

# Anti-Poverty Action Coalition - Guiding Principles

---

**Mission Statement** - Anti-Poverty Action Coalition (APAC) is a group of organizations and individuals working through a coordinated community based process will plan, advocate as a group to enhance resources for those experiencing poverty and homelessness in our region.

**Objectives** - Anti-Poverty Action Coalition's strategies to achieve our mission are to:

- Serve as the Northwest COC to maintain optimal funding for the homeless programs in our service area of Douglas County.
- Appoint a delegate and board representative for the WI Balance of State Continuum of Care (WI BOSCO);
- Promote ending poverty as homelessness in our area;
- Collaborate on activities such Homeless Connect, Point in Time, Night Without a Home, research studies and other areas of interest.

**Membership** - Anti-Poverty Action Coalition (APAC) 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. 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, Head of the Lakes United Way, Second Harvest Food Bank and representatives of specific populations: veterans, elderly and youth. Persons interested in attending APAC meetings are welcome, but will not be considered members for voting purposes.

In order to be a member of the Anti-Poverty Action Coalition, an agency will need:

- A signed Memorandum of Understanding (MOU) and commitment to the APAC mission on file, which maintains an agency's active membership 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.

**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. 1 (one) vote per agency.

**Officers** - APAC will keep in office 3 positions, for two year terms, at the annual September meeting.

**Chair** - The Chair of the APAC shall be responsible to:

- Preside over all APAC meetings, which includes agendas
- Represent the APAC 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 APAC;

**Vice-Chair** - The Vice-Chair of the APAC shall be responsible to:

- Preside over all APAC meetings in the absence of the Chair;

- Represent the APAC 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 APAC.

**Recording Secretary** - The recording secretary of the APAC 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 APAC 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 APAC 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.

**Nominations** - Nominations will be accepted during the September meeting of each 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.

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

**Meetings** - General meetings will be held:

- Monthly on the 4<sup>th</sup> Monday of the months of September, October, November, December, January, February, March, April, & May. There will be no meetings in the months of June, July & August. The Secretary will send out a reminder with notice of meeting, date, time, location 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 appointed 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.

## **Guiding Principles Review and Changes**

These principles may be changed at any general meeting provided members are notified by email of the proposed change at least 14 days prior to the meeting. All changes may be approved by a majority vote of those members present. These principles will be reviewed annually every September.