

EATON COUNTY CONTINUUM OF CARE BYLAWS

(adopted September 8, 2003 revised and amended May 9, 2016)

Article I. NAME AND PURPOSE

Section 1.01 Name

The full name of this organization shall be the Eaton County Housing and Shelter Continuum of Care Committee, hereinafter referred to as the "CoC" or "the Continuum of Care."

Section 1.02 Purpose

The purpose of the CoC is to assist, identify, and provide for the creation of a continuum of the care and assistance provided for short and long-term housing and shelter needs for the households of limited resources in Eaton County. The CoC is a community-based association of organizations, agencies, and individuals concerned with housing and shelter needs and concerns in Eaton County, Michigan.

Section 1.03 Organization Goals and Responsibilities

- 1) The CoC integrates and evaluates the overall delivery of housing and shelter services and facilitates efforts to address housing and shelter issues for limited resource households in Eaton County.
- 2) The CoC planning activities address all elements of a strategic and comprehensive approach to homelessness prevention, outreach, emergency shelter, and transitional housing, essential services, and permanent supportive housing for households of limited resources.
- 3) Where unmet needs are identified by the CoC, the CoC is responsible for assisting in the development of new services and for fostering collaborative responses between existing service providers.
- 4) Where funding is available from state, local, or other agencies that require the evaluation of service provisions, consideration, or coordination of services, the CoC purpose is to facilitate the flow of that funding to serve the needs of households with limited resources in Eaton County.
- 5) The CoC is committed to maintaining its own credibility as a collaborative organization and to establishing trust among its members. The CoC may offer recommendations regarding funding applications and letters of support to its members who are applying for funding.

Article II. AUTHORITY

The Eaton County Human Services Collaborative Council (Collaborative Council) established the Eaton County Housing and Shelter Continuum of Care Committee in 1996. Except as otherwise provided in these bylaws, the business of the CoC shall be managed by its membership. The CoC's authority is given to them by the Eaton County Collaborative and they serve as a complement to the Collaborative. The place of business for the CoC shall be consistent with the place of business for the Chair of the CoC.

Article III. MEMBERSHIP

The General Membership of the CoC organization shall be organizations, agencies, and individuals concerned with addressing the short and long-term housing and shelter needs of the households with limited resources in Eaton County. The business of the CoC shall be managed by its membership. Membership requires completion of the standard membership form noted below.

Agency Membership – A member agency is a public or private agency or organization that can or does provide for short or long-term housing needs, health needs, case management, education or other support services to limited resources households in Eaton County. Agency Members shall include, but not be limited to the Governing Body Membership of the Eaton County Human Services Collaborative Council, or their delegate, (per the Eaton County Human Services Collaborative Council operating guidelines) and members of the faith based community.

Individual Membership – An individual member is a concerned community member who has an interest in households with limited resources in Eaton County.

Section 3.01 Membership Criteria

- 1) The member shall be hereafter known as the organization, agency or individual completing the membership form. An agency or organization may have more than one representative participate in CoC meetings but the agency or organization is the member, not the individuals that represent that agency or organization.
- 2) Items 3 and 4 shall be provided at the first meeting of the calendar year.
- 3) At a minimum, all members shall complete the standard membership form and sign a Conflict of Interest Disclosure Statement annually at the first meeting of the year, or more frequently if there is a change in the member's contact information or representatives.
- 4) A list of members of the CoC and contact information including the members names, address, phone, and email addresses shall be kept and updated by the CoC Secretary.

Section 3.02 Duties and Responsibilities of Members

- 1) Members shall develop, amend, and adopt CoC bylaws, policies, and procedures and abide by them.
- 2) Members shall elect officers to the CoC Executive Committee and chairpersons for the CoC's committees.
- 3) Members shall work to ensure accountability of programs financed by the CoC's funds.
- 4) Members shall collaborate with other members to work toward the CoC mission, goals, and objectives.
- 5) Attendance: Members who miss more than three consecutive meetings may be contacted by the Executive Committee to determine if they will continue as members.
- 6) Members shall endeavor to recruit and retain members of the CoC.
- 7) Agency Members will evaluate and prioritize the applications received for funding through the CoC.
- 8) The resignation or withdrawal from the organization by any member shall be in writing addressed to the Executive Committee of the CoC.
- 9) Any member who has substantially violated CoC policies and procedures or bylaws or whose conduct is otherwise detrimental to the welfare of the CoC may be removed by the general membership of the CoC at a properly convened meeting of the membership by majority vote. This vote shall be a written ballot, the votes counted by the secretary and one other member, and the votes cast by members not released and shall be destroyed.
- 10) A potential voting member or "active member" must have attended 50% of the last 12 regularly scheduled meetings before being vested with the right to vote on issues involving funding. To maintain voting rights, members must have attended 50% of the last 12 regularly scheduled meetings. The Secretary, or their designee, shall maintain an attendance list to determine voting eligibility.

