

Livingston County Homeless Continuum of Care Operating Guidelines

ARTICLE I – NAME

Section 1. Name. The name of this organization shall be the Livingston County Homeless Continuum of Care, hereinafter referred to as HCC.

ARTICLE II – PURPOSE, RESPONSIBILITIES, AND BACKGROUND

Section 2.1 Purpose. Develop and coordinate a continuum of housing and services for homeless individuals and families and those at risk of homelessness in Livingston County.

Section 2.2 Responsibility. The HCC integrates and evaluates the delivery of services to limited resource households related to housing and homeless issues and creates and maintains the county's Continuum of Care document as required by MSHDA, HUD and other potential funding sources.

Section 2.3 Background. The HCC is a federally mandated body created in 1998 and a workgroup of the Livingston County Human Services Collaborative Body (HSCB) with an approved charge which further outlines the objectives of the group.

ARTICLE III – MEMBERSHIP

Section 3.1 Membership. Except as otherwise noted, the business of the HCC shall be managed by its membership that consists of two categories: agency and individual. A list of names and addresses of agency and individual members shall be maintained by the Coordinator.

Section 3.2 Agency Membership. A member agency is a public or private agency/organization that can or does provide for short or long-term housing needs, health needs, case management, education, or other support services to limited resource households in Livingston County.

Agency membership requires the completion of the standard membership form. An agency or organization may have more than one staff member on the HCC but **not** more than one voting member.

Section 3.3 Individual Membership. An individual member is a concerned community member and/or consumer of services who has an interest in housing needs for limited resource households in Livingston County. Individual membership requires completion of the standard membership form.

Section 3.4 Duties of Membership. A strong HCC is dependent upon the involvement of its membership in working toward the objectives of the body. Agency and individual members are requested to perform the following duties:

- a. Complete a Membership Form and Sign a Conflict of Interest Disclosure Statement.
- b. Collaborate with other members to work toward the HCC Goals and Objectives.
- c. Abide by HCC Operating Guidelines, policies, and procedures.
- d. Actively serve on at least one subcommittee per calendar year.
- e. Endeavor to recruit and retain HCC members.

Section 3.5 Powers of Membership

- a. Elect officers.
- b. Develop, adopt, and amend the HCC Operating Guidelines.
- c. Develop, adopt, and amend the HCC policies and procedures.
- d. Develop and adopt HCC plans, including goals, objectives, and priorities which are consistent with funding legislation and the 10 Year Plan to End Homelessness.
- e. Recommend and prioritize agency's applications for funding from federal, state and local and/or private funding sources.

Section 3.6 Members' Rights

- a. Except as otherwise noted, the business of the HCC shall be managed by the membership.
- b. Membership entitles an agency or individual to participate as a voting member, to receive minutes and other related material, and to participate in HCC activities.
- c. Members have the right to seek HCC office positions, to serve on sub-committees and in other functions.
- d. Members who have a *Conflict of Interest Statement* signed and filed with the HCC Coordinator have the right to vote.

ARTICLE IV – Decision Making

Section 4.1 Consensus and Voting

- a. All decisions (at meetings of the general membership and subcommittees) shall be made by consensus except for decisions regarding funding and election of officers which will be made through voting.
- b. Each agency member of the HCC shall have a maximum of one vote exercised by the designated voting representative as outlined on the membership form.
- c. Each agency member may designate an alternate voting representative for meetings.
- d. A potential voting member must attend two consecutive HCC meetings before being vested with the right to vote on issues involving funding at the third consecutive general meeting and following meetings. The Secretary shall maintain an attendance list to determine voting eligibility.
- e. Names of individual and agency voting members shall be on file with the HCC Coordinator. Changes should be submitted to the Coordinator in writing.

Section 4.2 Quorum. Five members must be present at the meeting to constitute a quorum. If less than a quorum is present, a meeting may be conducted, but no votes on action items or motions may be taken.

Section 4.3 Majority Carries. Except as otherwise noted, a simple majority of votes cast on any item shall carry the motion at general and subcommittee meetings.

ARTICLE V – MEETINGS OF THE MEMBERSHIP

Section 5.1 Open Meetings. Except as otherwise noted, HCC meetings shall be open to the public.

Section 5.2 Notice and Agenda. The Coordinator shall mail the agenda for regularly scheduled meetings to the members one (1) week prior to the meeting time. Additional items may be added to the agenda at the beginning of the meeting and will be presented or discussed as time permits. Failure to

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receive notification of a general meeting shall in no way affect the validity of proceedings held in accordance with these Guidelines.

Section 5.3 Frequency. General membership meetings shall be held at least three times a year. The Executive Committee and other designated subcommittee shall meet on a regular basis.

