

Yakima Valley Homeless Planning and Policy Council Operating Procedures and Bylaws

Article I. Name

The Yakima Valley Conference of Governments (YVCOG), the lead agency for Yakima County's homeless housing grant programs, has established a Yakima Valley Homeless Planning and Policy Council ('HPPC' or 'Homeless Council').

Article II. Purpose and Powers

2.1 Purpose

The Homeless Council established to ensure inclusive countywide planning and strategic allocation of federal, state and local funds for the equitable provision of homeless services and housing resources to meet the unique needs of urban and rural homelessness.

2.2 Powers

The Homeless Council is established as an advisory panel to the YVCOG Executive Committee ('Executive Committee' hereinafter). The Executive Committee will receive recommendations from the Homeless Council. The Executive Committee may adopt the recommendation or may remand it to the Homeless Council for further vetting.

The Executive Committee has ultimate decision making authority and may modify the Homeless Council's recommendation(s).

Decisions from the Executive Committee regarding funding go to the Yakima County Board of Commissioners for final approval until such time as YVCOG is the authorized fiscal agent for 2060 and 2163 funds.

2.3 Roles and Responsibilities of the Homeless Council

- a) Develop, implement and annually update as needed a comprehensive countywide 5 year homeless plan.
- b) Make recommendations to the Yakima Valley Conference of Governments Executive Committee as to the expenditure of public funds to support strategies identified under the 5 year plan and to address emergent needs.
- c) Regularly review and evaluate homeless and housing data to determine the effectiveness of the local strategies and objectives identified in the 5 year plan.
- d) Establish performance outcomes and targets to measure and evaluate the effectiveness of funded programs.
- e) Establish and publish a transparent funding distribution process to solicit, screen, review, score and rank potential projects.
- f) Assist YVCOG in its role as the "Collaborative Applicant" for the HUD Continuum of Care (CoC) program by annually reviewing, scoring and prioritizing new and renewal projects. The purposes of the Continuum of Care program are to:
 - i. Serve as the annual homeless assistance application to HUD for funding to support housing and services targeted for homeless sub-populations;

- ii. Serve as a strategic plan for addressing homelessness in our region.
- g) The Homeless Council will abide by and annually review their operating procedures and guidelines and recommend updates to the Executive Committee as needed.

Article III. Membership

3.1 Homeless Council Membership Composition and Number

- a) The Homeless Council shall include at least 12 members and not more than 21 members. Members shall be appointed by the YVCOG Executive Committee and include community representatives within YVCOG's geographic boundaries who are:

No less than four members from local government entities shall be elected officials or their designees, from the following sectors:

- 1. One representative from Lower Yakima County
- 2. One representative from Upper Yakima County
- 3. One from Yakima County government
- 4. One representative from City of Yakima government
- 5. One representative from the YVCOG

No less than four members shall be appointed from community interests that may include representatives from the following sectors:

- 6. Health
- 7. Philanthropy
- 8. Law Enforcement
- 9. Social Services
- 10. Faith Community
- 11. Business
- 12. Education
- 13. Law and Justice
- 14. State or Federal Government

No less than four members shall be representatives from the Homeless Network and may include homeless and low income housing entities who are:

- 15. Homeless or formally homeless individual
- 16. HUD CoC or ESG Sub-grantee
- 17. Non-profit affordable housing provider
- 18. Non-profit affordable housing developer
- 19. Homeless services provider
- 20. Homeless advocacy organization

- b) Ex officio participants:

Four ex officio members may be invited to attend meetings and participate in discussion and could represent any sector with a reasonable nexus to the Homeless Council's purpose. Ex officio Homeless Council members cannot vote.

3.2 Term of Office Including Staggered Inaugural Term

Homeless Council members shall serve four-year terms. In order to retain institutional knowledge on the Homeless Council, half the committee will serve an initial term (2015-2017) of two years. The initial term for all remaining positions will be four years. An individual may serve no more than two consecutive terms.