Article IV. MEETINGS OF THE MEMBERSHIP

Section 4.01 Open Meetings

All CoC meetings and meetings of its committees shall be open to the public. Except as otherwise provided, general meetings of the CoC shall be held monthly.

Section 4.02 Notice and Agendas

The agenda shall be set by the chairperson and e-mailed with meeting minutes to members at least three days before a meeting. Additional items may be added to the agenda by a vote of the membership at the beginning of a meeting of the CoC. Failure to receive notification or agendas for general meetings shall in no way affect the validity of the proceedings held in accordance with these bylaws.

Section 4.03 Quorum and Majority

- 1) One half of the members entitled to vote must be present at the time of 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.
- 2) For all CoC general meetings and meetings of its committees a simple majority of votes cast by voting members shall carry the motion.

Section 4.04 Conduct of a Meeting

The Chair shall conduct meetings of the CoC. Meetings shall be conducted in accordance with the New Roberts Rules of Order. Minutes of every meeting shall be taken by the Secretary, or their designee and made available to the membership by the next regular CoC meeting.

Section 4.05 Special meetings of the membership

Special meetings, beyond the regularly scheduled monthly meetings may be called by a majority decision of the Executive Committee. Special meeting agendas and decisions at special meetings shall only include the business matters that were stated in the call to meeting for that special meeting.

Article V. VOTING

Section 5.01 Decision making procedures

- 1) Except where noted otherwise in these bylaws, motions, voting, and CoC decision-making will follow procedures in New Roberts Rules of Order.
- 2) Decision-making in Committee meetings of the CoC may be made by a consensus of the committee members present if they constitute a quorum of the committee. However, the committee members may decide by majority vote to follow the more formal Roberts Rules of Order procedures.

Section 5.02 Voting

- 1) Each agency member in good standing may cast one vote. An agency member in good standing is a member who has successfully met the requirements for membership described in Article III of these bylaws and whom the CoC lists as a member.
- 2) For general CoC membership meetings as well as for CoC committees, a member may have multiple representatives, but may only cast a maximum of one vote.
- 3) It is the agency member's responsibility and privilege to designate who will cast their vote.
- 4) Any member or its representatives must disclose any conflict of interest prior to a vote. If they wish to abstain from a vote on any issue/action, they should absent themselves from the discussion and voting.
- 5) Votes may be cast by roll call, by paper ballots, or by a general voice vote. Decisions regarding how the vote will be taken shall be decided by a roll call vote of the members present.

- 6) Voting by electronic means is allowable such as phone, fax, or email for any issue as long as all members are equally allowed to cast votes by electronic means if they so choose.
- 7) Except as otherwise provided in these bylaws, a simple majority carries a motion in all votes in the CoC and in its committees.

Section 5.03 Ranking or Prioritizing project proposals and applications for endorsement by the CoC or funding through the CoC

- 1) Projects and applications, which request or require a ranking or endorsement by the CoC, shall use a procedure for applications outlined in Article IX to these bylaws.
- 2) Assigning rank or priority to applications for endorsement to funding agencies such as Michigan State Housing Development Authority (MSHDA), Housing and Urban Development (HUD) and others shall be as follows:
 - a. At a time designated by the chairperson, voting members of the CoC shall assign in writing a unique ranking to each project/proposal presented for endorsement to the CoC. The number of proposals under review designates the ranking numbers. For example, if three proposals were presented for funding, then there would be three possible rankings each member would assign either 1, 2 or 3 to a proposal, one being the highest rank. No one may give the same ranking to more than one proposal. In the case that were done, that vote would be invalid and not counted.
 - b. The CoC secretary or their designate will tally the valid rankings submitted and divide by the number of valid votes cast. The resulting cumulative scores thus assign the proposals an order of priority with a score of one being the highest rank. That stands as the CoC's ranking of proposals or applications for endorsement or for funding. In case of more than one project with a same rank, there will be a run-off ranking between those proposals to determine which has more priority. For example, if two proposals came in ranked first, the runoff ranking between those two proposals would designate which was first and second, and the remaining proposals would then be ranked in order following those two.

Article VI. EXECUTIVE COMMITTEE

The CoC Executive Committee shall include the Chair, Vice-Chair, Secretary, and others as elected by the membership.

Section 6.01 Elected Officers

The CoC elected officers shall be one Chairperson, one Vice-Chairperson, and one Secretary. Each elected officer shall be elected for a one-year term. The Chairperson's position shall be subject to the oversight of the Collaborative Council.

