

# Dairyland Housing Coalition Bylaws

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## Mission Statement

The Dairyland Housing Coalition (DHC) is a consortium of stakeholders including individuals and organizations who are concerned about housing insecurity in Buffalo, Eau Claire, Jackson and Trempealeau Counties. The purpose of the DHC is to advocate, plan and maximize resources for those that are experiencing homelessness. We will do this by identifying the needs of the homeless community and providing supportive services and resources to end homelessness in our area.

## Vision Statement

We believe that all people deserve a home. Homelessness should be brief, rare, and non-recurring.

## General Strategies

Dairyland Housing Coalition's strategies to achieve our mission are to:

- Develop and implement responses and directives from the WI Balance of State Continuum of Care (WI BOSCO) to maintain and expand optimal funding for the homeless programs in our service area;
- Bring all communities within the Dairyland Housing Coalition together in a collaborative manner;
- Support community initiatives that optimize the coordination of services to end homelessness while adhering to federal, state and local guidelines; and
- Promote ending homelessness in our area through prevention and supportive housing options.

## Membership

Dairyland Housing Coalition includes representatives from Buffalo, Eau Claire, Jackson and Trempealeau Counties.

The DHC is open to agencies, organizations, individuals, and institutions with an interest in becoming involved in addressing issues facing those that are homeless in our service area. The membership strives to include a variety of people to represent homeless service providers, faith-based groups, local businesses, substance abuse and mental health counselors, law enforcement, schools, hospitals, health care providers, and or elected officials. It is the goal of the Dairyland coalition to ensure our coalition membership aligns with the populations we serve in order to address important differences in our service delivery.

Agencies/Organizations/Persons interested in attending DHC meetings are welcome, but are not considered members, without submitting a membership application. Members of the DHC must attend 75% of meetings held in a calendar year. New members can vote after attending their third meeting.

To be a member of the Dairyland Housing Coalition, an organization or individual will need:

- A signed Membership Application and Letter(s) of Commitment for the DHC on file.
- Organization membership is held by an organizational agency or institution, rather than individually by employees or members of those entities.
- Membership privileges include voting rights for eligible members.
- Members of the DHC will be expected to attend 75% in a calendar year to maintain their voting privileges.
- Members are expected to participate in at least one committee or sub-committee of the DHC.
- Members agree to maintain updated contact information with the Secretary.
- "AI read notes" does not constitute attendance at a meeting.
- If you miss more than 3 meetings and lose your membership, you can reapply for membership in 6 months. (If there is a repeated pattern, this could result in a longer suspension of membership. Attendance will be reviewed

by the Advisory council at least quarterly but will be a standing agenda item at the monthly meeting at which time the coalition agency roster will be updated.

## **Dues**

Any agency required to be a member of the DHC must pay dues. A formula will be reviewed annually and approved annually.

## **Recruitment**

Membership will be periodically reviewed by the DHC Advisory Committee and our committee chairs. New members may be specifically identified. Personal invites would be extended at that time. Members are also encouraged to invite other interested parties at any time.

## **Nominations**

Nominations will be accepted for DHC officer positions during the second to the last and final meetings of the calendar year and nominees will be provided with a brief opportunity to describe their experience and qualifications. Nominations can be made for oneself or by another member of the membership body.

Nominations for WIBOSCOG (Wisconsin Balance of State Continuum of Care) representation will be made under the timeline set forth by the WIBOSCOG and will represent the DHC.

## **Voting**

Voting is based on membership held by an organization or an individual person. Each member is entitled to one vote. Voting can occur during scheduled meetings, or in exceptional circumstances can occur electronically. Those can include: a need for a speedy vote, inclement weather, resolve a tie, or on a case-by-case basis. If a tie occurs on competing motions or on elections, balloting will continue until a majority rules.

Members of the DHC will be expected to maintain a 75% attendance rate in a calendar year to maintain their voting privileges.

A quorum shall be considered as a majority of members.

## **Officers**

The DHC will keep in office 3 positions. In order to be considered for these positions, candidates must be a current member in good standing as follows: at least 1 year for the chair position, and at least 3 months for the vice chair and secretary positions.

### **Chair**

The Chair of the DHC shall be responsible to:

- Preside over all DHC meetings; and
- Work with the Vice-Chair in all matters of the DHC; and
- Represent the DHC at any community or public event where such representation is required; to include cooperative efforts with media partners to promote community events; and
- Communicate any issues and all matters to the DHC; and
- Create an agenda and review prior meeting minutes.