3.3 Membership Roster

Homeless Council members may designate one representative from within their agency as an alternate. A roster of Homeless Council members and their alternates will be maintained by YVCOG staff.

3.4 Resignation

Any Homeless Council member may resign at any time by delivering a written resignation to the Chair. The acceptance of such resignation, unless required by the terms thereof, shall not be necessary to make the resignation effective.

3.5 Removal

Any Homeless Council member may be removed from office by a two-thirds majority vote of the voting members at a duly held meeting of the Homeless Council. A quorum of voters is required at this meeting.

3.6 Vacancies

- a) The Homeless Council will recommend a new member or members to fill a vacancy or vacancies on the Homeless Council to the Executive Committee for final approval.
- b) The Executive Committee may opt to postpone filling the vacancy/vacancies until such time as is needed to restore a quorum or effective working group size for the Homeless Council.

Article IV. Meetings

4.1 Meetings

- a) The Homeless Council meets the 2nd Monday of each month at the YVCOG office in Yakima, WA.
- b) Meetings are open to the general public, and may be hosted by one of the Homeless Council members, provided that at least 24 hours advance notice is provided of the change in venue.
- c) Meeting dates will be publicized on the YVCOG website at www.yvcog.org and in the monthly newsletter.
- d) Meeting agendas will be available electronically to members a minimum of 24 hours prior to a scheduled meeting.
- e) Meeting minutes are the official record of the Homeless Council and shall be sent to members within two weeks following a meeting. Minutes adopted by the Homeless Council will also be posted on the YVCOG website at www.yvcog.org and included with the committee packets at the following month's meeting, either electronically or via hard copy.

4.2 Conduct of Business

- a) Each Homeless Council member is allowed one vote, including/excluding ex officio members.
- b) Procedural processes shall follow Roberts Rules of Order.
- c) Half of the voting members plus one must be present to constitute a quorum for the conduct of committee business.
- d) All votes will pass by simple majority of voting members present.
- e) In the event of a tie, the measure will be tabled for further discussion and a follow up vote will be taken. If there is a second tied vote the Chair may cast a vote to break the tie.
- f) When a vote is needed prior to a regularly scheduled meeting, the Homeless Council may use e-mail for voting in lieu of calling a special meeting. The minutes of the next regular meeting will reflect the discussion(s) and outcome(s) of each agenda item voted upon using e-mail.
- g) Members may attend Homeless Council meetings via teleconference if they cannot attend in person.

4.3 Special Meetings

Special meetings of the Homeless Council may be called at any time by the Chair or Vice Chair. Such meetings will be held at the YVCOG office or at such other places as the Homeless Council may designate, subject to the 24-hour change-of-venue notice provision.

Article V. [RESERVED]

Article VI. Officers: Homeless Council Leadership

6.1 Chair and Vice-Chair

- a) The Homeless Council elects a Chair and Vice-chair every two years from within its membership, with the terms beginning concurrently on July 1st and ending June 30th at the end of the second year's term. Officers may be re-elected and serve additional terms, not to exceed three consecutive terms. The inaugural term of the Chair and Vice Chair begins upon appointment by the Executive Committee and ends June 30th, 2017.
- b) Chair duties include but are not limited to:
 - i. Review draft minutes and draft agenda with staff before distribution to the Homeless Council.
 - ii. Preside over Homeless Council meetings using Roberts Rules of Order.
 - iii. Serve as the primary media contact for the Homeless Council.
 - iv. Attend YVCOG Executive Committee meetings, YVCOG General Membership meetings or Homeless Network of Yakima County meetings when a Homeless Council-related agenda item requires discussion.
 - v. Call for special or emergency meetings or votes by email as needed.
 - vi. Establish ad-hoc committees if necessary to complete specific tasks with identified deadlines and deliverables.

- vii. May recommend new committee members to the Executive Committee to fill vacancies based on recommendations from the membership.
- c) Vice-chair duties include but are not limited to:
 - i. Review draft minutes and draft agenda with staff, in the absence of the Chair, before distribution to the Homeless Council.
 - ii. Preside over Homeless Council meetings, when the Chair is unavailable, using Roberts Rules of Order.
 - iii. Serve as the secondary media contact for the Homeless Council in the absence of the Chair.