Section 6.02 Duties and Responsibilities of the Chairperson

- 1) Conduct all meeting of the CoC, establish meeting agendas, and chair meeting of the Executive Committee.
- 2) Provide oversight, direction, and guidance to Committees of the CoC to ensure strategic planning and implementation of strategic goals and objective are being met.
- 3) Serve as Eaton County CoC official contact and representative for the State of Michigan and other collaborative body representatives. Receive and distribute relevant communications form the State of Michigan and other collaborative body representatives.
- 4) Have signatory authority to approve grants and other documents.

Section 6.03 Duties and Responsibilities of the Vice Chairperson

- 1) Conduct meetings of the CoC in the absence of the Chair.
- 2) Along with the Chair, provide oversight, direction, and guidance to Committees of the CoC to ensure strategic planning and implementation of strategic goals and objective are being met.
- 3) Have signatory authority to approve grants and other documents when the Chair is unable.

Section 6.04 Duties and Responsibilities of the Secretary

- 1) Maintain minutes of the meeting of the organization.
- 2) Maintain other records of the organization (ie: membership information, meeting agendas, information passed out at meetings, etc.).
- 3) Maintain electronic mail listserve and serve a point of contact for e-mail communications.
- 4) Participate on the Executive Committee.

Section 6.05 Nominations and Elections of Officers

- 1) Any CoC member in good standing may nominate another member in good standing or may nominate themselves as candidates for elected office. Nominations shall be made to the nominating committee annually before the beginning of the CoC fiscal year. If no nominating committee exists, the Executive Committee will accept nominations. The Nominating Committee, or its designee(s) shall contact the members nominated to confirm their interest in running, review the candidates' applications or nominations, and make recommendations to the membership at a regularly scheduled general membership meeting.
- 2) Each elected officer shall be chosen by majority vote of the voting membership present in good standing. The voting shall take place at the first meeting of the new year of the CoC general membership. If no majority vote is cast for an officer, a run-off election shall commence immediately between the two persons receiving the largest number of votes.

Section 6.06 Nominations and Elections of Committee Chairs

- 1) The Executive Committee may appoint Committee Chairpersons, however, if no appointment is made, the members of each committee shall nominate and elect the chairperson of that committee. The committee chair positions shall serve a term of one year however, there shall be no limit on the number of consecutive terms that a committee chair may hold.
- 2) If the Executive Committee does not appoint a Committee Chairperson, committees shall nominate and elect their chair immediately prior to the first general meeting and report their selection at that meeting.

Article VII. COMMITTEES AND COMMITTEE MEETINGS

Section 7.01 Establishment of Committees of the CoC

- 1) The CoC shall maintain and support its committees.
- 2) The executive committee of the CoC may designate additional committees for a fixed time or purpose.
- 3) The Chairperson or executive committee may create additional committees or eliminate existing committees whose function or purpose no longer serve the needs of the CoC. This may only be done with a majority vote of the members present at a regular general membership meeting that follows another regular membership meeting where the intent to eliminate or create a committee is discussed.

Section 7.02 Purpose of Committees

- 1) The purpose of all committees of the CoC is to research issues, identify projects, activities, and actions for the CoC that will help it meet its mission. The committees will make recommendations regarding such activities to the CoC executive committee, except as and in addition to as otherwise noted in these bylaws.

Section 7.03 Committee Meetings

- 1) Except as otherwise provided in these bylaws, the membership of any committee shall include at least one member of the CoC. Committees may also include concerned citizens, prior or current recipients of housing/shelter services, or any other person with an interest, concern, or expertise that serves the committee's purpose and goals.
- 2) Except as otherwise designated, Committee meetings shall be held as needed, at least annually, and may be scheduled by the Committee Chairperson and/or a member of the CoC Executive committee.
- 3) Committee meetings shall be conducted by the Committee chairperson, or their designee and shall be conducted to include and respect the opinions and concerns of all committee members.

Section 7.04 Committees of the CoC

The following committees are designated committees. Committees shall report out as needed and at a minimum annually during the first quarter of each new year.