### **Vice-Chair**

The Vice-Chair of the DHC shall be responsible to:

- Preside over all DHC meetings in the absence of the Chair; and
- Work with the Chair in all DHC matters; and

- Represent the DHC at any community or public event where such representation is required; to include cooperative efforts with media partners to promote community events; and
- Communicate any issues and all matters to the DHC.

### **Recording Secretary**

The DHC recording secretary or designee shall be responsible to:

- Record, maintain, and ensure that the minutes of each DHC meeting are documented and submitted to the Chair or Vice-Chair for review and distribution; and
- Facilitate all voting, whether in person or virtual, and maintain voting results; and
- Record and maintain attendance at meetings through roll call; and
- Maintain, update, and share the membership roster with the Chair and Vice Chair; and
- Distribute the agenda and prior meeting minutes to the membership; and
- Distribute the WIBOSCOC communication; and
- Report membership to the Advisory Committee on topics as necessary.

Elected positions are represented by an individual, not an organization or agency. Vacancies and resignations will be brought to the DHC Chair and/or Vice Chair and a new election will be held. Elections will be held as part of a regular meeting or electronically via email or another electronic system.

To maintain diversity, officer positions will not include more than 2 representatives from the same agency. To ensure regulatory compliance, either the Chair or Vice-Chair should represent an agency receiving funding from Continuum of Care, HUD, and/or Emergency Solutions Grant/Housing Program/Homelessness Prevention Program (EHH).

Officers will be elected for 2-year positions. The max terms served is two consecutive terms. An exception may be made (with the approval of the Advisory Committee), if attempts to fill the position are unsuccessful. New elections will be held at the final meeting of the calendar year.

**Leave of Absence Plan:** If an officer has to take a leave of absence longer than 90 days, another officer will assume their responsibilities until they return or until the next election, whichever comes first.

## **Wisconsin Balance of State Continuum of Care (WIBOSCOC) Representation**

The DHC shall have two (2) representatives for the WIBOSCOC:

### **Director**

The DHC will nominate and elect a director who will serve on the WIBOSCOC for a three (3) year term. Prior to the expiring term, DHC membership is notified of an upcoming vacancy and interested are encouraged to complete the WIBOSCOC Director Nomination form. Advisory council members may also solicit potential candidates. All completed applications are then brought to the DHC, and a vote is conducted. The DHC must ensure representation in order to have the ability to vote at the Balance of State level. The duties and responsibilities of the director can include, but are not limited to:

- Attend WIBOSCOC Board meetings; and
- Attend WIBOSCOC quarterly meetings; and
- Be actively involved in the DHC; and
- Vote to reflect the mission of the DHC; and
- Participate in or chair a WIBOSCOC committee.

\* If a Director can no longer fulfill their obligations such as a change of employment or resignation for any reason, and the alternate is unable to serve, the process starts over with soliciting applications and voting at the DHC level is conducted as early as possible.

## **Delegate**

The DHC will nominate and elect a Delegate every two (2) years who will represent the membership at the Balance of State quarterly meetings. Prior to the expiring term, DHC membership is notified of an upcoming vacancy and interested are encouraged to complete the WIBOSCOG Director Nomination form. Advisory council members may also solicit potential candidates. All completed applications are then brought to the DHC, and a vote is conducted. Any change in the Delegate must be submitted to the WIBOSCOG at least thirty (30) days prior to the quarterly meeting. Responsibilities can include but are not limited to:

- Attend the WIBOSCOG quarterly meetings; and
- Provide information to the DHC about upcoming votes prior to the WIBOSCOG quarterly meeting; and
- Represent and vote on behalf of the DHC; and
- The delegate can also be an officer of the DHC.

\*If a Delegate can no longer fulfill their obligations such as a change of employment or resignation for any reason, and the alternate is unable to serve, the process starts over with soliciting applications and voting at the DHC level is conducted as early as possible.

## **Lead Agency**

The DHC will nominate and elect a lead agency on an annual basis. The lead agency will be a currently funded agency from the COG, EHH, or DHC grant.

- Gather information and maintain the monthly Housing Inventory Chart (HIC); and
- Monitor funded agencies to ensure compliance; and
- Ensure that the dues for the Balance of State are paid; and
- Ensure COG action plans are submitted, followed, and progress reports submitted. A meeting is coordinated by the lead to determine the goals. All DHC members are encouraged to attend and participate in the goal selection process. The lead will submit the finalized action plan, progress and end of year reports to the WIBOSCOG.

