

BYLAWS

MAHONING COUNTY HOMELESS CONTINUUM OF CARE

Article I – Name

- Section 1 The name of this association shall be the Mahoning County Homeless Continuum of Care.

Article II – Mission, Vision, Purpose

- Section 1 The mission of the Mahoning County Homeless Continuum of Care, a united coalition of community systems, is to assist our homeless and near homeless to obtain housing, economic stability, and an enhanced quality of life through comprehensive services. (Adopted February, 2007)
- Section 2 The vision of the Mahoning County Homeless Continuum of Care is that within the next ten years, all persons and families experiencing the possibility of homelessness in Mahoning County will have a permanent, safe, decent and affordable place to call home. (Adopted February, 2007)
- Section 3 The purpose of the Continuum is to assist in the coordination and development of services and housing for homeless and low-income persons with housing needs through planning, education and advocacy. To achieve this purpose the Continuum will seek to:
- A. Provide knowledge to and engage the general population of Mahoning County to understand the at- risk population facing homelessness.
 - B. Enhance the knowledge of the service providers to address the housing needs.
 - C. Identify housing needs of homeless and low-income persons in Mahoning County on an ongoing basis.
 - D. Support planning and development of services to meet prioritized needs within Mahoning County.
 - E. Obtain and sustain permanent housing.

Article III – Membership

- Section I Membership shall be comprised of individuals and agencies concerned with the development and coordination of homeless assistance programs. Membership is open and shall include but not be limited to:

Homeless or formerly homeless individuals and families
Housing developers and landlord organizations
Neighborhood groups
Non-profit organizations representing veterans and individuals with disabilities
Representatives of business and financial institutions
Representatives of organized labor
Representatives of private foundations and funding organizations
Social service providers
State and local government agencies

Section 2 Members are entitled to:

- Have voting rights (One vote per agency unless individual member)
- Receive letters of support for grants indicating length of membership and level of participation
- Receive information and updates via mailing list
- Serve on committees

Section 3 Membership shall be updated annually. Inactive members will be removed from the membership list.

Article IV – Dues

Section 1 Members may be required to pay dues to cover the cost of making copies, mailing documents, and other expenditures as may be needed.

Section 2 In case of financial hardship, the Executive Committee reserves the right to waive dues for individuals. Homeless and formerly homeless persons are exempt from paying dues.

Article V – Voting

Section 1 Each member shall have one vote upon any motion.

Section 2 No member shall vote on any issue where there could be a conflict of interest. (Refer to Article IX)

Article VI – Officers

Section 1 The officers of the Continuum shall be Chair, one or more Vice Chairs, Secretary, and Treasurer, who shall perform the duties that usually pertain to their respective offices including:

- A. Chair. The Chair shall call, preside over all meetings, and set agendas for all CoC meetings. The chair can call special meetings of the Continuum. The chair may appoint a Nominating Committee of no fewer than three members.
- B. Vice Chair(s). The Vice Chair(s) shall assume all duties of the Chair in the event of his/her absence. The Vice Chair (s) will be responsible for membership and such other duties as assigned by the Chair.
- C. Secretary. The Secretary shall be responsible for all correspondence and prepare reports as required. The Secretary shall be responsible for the minutes of the meetings of the Continuum and for their mailing distribution. The secretary is responsible for tracking CoC meeting attendance.
- D. Treasurer. The Treasurer shall be responsible for all monies received and disbursed. Any financial transaction shall require the authorization of any two officers of the Continuum. The treasurer shall also review the Budget for the yearly HUD Application.
- E. Immediate Past Chair. The Immediate Past Chair shall assist and advise the Chair and the other officers in the performance of their duties.

Section 2 The officers shall be elected **at the fall meeting of the full continuum** for a two year term.

Section 3 Officers may serve two consecutive terms in their respective offices and may be subject to removal at any time by a two-thirds affirmative vote of the total membership.

Section 4 Any vacancies occurring during the year shall be filled upon the recommendation of the Executive Committee and shall be ratified by the Continuum.

Article VII – Nominating Committee

Section 1 A Nominating Committee of at least three members of the Continuum shall be appointed by the Executive Committee.

Section 2 The Nominating Committee shall present nominations for the Officers as needed during the **fall meeting of the Coordinating Committee meeting for discussion and then at the fall meeting of the full continuum for election** or at any other time necessary. Nominations from the floor will be accepted at the **fall meeting** provided that the person nominated is a member of the Continuum and has agreed to serve if elected.

Article VIII – Committees

Section 1 An Executive Committee comprised of the officers of the Continuum and past Chair shall be established to serve as the administrative arm of the Mahoning County Homeless Continuum of Care. The Committee provides planning for the Continuum, ensures the cooperation of members, preparation of reports, evaluation of systems and the development of necessary procedures to implement policies ratified by the Continuum. The Executive Committee evaluates and updates the 10 year plan and coordinates efforts to ensure that the 10 year plan action steps are implemented.

