

Coulee COC By-Laws

Drafted and Approved – May 2019

Coulee COC

The geographic area of the Coulee COC includes four counties in Western Wisconsin: Crawford County, La Crosse County, Monroe County and Vernon County.

Our Mission

To end homelessness in the Coulee COC

Our Vision

We see a world where ...

...everyone has a safe and stable place to call home.

...everyone has a voice about their future.

...our community is active, aware, educated, and unified in providing resources for everyone.

...people who are homeless are part of the solution.

...people who are homeless are treated with dignity.

...barriers to overcoming homelessness are removed.

Our Values

Hope: Expect change in our community and on an individual level to end homelessness.

Advocacy: Provide a collaborative voice to empower individuals to overcome barriers by seeking responsible solutions.

Respect: Reclaiming a mutual understanding of equality by learning from and servicing a diverse population.

Prevention: Pro-actively problem solve to promote better access to the quality resources needed to address individual situations that lead to homelessness.

Membership

The Coulee CoC is open to people, agencies, organizations, and institutions that are involved or have an interest in the issues facing those who are homeless or unstably housed in our community and service area. The Coulee CoC 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, elected officials, consumers or former consumers, and representatives of specific populations: veterans, elderly and youth. Membership shall be held by an agency/organization/department rather than individual members of those entities.

Requirements for membership in the Coulee CoC:

- A signed Membership Agreement. The Membership Agreement maintains the active membership and the right to vote of an agency within the CoC.
- Members will be expected to attend eight meetings per year in order to maintain their membership.
- Members agree to maintain updated contact information with the Secretary.

Voting

Voting shall take place on an electronic basis (i.e. Survey Monkey), or in person at membership meetings.

Voting shall take place on CoC business, defined as follows:

- Election of Director for the Coulee CoC to the Balance of State Board
- Election and removal of CoC Delegate and Officers
- Amendments to Governance Documents
- Any issue deemed necessary by the Wisconsin Balance of State
- As needed or as deemed necessary to inform the CoC Delegate of the position of the CoC membership

Voting shall be based on membership held by an organization, not an individual person. Each agency/entity shall be entitled to one vote. A majority of members (a quorum) must cast a vote on a given issue or the vote shall be considered invalid.

Officers

The Coulee CoC shall have three Officers:

Chair

- Preside over all Coulee CoC meetings
- Work with the Vice-Chair in all matters of the Coulee CoC
- Represent the Coulee CoC at any community or public event where representation is required
- Communicate any issues and all matters to the Coulee CoC
- Create meeting agenda and forward to Secretary for distribution

Vice-Chair

- Preside over all LCOC meetings in the absence of the Chair;
- Work with the Chair in all LCOC matters;
- Represent the LCOC at any community or public event where such representation is required; to include cooperative efforts with media partners to promote community events;
- Communicate any issues and all matters to the LCOC.

Secretary

- Preside over all LCOC meetings in the absence of the Chair and Vice-Chair;
- Record the minutes of each meeting and submit to Chair or Vice-Chair for review;
- Maintain and update the membership roster;
- Distribute the agenda and the prior month's minutes to all LCOC members (unless another member volunteers their services).
- Record actions of all votes

Vacancies or resignations shall trigger a nomination period and election for the vacant position.

Officers shall not include more than one person from the same agency.

CoC Delegate

The Coulee COC delegate will attend all Coulee COC meetings. The Coulee COC will attend all WIBOSCOC membership meetings on the Coulee COC. The Delegate represents and vote on the Coulee COC's behalf to the extent WIBOSCOC membership voting is permitted. The Coulee COC selects its delegate through a nomination and voting process every two years. The Coulee COC notifies the WIBOSCOC Secretary of the identity of the Coulee COC delegate selected by the membership of the Coulee COC and any subsequent change made at least thirty days prior to the meeting the Coulee COC delegate will first attend as the Coulee COC's delegate. The prior Coulee COC delegate identified by the Coulee COC membership will continue to serve as Coulee COC delegate until the qualification of a successor delegate or the prior delegate's removal by the Coulee COC membership.

Nominations

Nominations shall be accepted during a vacancy period in the positions of Director, Delegate, or Officers. Nomination shall be open to any individual in a member entity that is in good standing.

Committees

Committees may be created on an ad-hoc basis. Committees shall be appointed to accomplish a specific task on a time-specified basis.

Meetings

Meetings shall be held on the 3rd Tuesday of each month (excluding December and July). The Secretary shall send out a meeting reminder at least 7 days prior that will include the agenda, time, location, and previous meeting minutes.

Attendance by members can be in person, or via other electronic communication methods such as speaker phone, conference call, etc., if all members can communicate effectively.

Special meetings may be called by the Chair, as needed. Special meetings do not count toward the required attendance to maintain membership.

Governance Documents Review and Amendments

These governance documents may be amended at any general meeting, provided that members are given notice in the agenda for the meeting. Proposed amendments to the governance documents shall be voted on as Coulee COC business and require a majority of members to cast a vote to be considered valid.

Governance documents shall be reviewed annually for approval.

Amendment History

Presented for Coulee COC approval as amendments occur.