Section 5.4 Special Meetings of the Membership. Special meetings beyond regularly scheduled meetings may be called by the Chair. Special meetings may also be called at the request of at least three (3) members. Special meetings shall cover only matters of business which were stated in the call to meeting. Members shall be provided with a minimum of forty-eight (48) hours notice of a special meeting. In the event of an emergency situation requiring a vote of the membership, voting may be accomplished by telephonic or electronic means. Voting will be conducted and recorded by the Coordinator pursuant to the voting requirements of these Guidelines.

ARTICLE VI – ELECTED OFFICERS

Section 6.1 Titles of Elected Officers. The officers elected by the HCC membership shall be: one Chair, one Vice-Chair.

Section 6.2 Terms of Office. The HCC Chair and Vice-Chair shall be elected for no more than one two-year term. The Vice-Chair will succeed the position of Chair for the following two-year term. No person may be Chair or Vice-Chair for more than one consecutive term. Officers shall be elected in May of each year with terms of service to begin June 1st. A HCC member must have served not less than one year on the HCC before being eligible for election.

Section 6.3 Nominations. Any HCC member may submit names of other HCC members as candidates for the elected offices to the Nominating Subcommittee. The Executive Committee shall serve as an ad hoc Nominating Subcommittee if no Nominating Subcommittee exists. The Nominating Subcommittee will present candidates and recommendations to the membership.

Section 6.4 Elections. Each elected officer shall be chosen by a majority vote of the voting membership. If no majority is obtained for an office, a run-off election shall commence immediately between the two persons receiving the largest number of votes.

Section 6.5 Duties/Responsibilities of the Chair

- a. Function as the lead for the HCC and preside at the General Membership and Executive Committee meetings.
- b. Represent HCC at selected state and local meetings.
- c. Set agenda for HCC meetings.
- d. Provide oversight, direction, and guidance for carrying out associated responsibilities consistent with the HCC.
- e. Serve as liaison to the HSCB including completion of quarterly workgroup updates, attendance at quarterly workgroup chair meetings, and represent the HCC at HSCB meetings as appropriate.
- f. Consult with the HCC Coordinator on a regular basis.

Section 6.6 Duties/Responsibilities of the Vice Chair

- a. Act as Chair in the absence of the Chair.
- b. Other responsibilities as assigned by the Chair.

Section 6.7 Duties of the Secretary/Coordinator

The Coordinator shall:

- a. Perform all duties incident to the office, as may be assigned by the Chair.
- b. Maintain attendance and membership records of voting members and alternates for each meeting.

Section 6.8 Resignation or Removal. The resignation of any elected officer shall be in writing and addressed to the membership.

Any officer who, in the opinion of the membership, has substantially violated HCC policies, procedures or Operating Guidelines or whose conduct is otherwise detrimental to the welfare of the HCC, may be removed from office at any properly convened meeting of the membership with a majority vote taken by secret ballot.

ARTICLE VII – EXECUTIVE COMMITTEE

Section 7.1 Members of the Executive Committee. The members of the Executive Committee shall be: the Chair, elected by the general membership; the Vice Chair, elected by the general membership; the Coordinator; and the Chairperson of each standing subcommittee, selected by that subcommittee's members.

Section 7.2 Duties. Executive Committee members are required to perform the following duties. Failure to perform any of these duties may cause removal from the Executive Committee.

- a. Develop, structure, and facilitate the business of the HCC, which is ultimately managed by the membership.
- b. Provide planning and oversight to HCC grants and 10 year plan activities.
- c. Provide oversight to subcommittees and develop ad hoc groups as needed.
- d. The Executive Committee shall not have the power or authority to adopt, amend or repeal the Guidelines.
- e. The Executive Committee shall not have the power or authority to amend or repeal any resolution of the HCC.
- f. The Executive Committee shall not have the power to act upon the recommendation or prioritization of any agency for funding.
- g. Meet at the call of the Chair or at the request of a majority of the committee members.
- h. Discuss issues and trends and take information/recommendations to full group when needed.

ARTICLE VIII – GRANT APPLICATIONS

Section 8.1 Grant Oversight. The HCC shall have oversight of grants that are submitted and which require HCC support or approval. Oversight is defined as decision making on proposals to be submitted, review of reports including activities and outcomes, and follow up on identified issues or problems.

Section 8.2 Grant Review Process. The HCC shall designate an ad hoc review team comprised of members of the HCC and HSCB, not part of an agency applying for funding. Recommendations from the review team will be presented to the HCC general membership. Decision on recommendations will occur at the general membership meeting and those who are part of an agency applying for funding must abstain from voting.

ARTICLE IX – OPERATING GUIDELINES

Section 1. Amendments. These guidelines may be amended by a majority of the total membership of the HCC at any meeting of the HCC provided the proposed amendment was included in full in the notice of the meeting or the proposed amendment was read at the preceding meeting and was summarized in the notice of the meeting in which it shall be voted upon.