

Jefferson County COC Bylaws

Mission Statement

Jefferson County Continuum of Care's (JCCOC) purpose is to serve as the area's leader in advocating, planning and maximizing 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 Jefferson County, Wisconsin. We believe that all people deserve a home and assistance towards becoming self-sufficient.

General Strategies

Jefferson County COC's strategies to achieve our mission are to:

- Maintain optimal funding for the homeless programs in Jefferson County;
- Develop and implement responses and directives from the WI Balance of State Continuum of Care (WI BOSCO);
- Promote ending homelessness in our area;
- Collaborate on Jefferson County COC activities.

Membership

Jefferson County COC is open to individuals, agencies, and organizations 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 JCCOC meetings are welcome but will not be considered members for voting purposes.

In order to be an organization member of the Jefferson County COC, an agency will need:

- A signed Memorandum of Understanding (MOU) and commitment to the JCCOC mission on file. This pledge maintains an agency's active membership and reserves the right to vote.
- Membership can be held by an organization or agency. For agency and organizational memberships, the membership is held by the entity rather than individually by employees or members of those entities.
- Members of agencies will be expected to attend **2** JCCOC meetings per year in order to maintain their membership privileges.
- Membership privileges include voting rights.
- Members agree to maintain updated contact information with Secretary.

In order to be an individual member of the Jefferson County COC, an individual will need:

- A signed Memorandum of Understanding (MOU) and commitment to the JCCOC mission on file. This pledge maintains an individual's active membership and reserves the right to vote.
- An individual must attend 2 consecutive meetings of the JCCOC prior to applying for membership.
- Individuals will be expected to attend 2 JCCOC meetings per year in order to maintain their membership privileges.
- Membership privileges include voting rights after the new member has attended 2 regular meetings of the JCCOC after becoming a member.
- Members agree to maintain updated contact information with Secretary.

Voting

Only members of the JCCoC may vote on matters. The executed membership application and MOU must be accepted by the Secretary prior to the beginning of a JCCoC meeting for that member to vote at that meeting. All members must refrain from voting on matters where there is a conflict of interest.

A quorum shall be considered as a majority of members.

Officers

The JCCOC will keep in office 3 positions:

Chair

The Chair of the JCCOC shall be responsible to:

- Preside over all JCCOC meetings;
- Work with the Vice-Chair in all matters of the JCCOC;
- Represent the JCCOC 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 JCCOC;
- Create an agenda and forward to Secretary for distribution.

Vice-Chair

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

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

Recording Secretary

The recording secretary of the JCCOC shall be responsible to:

- 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 JCCOC members (unless another member volunteers their services).

Vacancies and resignations may be filled by the member organization at its own discretion. Elected positions are considered to be represented by an individual, not an organization or agency. Vacancies and resignations will be brought to the JCCOC 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 should include representatives from differing organizations and will not include more than 2 representatives from the same agency.

Removal from office may be performed by the Board 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 another Board member for a regular board meeting. 2 unauthorized absences shall trigger consideration of removal), and/or;
- Violation of law, illegal activity and unethical behavior.

Officers will be elected for 2-year positions and new elections will be held at the first quarterly meeting of the calendar year.

Nominations

Nominations will be accepted during the first quarterly meeting 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.

Voting will be conducted via paper or electronic ballot. In the event there is only one candidate per seat, a voice vote will be allowed.

Committees

Committees will be created on an ad-hoc basis. Possible committees include: Bylaw, nomination and outreach. Committees shall be appointed to accomplish a task-specific assignment on a time-specified basis.

Meetings

General meetings will be held:

- Quarterly on the 2nd Tuesday of the months of January, April, July and October. The Chair will send out a reminder with notice of meeting, date, time, location, agenda, and previous minutes.
 - If Chair and Vice Chair have an excused absence, an alternative meeting date will be set.
- Minutes will be recorded by the secretary and be made available upon request. In the event the Secretary is unable to attend a meeting, a Secretary Pro Tempore shall be elected for that meeting only and shall be charged with taking appropriate minutes of the meeting and sending the minutes to the Secretary.
- Attendance will be recorded by Secretary.

Wisconsin Balance of State Continuum of Care

The Jefferson County Continuum of Care must remain a member of the Wisconsin Balance of State Continuum of Care (WIBOSCOC) to obtain funding opportunities from State and Federal funders. Responsibilities of being a WIBOSCOC members include, but are not limited to:

- Electing a Director representative to attend WIBOSCOC Board of Director meetings on behalf of the JCCoC. Elections will be held according the WIBOSCOC's most current bylaws.
- Electing a Delegate representative to attend WIBOSCOC quarterly meetings on behalf of the JCCoC. Elections will be held according to the WIBOSCOC's most current bylaws.
- The Director and Delegate may be the same person.
- There are no term limits for Directors or Delegates.
- Removal of people in these positions will follow the same process as removal of JCCoC Board members as stated above.
- It is the responsibility of the Delegate to vote on behalf of the JCCoC at WIBOSCOC quarterly meetings and any other meetings called by the WIBOSCOC. The Delegate must vote per the JCCoC's members wishes as discussed or voted on in a previous meeting.

By-Law Review and Amendments

These By-laws may be amended at any general meeting provided members are notified by email of the proposed change at least 14 days prior to the meeting.

The proposed amendments shall be approved by a majority vote of those members present.

The by-laws will be reviewed at least annually for approval.