

North Central Continuum of Care Governing Charter

03/07/2019

Mission Statement

North Central Continuum of Care's 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 our area. We believe that all people deserve a home and assistance towards becoming self-sufficient. *Approved on March 22, 2019*

General Strategies

North Central COC's strategies to achieve our mission are to:

- Maintain optimal funding for the homeless programs in our service area of Lincoln, Marathon, and Wood Counties;
- Develop and implement responses and directives from the WI Balance of State Continuum of Care (WI BOSCOG);
- Promote ending homelessness in our area;
- Collaborate on North Central COC activities.

Membership

North Central COC is open to agencies, organizations and institutions with an interest in becoming involved in addressing issues facing those that are homeless in our service area (Lincoln, Marathon, and Wood Counties). 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 COC meetings are welcome, but will not be considered members for voting purposes.

In order to be a member of the North Central Continuum of Care, an agency will need:

- A signed Memorandum of Understanding (MOU) and commitment to the NCCOC mission on file. This pledge maintains an agency's active membership in the NCCOC and reserves the right to vote.
- Membership is held by an organization, agency or institution rather than individually by employees or members of those entities.
- Members of agencies will be expected to attend **2** meetings per year in order to maintain their membership privileges.
- Membership privileges include voting rights.
- Members agree to maintain updated contact information with North Central Community Action Program, Inc. who will house the membership documents electronically.

Voting

Voting is based on membership held by an organization, not an individual person. Each agency is entitled to one vote. 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 present.

Voting is required on at least the following items; 1. Chair and Vice-Chair of the Housing and Homelessness Coalition of the North Central Continua, 2. The Lead Agency of the North Central Continua (duties described below under Local Coalition Lead), and 3. The Director to represent the North Central Continua on the Wisconsin Balance of State Board of Directors (duties described below under Director).

Officers

The NCCOC will keep in office 3 positions:

Chair

The Chair of the NCCOC shall be responsible to:

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

Vice-Chair

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

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

Recording Secretary-appointed by the Chair

The recording secretary of the NCCOC 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 NCCOC members (unless another member volunteers their services).

Vacancies and resignations may be filled by the North Central COC 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 NCCOC 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 method.

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 NCCOC with a majority of voting members of the COC 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 member of the continua. 2 unauthorized absences shall trigger consideration of removal), and/or;
- Violation of law, illegal activity and unethical behavior.

The Chair and Vice Chair will be elected for a term of 4 years and new elections will be held at the first meeting of the calendar year when needed.

Nominations

Nominations will be accepted during the first meeting of the calendar year when needed 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.

Director to Serve on the WIBOSCOC Board

The Director must be a member in good standing of the North Central COC and will be voted in by the members of the North Central COC to represent the NCCOC on the Wisconsin Balance of State Board of Directors. The Director will represent the North Central Continua membership and is expected to attend the WIBOSCOC board meetings, be actively involved in the local coalition, participate/chair committees of the WIBOSCOC, attend Balance of State quarterly meetings, and advance the mission of the Corporation. Directors also have fiduciary duties not outlined in the Restated Bylaws of the WIBOSCOC but covered under Chapter 181 of Wisconsin Statutes. This position will be voted on in April of every odd year.

Local Coalition Lead

Defined as the Agency who is responsible for coordinating the PIT counts in January and July of each calendar year in Lincoln, Wood, and Marathon Counties, completing the information required and submitting all necessary forms from the PIT Count to the WIBOSCOC, the Agency who must collect Point in Time count data from the shelters in the North Central COC area and roll the data into the Housing Inventory Chart (HIC) to show a one night snap shot of the sheltered homeless persons in the NCCOC area, the Agency to coordinate the EHH Grant application submission and all of its components, and the Agency responsible for monitoring sub-recipients of the EHH Grant funding, and the Agency responsible for

coordinating, combining, and submitting all the responses for the 'Request for Collaborative Questionnaire' from the WIBOSCOC.

Delegate

This delegate will be selected by the Leadership committee of the North Central Continuum of Care and will serve a term of four years. The Delegate of the North Central Continua will represent the North Central Continua membership and attend all WIBOSCOC Quarterly meetings and will vote on the membership's behalf, when a vote is required. The term may be renewed. The Leadership committee can remove a delegate at any time due to any of the above reasons for removing an officer.

The Delegate will have the responsibility to communicate with the Local Coalition Lead also called the Lead agency in the Continua and to relay information between the WIBOSCOC and the North Central Continua membership.

Committees

Committees will be created on an ad-hoc basis. Current Sub-Committees include: Leadership, Mental Health, Advocacy and Awareness, and Housing Solutions. Possible other committees include: Governing Document review, nomination, and outreach. Committees shall be appointed to accomplish a task-specific assignment on a time-specified basis.

Meetings

General meetings will be held:

- Bi-monthly for a total of six meetings per year. The Chair or designee 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.
- Attendance need not be in person, but may be made via speaker phone or conference call or other technologies as long as all members can effectively communicate.
- 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.

Governing Document Review and Amendments

This Governing Charter 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 Charter will be reviewed annually for approval.