

# Rural North COC Bylaws

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Draft May 9, 2019

## **Vision Statement:**

To provide access to services and affordable Housing to every member of our community.

## **Mission Statement:**

To collaborative as a group dedicated to end homelessness in our rural communities by advocating and maximizing resources and providing supportive services.

## **Membership:**

Rural North COC is open to agencies, organizations and institutions with an interest in becoming involved in addressing issues facing those that are homeless in Burnett, Washburn, Taylor, Clark, Sawyer and Rusk. 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, Government Officials, schools, hospitals, health care providers, elected officials, consumers or former consumers, and representatives of specific populations: veterans, elderly and youth. Persons interested in attending LCOC meetings are welcome, but will not be considered members for voting purposes.

## **Member Requirements:**

- A signed letter of commitment to the Rural North mission on file.
- The COC Secretary will keep the letter of commitment on file.
- The commitment letter must be on file to maintain voting rights for that individual or organization.
- Membership is held by an organization, agency or institution rather than individually by employees or members of those entities.
- Rural North COC meets 4 times annually, to maintain membership and voting rights members or organizations will be allowed to miss one meeting each year.
- Members agree to maintain updated contact information with Secretary.

## **Voting:**

- One vote per agency or member who has fulfilled the requirements to be part of the CoC.
- 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 is present.

- Electronic or in-person voting will be allowed.

## **Meetings:**

Meetings will be held in-person or remotely.

## **Officers:**

Rural North will keep three official positions, Chair, Vice Chair and Secretary.

### **Chair:**

The Chair of the Rural North COC shall be responsible to:

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

### **Vice-Chair:**

The Vice-Chair of the Rural North COC shall be responsible to:

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

### **Secretary:**

The recording secretary of the Rural North COC 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 LCOC 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. Vacancies and resignations will be brought to the RHCOC Chair and a new election will be held. Elections will be held as part of a regular meeting or electronically via email.

Officer positions should include representatives from differing organizations and will not include more than two representatives from the same agency. Officers will serve a term of 2 years. Officers can hold two consecutive terms.

Election of officers will be held each year at the Annual Meeting.

The Board may perform removal from office with a majority of voting members.

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.

### **Delegate:**

Delegates will serve a term of one year.

Delegates will be elected at the Annual Meeting.

Delegate will serve as a voting member representing the Rural North COC at the WIBOSCOC. Voting may occur at quarterly meetings or as required action needs to be addresses.

Delegates will be removed if current unethical behavior is deemed inappropriate by the committee or non-compliance of membership by a majority vote.

### **WIBOSCOC Director:**

Director will serve a term of determined by the WIBOSCOC.

Director will be elected at the Annual Meeting.

Director will be removed if current unethical behavior is deemed inappropriate by the committee or non-compliance of membership by a majority vote.

### **Dues:**

Dues will not be required for membership for the Rural North COC

## **Committees:**

Committees will be created on an ad-hoc basis. Possible committees include:

PIT will be the only standing committee. Chaired by the Coordinated Entry Coordinator.

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