

# WinnebagoLand Continuum of Care Governance Document

## Purpose Statement

WinnebagoLand Continuum of Care's (CoC) purpose is to advocate, coordinate and optimize services for homeless persons, those at imminent risk of homelessness, those precariously housed and those with affordable housing needs. Through education, advocacy, mutual support and a sharing of resources, the Continuum strives to prevent homelessness and housing disparities as well as create the ability of the communities included to respond to individual and community needs for affordable housing. Our vision is to increase the quality of life for those who strive to become self-sufficient.

Comment [1]: Wording in red is a suggestion.

Comment [2]: Wording in red is an idea for change.

## Geographical Area

The geographical area covered by the WinnebagoLand COC shall include Fond du Lac, Green Lake and Winnebago Counties.

## General Strategies

WinnebagoLand COC's strategies to achieve our purpose are to:

- Maximize resources in identifying and addressing affordable housing needs in our communities;
- Maintain optimal funding for the homeless programs in our service area of Fond du Lac, Green Lake & Winnebago Counties;
- Develop and implement responses to directives from the WI Balance of State Continuum of Care (WI BOSCOG);
- Promote ending homelessness in our area;
- Collaborate on WinnebagoLand COC activities.

Comment [3]: Added from our mission as a suggestion...could be reworded to avoid repeating the mission here.

## Membership

WinnebagoLand COC is open to agencies, organizations, institutions, public officials, and community members with an interest in becoming involved in addressing issues facing those that are homeless or with any other housing needs in our service area. The membership strives to include a variety of people to represent homeless service providers, victim services providers, faith-based organizations, governments, local businesses, public housing agencies, social service providers, substance abuse and mental health agencies, law enforcement agencies, school districts, hospitals, health care providers, universities, affordable housing developers, organizations that serve homeless and formerly homeless veterans, organizations serving homeless youth, and individuals who are experiencing homelessness or who were formerly homeless.

Comment [4]: Suggested to add this in red to reflect our entire coalition membership. Is there any other category missing?

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

- A signed Memorandum of Understanding (MOU) and commitment to the COC purpose 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.
- Member agencies will be expected to attend 3 meetings per year to maintain their membership privileges.
- Membership privileges include voting rights.
- Members agree to maintain updated contact information with Secretary.
- Members agree to participate on committees which are created on an ad-hoc basis.

## Delegate

The CoC will be represented at the Wisconsin Balance of State CoC quarterly meetings by a delegate elected by the WinnebagoLand membership. The delegate will vote on the behalf of WinnebagoLand CoC in matters that may come before the membership at said quarterly meetings. The elected delegate shall continue to serve in that position until their resignation or removal.

## Director

The CoC will nominate a Director to represent the membership on the Wisconsin Balance of State Board of Directors. The Director will serve as prescribed by the WIBOSCOC bylaws. In the event of resignation or removal, a replacement will be nominated to fill the position for the unexpired portion of the term.

## Voting

Voting is based on membership held by an organization, not an individual person. Each agency is entitled to one vote. Member representatives vacancies and resignations may be filled by the member organization at its own discretion.

All members must refrain from voting on matters where there is a conflict of interest.

A quorum shall be considered as a simple majority of members.

## Officers

The COC will keep in office 3 positions:

### Chair

The Chair of the WinnebagoLand COC shall be responsible to:

- Preside over all CoC meetings;
- Work with the Vice-Chair in all matters of the CoC;
- Represent the CoC 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 CoC;
- Create an agenda and distribute to all CoC members.

Comment [5]: Words that should be added.

### Vice-Chair

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

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

### Recording Secretary

The recording secretary of the CoC shall be responsible to:

- Record the minutes of each meeting and distribute to all CoC members;
- Maintain and update the membership roster with the Chair and Vice-Chair.

Elected positions are considered to be represented by an individual, not an organization or agency. Vacancies and resignations will be brought to the CoC 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 1 representative from the same agency.

**Comment [6]:** Only 1 representative per agency?

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

### Nominations

Officers will be elected for 2 year positions and new elections will be held at the first quarterly meeting of the calendar year. 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 may be conducted via paper or electronic ballot.

### Committees

Committees will be created on an ad-hoc basis. Committees include: Winnebago County/Green Lake County Housing, Fond du Lac County Housing, and Case Managers Network. Other possible committees may include: Governance, nomination, and outreach/education. Committees shall be appointed to accomplish a task-specific assignment on a time-specified basis. Committees will create their own written statement of purpose, duties and responsibilities. Each committee will appoint a chair, who will be responsible for keeping the committee on task. Each committee will appoint a recording secretary, who will keep a written record of all proceedings and make oral or written reports to the coalition as a whole.

**Comment [7]:** Suggestion to add as committees county specific – for example, Winnebago County Housing; Fond du Lac County Housing; etc.

## Meetings

General meetings will be held:

- Fond du Lac, Green Lake and Winnebago County members, as a whole coalition, will meet Quarterly on the 1<sup>st</sup> Wednesday of the month of September, December, March, and June, starting September, 2019. The Chair will send out a reminder with notice of meeting date, time, location, agenda, and previous minutes. The meeting location will alternate between counties.
  - 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 the Secretary.
- Green Lake County Committee members and Winnebago County Committee members meet together during the off months of the quarterly meeting, on the 1st Wednesday of August, October, November, February, April and May, starting August, 2019. Members do not meet in July or January.
- Fond du Lac County Committee members meet separately during the off months of the quarterly meeting, on the 2<sup>nd</sup> Wednesday of August, October, November, February, April and May, starting August, 2019. Members do not meet in July or January.
- All other committees shall meet as often as is necessary to fulfill their mission.

**Comment [8]:** Suggestion to distinguish between the differences in meetings.

## Dues

Dues will be established annually by a vote of the membership during the last quarterly meeting of the year (December).

## Review and Amendments

This Governance Document 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 Governance Document will be reviewed bi-annually for approval.