

Washington County COC Bylaws

Approved 5/16/2019

Mission Statement

Washington County Continuum of Care's (WCCOC) 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.

General Strategies

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

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

Membership

Washington County COC is open to agencies, organizations and institutions with an interest in becoming involved in addressing issues facing those that are homeless in Washington County. The membership strives to include a variety of people to represent homeless service providers. Individuals interested in attending WCCOC meetings are welcome, but will not be considered members for voting purposes.

In order to be a member of the Washington County COC, an agency will need:

- A signed Memorandum of Understanding (MOU) and commitment to the WCCOC mission on file. This pledge 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.
- Agency members will be expected to attend 3 out of 4 meetings per year in order to maintain their membership privileges.
- Membership privileges include voting rights.
- Members agree to maintain updated contact information with Secretary.
- Agency membership is granted following a majority (51%) vote by the current WCCOC members.

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.

Electronic voting held via email or another electronic system may be used outside of regular meetings as needed.

A quorum shall be considered as a majority (51%) of members.

Allocations

A vote is required to approve allocation of funds. The vote should be brought to the WCCOC by the quarterly meeting prior to the WIBOSCOG grant cycle start date.

Officers

The WCCOC will keep in office 3 positions:

Chair

The Chair of the WCCOC shall be a representative from the Lead Agency or a Sub-recipient agency and be responsible to:

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

Vice-Chair

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

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

Recording Secretary

The Recording Secretary of the WCCOC 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 quarter's minutes to all WCCOC 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 WCCOC 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 final 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 during the first quarterly meeting of the new calendar year via verbal, paper or electronic ballot.

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 Wednesday of the months of January, April, July & October. The Recording Secretary 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.
 - Meetings may be rescheduled at the discretion of the WCCOC officers.
- Attendance must be in person.
- 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.

Bylaw Review and Amendments

These Bylaws 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 (51%) of those members present.

The bylaws will be reviewed annually for approval.