## **Point In Time (PIT) Lead**

The DHC will nominate and elect a PIT Lead on an annual basis. The PIT lead will be a currently funded agency from the COG and/ or EHH grants. The PIT lead will be responsible for:

- Coordinate the monthly committee meetings, including planning the bi-annual street count, Homeless Connect Events; and
- Develop a press release, flyers, advertisements, posters, social media events, and other community engagement methods, and
- Solicit volunteers and provide training; and
- Complete required documentation for the WI BOS COG including but not limited to the deduplication chart, Housing Inventory Chart, the non-HMIS spreadsheet, the post-PIT survey, etc., and
- Report results to the DHC, funding sources, and media as requested.

## **Coordinated Entry Lead**

The DHC will nominate and elect a coordinated entry lead on an annual basis. The Coordinated Entry Lead will be a currently funded agency from the COG and/or EHH grants. The lead will be responsible for reviewing the annual After Hours Plan, meeting with agencies, soliciting feedback, and submitting the revised plan annually to the WI BOS COG.

## **EHH Lead**

The DHC will nominate and elect an EHH lead on an annual basis. The EHH lead will be a currently funded agency with the EHH grant. The lead will coordinate an annual allocation meeting as soon as DECHR releases the allocation amounts and grant application. All DHC members are encouraged to attend, participate, and assist with determining funded agencies, funding priorities, and allocation amounts for eligible activities.

## Removal of Elected Positions

Removal from office may be performed by the membership with a majority of voting members voting as such. Reasons for removal include, but are not limited to:

- Misconduct; and
- Inability to perform the required duties; and
- Unauthorized absences (as defined by no notification to an officer. Two (2) unauthorized absences shall trigger consideration of removal), and/or; and
- Violation of law, illegal activity, and unethical behavior.

## Committees

Committees will be created as a standing or on an ad-hoc basis. Ad-Hoc committees may include but are not limited to: Membership (Engagement & Outreach), After-Hours. See below for a list of standing committees.

The Advisory Committee is a standing committee of the DHC. The membership includes at minimum the DHC Chair and Vice-Chair, Secretary, YAB (Youth Action Board) representative, Lead Agency, and up to 7 additional volunteer members. Their responsibilities include, but are not limited to:

- Review of bylaws,
- Assistance with the DHC collaborative application,
- Review of compliance issues required of the EHH and DHC funding sources,
- Other tasks suggested by the WI BOS COC or DHC,
- Assistance with nomination of officers,
- Attend 90% of Advisory Committee meetings.

### Point In Time Committee

- Plan the Semi-annual event held the fourth January and July.
- Recruit and train volunteers.
- Maintain list of known locations, create maps, and assign territories.
- Collect items and prepare care packages for distribution.
- Compile and report all PIT data to the WI BOS COC, funders, and other organizers as requested.

### Decriminalization of Homelessness Committee

- Foster a positive working relationship with law enforcement
- Advocate for the right for our homeless neighbors to live in public spaces without fear of being penalized.

### GAPS Committee

- Evaluate and respond to the needs in the community on an as needed basis.
- Develop and distribute surveys.
- Raise public awareness about our homeless neighbors and promote their ability to perform day to day tasks such as sleeping, doing laundry, and access to restrooms.

## Meetings

- General meetings of the DHC will be held monthly on the 3<sup>rd</sup> Wednesday of each month from 1:30 to 3:30 p.m. virtually or in-person with a hybrid option.
- If the Chair and Vice Chair are unable to attend, an alternative meeting date will be set, which may include a cancellation.
- The purpose of the DHC meetings is to implement the strategies of our mission.

## **By-Law Review and Amendments**

- These by-laws will be reviewed at least annually (April) by the DHC Advisory Committee. Suggested changes can be submitted to the Chair before the Advisory Committee Bylaw review meeting.
- Proposed amendments shall be brought before the membership by the Advisory Committee for approval by a majority vote of those members present.
- The by-laws will be approved annually in May by the DHC membership.
- The Rules of Order will be reviewed annually in June.

Approved by the DHC May 2019

Revised January 2020

Revised August 2021

Revised May 2022

Revised May 2023 and June 2023

Revised May 2024

Revised March 2025