

# Dairyland COC Bylaws

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## Mission Statement

The Dairyland Continuum of Care (DCOC) 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 DCOC 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-reoccurring.

## General Strategies

Dairyland COC'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 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 COC includes the Eau Claire Housing Coalition, encompassing Eau Claire County, and the Rural Housing Coalition, which is made up of representatives from Buffalo, Jackson and Trempealeau Counties. Each of the two groups has their own membership.

The DCOC 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, elected officials, consumers or former consumers, and representatives of specific populations: veterans, elderly and youth.

Persons interested in attending DCOC meetings are welcome, but are not considered members, with the ability to vote, without submitting a membership application. Voting members of the ECHC must attend nine (9) meetings within a twelve (12) month period. (This may be fewer if meetings are cancelled or missed for extenuating circumstances such as weather-related issues.)

In order to be a member of the Dairyland COC, an organization or individual will need:

- A signed Membership Application and Letter(s) of Commitment for the DCOC on file.
- An 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 ECHC will be expected to attend 9 meetings (or **75%**) in a twelve (12) month period in order to maintain their voting privileges.
- Members agree to maintain updated contact information with Secretary.

## Nominations

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

Nominations for WIBOSCOC representation will be made under the timeline set forth by the WIBOSCOC and will represent both the ECHC and the RHC.

## 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 ECHC will be expected to attend nine (9) meetings (or **75%**) in a twelve (12) month period in order to maintain their voting privileges.

A quorum shall be considered as a majority of members.

## Officers

The DCOC will keep in office 3 positions:

### Chair

The Chair of the DCOC shall be responsible to:

- Preside over all DCOC meetings;
- Work with the Vice-Chair in all matters of the DCOC;
- Represent the DCOC 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 DCOC;
- Create an agenda and review prior meeting minutes;
- Report membership to the Delegate; and
- Distribute the agenda and prior meeting minutes to the membership.

### Vice-Chair

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

- Preside over all DCOC meetings in the absence of the Chair;
- Work with the Chair in all DCOC matters;
- Represent the DCOC 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 DCOC.

### Recording Secretary

The DCOC recording secretary or designee shall be responsible to:

- Record or ensure that the minutes of each DCOC meeting are documented and submitted to the Chair or Vice-Chair for review and distribution;
- Record attendance at meetings through roll call; and

- Maintain, update and share the membership roster with the Chair and Vice Chair.

Elected positions are considered to be represented by an individual, not an organization or agency. Vacancies and resignations will be brought to the DCOC 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.

In an attempt 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 and new elections will be held at the final meeting of the calendar year.

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

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

### **Director**

The DCOC will nominate and elect a Director who will serve on the WIBOSCOC for a three (3) year term. The duties and responsibilities of the director can include, but are not limited to:

- Attend WIBOSCOC Board meetings;
- Attend WIBOSCOC quarterly meetings;
- Be actively involved in the DCOC;
- Participate or chair a WIBOSCOC committee;
- Advance the mission of the WIBOSCOC.

### **Delegate**

The DCOC will nominate and elect a Delegate every two (2) years. who will represent the membership at the Balance of State quarterly meetings. The delegate is a member of the lead agency in the local EHH and COC grants. Any change in the Delegate must be submitted to vice president of the WIBOSCOC at least thirty (30) days prior to the quarterly meeting. Responsibilities can include but are not limited to:

- Attend the WIBOSCOC quarterly meetings;
- Represent and vote on behalf of the DCOC;
- Distribute the WIBOSCOC communication;
- Gather information and maintain the monthly Housing Inventory Chart (HIC);
- Act as the lead of the Point in Time;
- Monitor funded agencies to ensure compliance;
- The delegate can also be an officer of the DCOC.

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

## **Committees**

Committees will be created as a standing or on an ad-hoc basis. Possible committees may include but are not limited to: Point in Time, Membership (Engagement & Outreach), After-Hours Plan, etc.

The Advisory Committee is a standing committee of the DCOC. The membership includes at minimum the DCOC Chair and Vice-Chair, and up to 8 additional volunteer members. Their responsibilities include, but are not limited to:

- Review of bylaws
- Assistance with the COC collaborative application
- Review of compliance issues required of the EHH and COC funding sources
- Other tasks suggested by the WI BOS COC or DCOC
- Assistance with nomination of officers

## **Meetings**

- General meetings of the ECHC will be held monthly on the 3<sup>rd</sup> Wednesday of each month from 1:30 to 3:00 p.m. at various locations.
- General meetings of the RHC will be held quarterly, dates to be determined.
- If Chair and Vice Chair have an excused absence, an alternative meeting date will be set.
- The purpose of the DCOC 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 COC 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 DCOC membership.