



Carbon Monoxide Safety Coalition

by NCOAA

Coalition Guidelines

About the Coalition

The Carbon Monoxide Safety Coalition is a collaborative group of working partners focused on improving carbon monoxide safety. The Coalition brings together professionals, survivors, advocates, and more from every sector that is touched by carbon monoxide poisoning. Coalition members work together to impact codes & standards, products, public awareness, and more.

Coalition Structure

The Coalition consists of multiple Work Groups headed by co-chairs. An advisory committee oversees the progress of the Coalition and makes recommendations. Staff from the National Carbon Monoxide Awareness Association facilitate the planning and execution of Work Group meetings, including the annual CO Safety Summit in the summer. These three groups are collectively referred to as Coalition leadership.

Current Work Groups

Codes, Standards, and Regulations	Data Surveillance	Emergency and Trade Response
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Current co-chairs for the Work Groups can be found at coalition.ncoaa.us/co-safety-coalition

Joining the Coalition

To join the Coalition, fill out the application on the Coalition Website. When filling out the application, you can join as many Work Groups as you would like. However, some Work Groups may have requirements for members to join. These requirements will be listed where applicable and further information will be requested by Coalition leadership after submission of the application.

Membership Responsibilities

Members will:

- Abide by the Coalition Code of Conduct
- Provide unique insights and guidance on Coalition activities
- Participate in Work Group project planning and/or execution
- Attend Coalition meetings as able

Members are asked to give a yearly donation of \$50 to fund coalition operations. Any donations above this amount are also encouraged for members who are able.

Meeting Details

Each Work Group will typically meet once monthly, except for January and July, which will be substituted with full-Coalition meetings. Co-chairs can determine an alternate meeting frequency if they deem it necessary.

Work Groups can create Task Forces that will meet in addition to the full Work Group meetings to do work on the designated goal of the Task Force. Task Forces will be formed during full Work Group meetings.

Work Group meetings are held via Zoom. Task Force meetings will be held online with the specifics decided by the Task Force leader.

Coalition Code of Conduct

All Coalition members shall:

- Be considerate and respectful of all Coalition participants
 - Support the goals and mission of the Coalition despite potential differences of opinion
 - Respect actions taken by Coalition leadership, including deadlines and decisions made within meetings
 - Not exhibit conduct that has the purpose or effect of interfering with another person's ability to participate in Coalition proceedings
 - Not cause undue interruptions to Coalition proceedings
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Conduct in Meetings

To create a safe, collaborative, and productive environment for Coalition proceedings, members are to abide by the following Coalition meeting requirements.

Coalition Members shall:

- Stay within the topics of the meeting agenda, unless otherwise requested
- Respect other members by limiting discussion to relevant topics and allowing others to voice their comments without interruption
- Be respectful of differing opinions and be open to opposing perspectives
- Follow any instruction from Work Group co-chairs

Work Group co-chairs and NCOAA staff may:

- Limit members' comments to a specified time limit or a number of comments per topic
- Mute members if they are being disruptive or distracting from the meeting's agenda
- Close discussion of a topic when it becomes non-constructive

Coalition leadership will use these methods as they deem necessary to support the purpose of the Code of Conduct.

When Issues Arise

If any issues arise, members can notify co-chairs of the Work Group in which the issue occurred. If the co-chairs need, they can involve the Coalition Advisory Committee. All complaints will be reviewed and will result in actions deemed appropriate, which can include removal of the member from the Coalition if problems persist.

Intra-Coalition Communication

Coalition members can ask for contact information of other Coalition members via email to Coalition leadership. If given contact information, members shall use discretion in communications sent to other Coalition members. If a member is deemed to be sending messages in inappropriate ways, Coalition leadership will take appropriate actions.
