOUSING CONSENSUS COMMITTEE
a federal advisory committee

1. Official Designation

The Federal advisory committee renewed by this Charter is known as the Manufactured Housing Consensus Committee (hereinafter the “Committee”).

2. Authority

The authority for the establishment and management of the Committee is the Manufactured Housing Construction and Safety Standards Act, 42 USC 5403, and the provisions of the Federal Advisory Committee Act (FACA), 5 U.S.C. App. (as amended).

3. Objectives and Scope

The objective of the Committee is to provide advice to the Secretary, Department of Housing and Urban Development (HUD). The scope of such advice is prescribed by the Act as follows:

- (i) Provide periodic recommendations to the Secretary to adopt, revise, and interpret the Federal manufactured housing construction and safety standards.
- (ii) Provide periodic recommendations to the Secretary to adopt, revise, and interpret the procedural and enforcement regulations, including regulations specifying the permissible scope and conduct of monitoring.

4. Duties

The duties of the Committee are solely advisory.

5. The Agency or Official to Whom the Committee Reports

The Committee shall submit advice and report to the Secretary, HUD, or the Secretary’s designee.

6. Support to Committee

Support shall be provided by HUD through the Office of Housing, Office of Manufactured Housing Programs.

7. Estimated Annual Costs

The estimated annual operating cost of the Committee is \$650,000 which includes 3.5 FTE.

8. Designated Federal Officer

A full-time or permanent part-time employee, appointed in accordance with agency procedures, and one or more alternates, appointed in accordance with HUD succession policy, will serve as the Designated Federal Officer. The alternate(s) shall serve only in the event of inability of the primary designee to serve and upon authorization of the Secretary or the Secretary's designee.

The Designated Federal Officer will approve or call all of the advisory committee and subcommittee meetings, prepare and approve all meeting agendas, attend all Committee and subcommittee meetings, adjourn any meeting when the Designated Federal Officer or alternate, if an alternate is duly appointed under this Section, is acting at the time, determines adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the Committee reports.

9. Meetings

The estimated number of meetings anticipated within a fiscal year is not less than two (2), at intervals as needed to render advice to the Secretary.

10. Duration

Continuing.

11. Termination

The Committee is subject to the provisions of FACA, which requires a bi-annual review, and will be inactive 2 years from the date the charter is filed unless renewed. "No advisory committee may meet or take any action until a charter has been filed by the Committee Management Officer (CMO) designated in accordance with Section 8(b) of the Act, or by another agency official designated by the agency head." [5 U.S.C. App. 2 Section 8(b); and 41 CFR 102-3.70]

12. Membership and Designation

The Committee shall be composed of twenty-one representative voting members appointed by the Secretary and one non-voting HUD employee appointed by the Secretary.

The voting members shall be drawn from the following interest categories:

- (i) Seven producers or retailers of manufactured housing
- (ii) Seven persons representing consumer interests, such as consumer organizations, recognized consumer leaders, and owners who are residents of manufactured homes
- (iii) Seven general interest and public official members

13. Subcommittees

The Secretary, or the Secretary’s designee, shall have exclusive authority to create subcommittees. Subcommittees may report only to the Committee established by this Charter, and must not provide advice or work products directly to the agency.

14. Recordkeeping

The records of the Committee, formally and informally established subcommittees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

15. Date of Filing

U.S. Senate Committee on Banking, Housing and Urban Affairs, October 6, 2016
U.S. House Committee on Financial Services, October 6, 2016
Library of Congress, October 6, 2016
Secretary, U.S. Department of Housing and Urban Development, October 6, 2016