- 1) **Membership and Public Relations Committee:** The goal and purpose of this committee is to promote and maintain the membership of appropriate agencies, organizations, and individuals in the Eaton County Continuum of Care. They also disseminate information about the CoC, its activities, and its members through newspaper articles, presentations, etc.
- 2) **Steering Committee:** This committee develops, manages and implements the CoC's processes and procedures for receiving and designating grant funds and endorsements for grant application by the county's agencies, organizations and individuals addressing the housing needs of households of limited resourced in Eaton County.
 - a) a strategy and grants sub-committee of the Steering Committee is established to assist the Steering Committee in developing, evaluating, revising and managing the CoC's long and short range strategies to meet the long and short term housing needs of households of limited resources in Eaton County.
- 3) **Bylaws, Policies, and Procedures Committee:** This committee's goal and purpose is to review, revise, update, disseminate, and offer interpretation of the CoC's bylaws, policies, and procedures.
- 4) **Citizens Committee:** The Citizens committee may be composed of prior and/or current recipients of housing assistance services and any other community member with an interest or concern in housing needs for the households of limited resources in Eaton County. The purpose of the citizen's committee is to provide a forum for community representatives, prior or current recipients of housing/shelter services, guardians, or caretakers, or other interested persons to forward their interest, needs, and concerns.

Section 7.05 Members of Committees

Every member of the CoC is encouraged to serve on at least one committee. In the event no interest is expressed to serve on a committee the CoC Chairperson shall appoint committee members as needed.

- 1) Except as otherwise provided in these bylaws, regular attendance at committee meetings and active participation in committee activities is expected of committee members. Lack of participation may result in termination of membership in a committee.
- 2) Committee chairpersons, are responsible for scheduling committee meetings, setting their agendas, and notifying committee members of time and location of meetings.

- 3) The Chairpersons shall be responsible for the taking of Committee meeting minutes and reporting committee activities to the CoC and the CoC executive committee.

Article VIII. BYLAWS, ADOPTION, AMENDMENTS

Section 8.01 Bylaws Adoption

Adoption of the CoC bylaws, and any amendments or changes to those bylaws, must be by a two-thirds majority vote of the voting general membership.

Section 8.02 Amendments to the Bylaws

Any CoC member may submit a proposed alteration, amendment, or addition to these bylaws to the executive committee and the bylaws committee of the CoC for consideration. Proposed amendments shall be presented at a CoC meeting at least 30 days prior to the next scheduled general membership meeting with changes to be considered well marked and clearly described.

Article IX. APPLICATION GUIDELINES AND PROJECT PROPOSAL REQUIREMENTS FOR THE EATON COUNTY CONTINUUM OF CARE

Section 9.01 Standards for Proposals

- 1) Proposals considered and ranked, endorsed, or funded through the CoC must meet or support the goals of the CoC. The purpose of the CoC is to assist, identify, and provide for the creation of a continuum of the care and assistance provided for short and long-term housing and shelter needs for the households of limited resources in Eaton County. Proposals must support the mission of the CoC.
- 2) All project proposals must be to provide services in Eaton County and/or specifically for Eaton County residents of limited resources. Project proposals that have been previously funded through the CoC are preferred over other proposals.
- 3) Any project or proposal, which has been previously funded or endorsed by the CoC, will be considered a "renewal proposal" provided that the requested funding is not more than 5% greater than the amount awarded the project in the previous funding cycle. If the requested amount is 5% or more over the previously funded proposal, the proposal must be submitted as a new project.

Section 9.02 Content of Proposals

Proposals for funding through the CoC and proposals for endorsement from the CoC for funding by other agencies or organizations should each include, at a minimum, the following information on a cover sheet:

- 1) Organization name, applicant contact information, the amount of funds requested
- 2) A title and description of the project or endorsement request
- 3) Describe how this proposed project specifically meets the CoC's goal
- 4) Define, identify, and quantify the target population served by this funding or project. Define a unit of service. For example, describe how many children, how many adults, how many families, or how many single males, etc. will be served by this project. How many times will each be served?
- 5) Describe the total funding for this project proposal. What other sources of funding and how much other funding will/does support this proposal? What proportion of the project is funded by the CoC, MSHDA or HUD funds? What will happen to this proposal if the CoC endorsement or its funds are not granted?
- 6) Provide a budget for this project proposal. The budget should include projected sources of revenue with estimated amounts and the projected expenditures including personnel, benefits, equipment, and operating expenses for the specific proposal.

- 7) Describe the total funding for this project or program. What other sources of funding and how much other funding will/does support this proposal? What will happen to this proposal if the CoC endorsement or its funds are not granted?

Section 9.03 Renewal Proposals must meet these minimum requirements

- 1) Minimum requirements of the report of outcomes of the previous funded proposal including services/activities completed, number of people served, and a budget report for the funds expended. The outcomes measured and supplied to HUD and/or MSHDA should be provided.
- 2) Describe any changes or additions to the proposal since the last proposal was funded. Explain any increases or decreases in funding since the last funded proposal.

History of Adoption:

September 8, 2003 Adopted

December 12, 2005 Amended

September 13, 2010 Amended

May 9, 2016 Amended