Section 2 A Provider Committee comprised of officers of the Continuum, past Chair, one or two representative assigned by each funded agency of the Continuum, one person from each organization that either funds or carries out activities on behalf of the homeless in Mahoning County, a homeless or formerly homeless person shall be established to take such action as well as facilitate service delivery through formal or informal collaboration and the creation of linkages between members. The Providers recommend members to serve on the following committees:

- The HMIS Advisory Committee
- The Evaluation Committee
- The Project Connect Committee
- Other Ad Hoc Committees as needed

The Providers will assure progress and reporting on Discharge Planning issues from hospitals, foster care, and prisons. The Provider Committee will coordinate issues and planning in regards to the maintaining and development of permanent housing in the community. In addition, The Providers Committee will review the annual HUD Super Nofa Grant and will research additional funding sources for the CoC agencies programs.

The Provider Committee will ordinarily meet immediately prior to the full Continuum Meeting to provide an opportunity for committee reports. The Provider Committee reports to the Executive Committee and the full Continuum and may from time to time, propose policies and other actions to the Continuum for its consideration.

Section 3 The HMIS Advisory Committee provides input (provider, community stakeholders, and homeless consumer) on an ongoing basis and guides the planning and implementation of the HMIS. The Advisory Committee provides policy, technical, and organizational assistance to the HMIS and oversees implementation and ongoing operations by addressing the key issues that follow. The responsibilities of the HMIS Advisory Committee shall include, but not be limited to, conducting surveys, needs assessments,

the gathering of facts, participating in the Point-In-Time Count and such other activities as to identify needed new services or the expansion of existing services and for implementation of the HMIS Project. The committee reports to the Executive Committee and the full Continuum and may, from time to time, propose policies and other actions to the Continuum for its consideration.

- Section 4 The Provider Committee will appoint the Evaluation Committee. The Evaluation Committee will be comprised of individuals who do not have a conflict of interest due to funding or requests for funding. The responsibilities of the Evaluation Committee shall be to review proposals and organizations, as appropriate, and prioritize proposals according to funding and other guidelines and/or plans of the Continuum; as well as evaluate existing programs endorsed by the Continuum. The Evaluation Committee will also determine the procedure for any appeals of its decisions.
- Section 5 The Project Connect Committee encourages and supports the ongoing development of all services related to the homeless through advocacy and public education. This Committee will plan and implement the annual Project Connect Event (formerly the Stand Down).
- Section 6 Mahoning Valley Dispute Resolution Services resolves differences and mediates disputes on business issues.

Article IX – Coordinator Position

- Section 1 Manages the day-to-day operations of the Mahoning County Homeless Continuum of Care; writes the annual HUD grant; ensures the 10-year plan to end homelessness in Mahoning County is met.
- Section 2 Position is appointed by the Executive Committee.
- Section 3 Reports to the Executive Committee and is accountable through its chair.

Article X – Conflict of Interest

- Section 1 All individuals and representatives of organizations who have, are seeking, or considering to seek funds under the endorsement of the Continuum shall adhere to the following:
- A. He or she shall disclose to the Continuum any conflict or appearance of conflict which may or could be reasonably known to exist.
 - B. He or she shall not vote on any item that would create a conflict or appearance of conflict.

- C. He or she shall not speak on any item at a meeting which would create a conflict or the appearance of a conflict, and
- D. He or she shall not lobby or seek information from any other member of the Continuum if such action would create a conflict or the appearance of a conflict.

Article XI- Mediation

Section 1 Mahoning Valley Dispute Resolution Services will act as mediator for unresolved differences within the Continuum.

Article XII – Meetings/Attendance

Section 1 The Continuum shall meet every other month. Each member is privileged to invite guests to all meetings except special meetings.

Section 2 The annual meeting shall be held during the last quarter of each calendar year.

Section 3 Upon a request, in writing, by at least five members of the Continuum, a special meeting can be called by the Chair at any time.

Section 4 A majority of the Officers may call a special meeting at any time.

Section 5 Attendance will be recorded at all Continuum and Committee meetings. Funded agencies are expected to have at least an 80% attendance rate at all meetings.

Article XIII – Quorum

Section 1 Six members of the Continuum present at any duly called meeting shall constitute a quorum.

Article XIV- Amendments

Section 1 These Bylaws may be amended by a majority vote at a meeting of the Continuum provided that the proposed amendment(s) shall have been submitted in writing to each member at 10 business days before action is taken by the Continuum.

Article XV– Nondiscrimination

Section 1 The members, officers, and persons served by the Continuum shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, ethnicity, religion, disability, and natural origin in accordance with all state and federal regulations.

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