Article VII. Ad Hoc Committees

7.1 Ad Hoc Committee Purpose

Ad-hoc committees are formed for short term projects if necessary to complete specific tasks with identified deadlines and deliverables.

7.2 Ad Hoc Committee Members

- a) Ad-Hoc Committee may be made up of both Homeless Council members and non-members from the community.
- b) Subcommittees must have at least one member who is a member of the Homeless Council.
- c) Ad-Hoc committee chair may be selected by the committee members or appointed by the Homeless Council Chair
- d) Ad-Hoc members shall serve until the work of the subcommittee is completed, or until replacements have been identified.
- e) Ad-Hoc Committees must establish a goal and set benchmarks for completing tasks.
- f) A YVCOG staff member shall be invited to serve as an ex-officio member of all Ad-Hoc committees.
- g) Ad-Hoc Committee chairs attend regularly scheduled Homeless Council meetings and report progress.
- h) The Homeless Council, by a majority vote, may dissolve ad-hoc committees or remove individual members with or without cause.

Article VIII. Staffing

- a) YVCOG shall provide adequate notice for Homeless Council and ad-hoc committee meetings.
- b) YVCOG shall provide a meeting agenda and, when appropriate, background material prior to Homeless Council meetings.
- c) YVCOG shall record all key discussion points and actions taken at Homeless Council meetings; prepare and distribute minutes.

Article IX. Conflict of Interest and Compensation

9.1 Conflict of Interest.

No member shall cast a vote on, nor participate, in any decision-making capacity on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide direct financial benefit to that member or their organization. If a matter arises which places a member in a conflict of interest or a potential conflict of interest, that member will notify the Chair and abstain from voting.

9.2 Compensation.

Members of the Homeless Council shall serve without compensation.

Article X. [RESERVED]

Article XI. Records

11.1 Records.

The YVCOG shall retain all agendas, minutes, reports, contracts, and related documentation per the retention rules set by the State Auditor's Office. Federal retention rules will prevail in the event of conflict with state rules.

Article XII. Amendments

- a) Bylaw amendment proposals may only be introduced at a regularly-scheduled Homeless Council meeting.
- b) All Homeless Council bylaw amendments shall be reviewed and approved by the Executive Committee prior to amending the bylaws.

Article XIII. Miscellaneous

13.1 Non-Discrimination.

The YVCOG is a non-discriminatory organization and does not discriminate on the basis of age, sex, race, ethnicity, religion, creed, disability, sexual orientation, familial status, or natural origin in accordance with all state and federal regulations.

13.2 Homeless Network of Yakima County – Separate Collaborating Entity.

The Homeless Network of Yakima County is a separate entity. The Homeless Network primarily engages in community outreach and advocacy. The Homeless Council engages in policy development, planning, programming, and the funding of services. Both entities share the goal of preventing and ending homelessness. Members of the Homeless Network may sit on the Homeless Council. YVCOG staff and Homeless Council members may serve on the board of the Homeless Network. As the original coalition dedicated to ending homelessness in the Yakima Valley, the Homeless Network remains a critical link between past actions and future solutions. The Homeless Council will collaborate with the Homeless Network on matters of mutual concern.

13.3 Homeless Network of Yakima County – Limited Staff Support.

YVCOG staff may provide limited staff support to the Homeless Network. Examples of limited staff support include assistance in preparing agendas or minutes, assisting at

Homeless Network events, and like activities that typically require a commitment of less than ten hours per month. Through mutual agreement, the YVCOG may also provide staff support for projects that benefit both the Homeless Network and the Homeless Council's efforts in preventing and ending homelessness.

Appendices

[Proposed: Homeless Council membership application, which includes roles and responsibilities, and a conflict of interest policy. Application will be formally appended to bylaws during next amendment cycle.]