

**Bylaws  
Of  
Homeless Services Consortium of Dane County**

**Article I: Name**

The name of this organization shall be the Homeless Services Consortium of Dane County, hereinafter referred to as HSC. The HSC shall be organized as a Non-profit Association under the laws of the State of Wisconsin.

**Article II: Vision**

The HSC membership shares the vision that all persons should have the opportunity to secure and maintain safe, stable and affordable housing. Members believe that housing is a human right.

**Article III: Purpose & Responsibilities**

The HSC is organized to prevent and end homelessness for all households in Dane County through the efficient and effective delivery of housing and services. The responsibilities of the HSC include, but are not limited to:

1. Designate an HMIS Lead who will develop policies and procedures needed to comply with HUD HMIS requirements;
2. Develop and review the code of conduct and recusal process for the Board and its members. Policies will be reviewed at least every two years;
3. Establish and monitor targets and evaluate outcomes of HUD-funded programs;
4. Plan and operate a Coordinated Entry System;
5. Establish and follow the HSC Written Standards, approved by the HSC Board of Directors, when administering assistance using Continuum of Care (CoC) or Emergency Solutions Grant, Housing Assistance Program & Homeless Prevention Program (EHH) funds;
6. Prepare annual application in cooperation with the Lead Applicant for CoC and EHH funds;
7. Coordinate planning efforts including:
  - a. Point in Time surveys at least annually,
  - b. Annual gaps analysis of homeless needs,
  - c. Provide information necessary to the Consolidated Plan for Madison and Dane County,
  - d. Plan for the use of ESG and CoC funds, and
  - e. Evaluate performance of ESG- and CoC-funded activities.
8. Establish priorities for funding projects within Dane County using the Community Plan to Prevent and End Homelessness approved by the HSC Board of Directors;
9. Prepare funding applications to support activities of the Homeless Services Consortium;
10. Make recommendations to designate the Collaborative Applicant as a Unified Funding Agency. This gives the Collaborative Applicant additional autonomy and responsibilities.

## **Article IV: Membership**

### ***Section 1: Members***

Membership is open to any person who shares the vision of the HSC. Members may include, but are not limited to, representatives of service and housing providers, healthcare providers, government officials, developers, public safety staff, landlords, funders, advocates, and persons with lived experience of homelessness. Members are expected to actively participate on committees, participate in advocacy and/or education initiatives, and use data provided by the CoC in public comment. The membership is responsible for the items outlined in the Purpose and Responsibilities section of the bylaws.

There are two levels of membership: agency/organization and individual. Both must submit an application to the CoC.

The HSC membership will elect a Chair and Vice Chair at the HSC Annual Meeting. Terms for Chair and Vice-Chair will be for one year.

### ***Section 2: Meetings***

The HSC membership will meet monthly at a regularly scheduled time and location to be determined by the Chair and Vice Chair of the membership.

An agenda will be set by the Chair and Vice Chair of the HSC membership, considering suggestions from the membership. It will be available prior to each membership meeting and will be emailed to all those persons interested in receiving notification via a distribution list. Agendas will also be published on the HSC website ([www.danecountyhomeless.org](http://www.danecountyhomeless.org)) The Vice Chair records minutes of the membership meetings. These will be sent out via the distribution list.

The HSC membership will elect a Chair and Vice Chair at the HSC Annual Meeting. Terms for Chair and Vice-Chair will be for one year.

To be eligible to vote for Board members, for HSC Chair/Vice Chair, and on issues related to the bylaws, members must attend a minimum of three (3) HSC Membership and/or HSC Committee (as listed in Appendix B) meetings within the 12 months prior to the vote of the membership. A list of all qualified HSC voters will be compiled by the Chair or their designee and available at any meeting that includes a vote of the membership. Each qualified member who attends the meeting gets one vote.

### ***Section 3: Member Dues***

To date, dues have not been collected. If dues are considered in the future, there will be process for approval. The establishment of HSC membership dues shall have a defined purpose and must be approved by the majority of voting members.

## **Section 4: Nondiscrimination**

Members of the Homeless Services Consortium must comply with the nondiscrimination and equal opportunity provisions of Federal civil rights laws, including the following:

- Fair Housing Act prohibits discriminatory housing practices based on race, color, national origin/ancestry, religion, sex, age, family/familial status, disability/handicap, actual or perceived sexual orientation, lawful source of income, gender identity, marital status, domestic abuse/sexual assault/stalking victims, military discharge status, physical appearance, political beliefs, student status, domestic partnership, tenant union association, genetic identity, citizenship status, Section 8 housing voucher participant, non-religion, and homelessness.
- Section 504 of the Rehabilitation Act prohibits discrimination on the basis of disability under any program or activity receiving Federal financial assistance.
- Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, or national origin under any program receiving Federal financial assistance.
- Title II of the Americans with Disabilities Act prohibits public entities, which includes State and local governments, and special purpose districts, from discriminating against individuals with disabilities in all their services, programs and activities, which include housing, and housing-related services such as housing search and referral assistance.
- Title III of the Americans with Disabilities Act prohibits private entities that own, lease and operate places of public accommodation, which include shelters, social service establishments, and other public accommodations providing housing, from discriminating on the basis of disability.

## **Article V: Governance**

### ***Section 1: Governing Body***

The leadership of the HSC shall be seventeen voting members of a Board of Directors; fourteen are elected by qualified HSC members at its annual meeting, and three are appointed by committees. An additional Board Member representing the lead HMIS function shall be a non-voting member of the Board of Directors.

The Board of Directors will meet at least six times annually at an announced time and location to be determined by the Board.

An agenda for the Board of Directors will be publically noticed on the City of Madison and HSC websites and will be emailed via the HSC distribution list.

### ***Section 2: Board Structure***

Elected and appointed members of the Board of Directors shall be from the following:

1. Three representatives of non-profit agencies providing housing and services for homeless persons. The elected representatives should reflect the variety of Dane County housing and services and homeless subpopulations and must receive funding through the Emergency Solutions Grant (ESG), State

Emergency Solutions Grant, Homeless Prevention Program, Housing Program (EHH) or the Continuum of Care Program (CoC).

2. Eight representatives at-large. The eight elected at-large representatives may include: business representatives, advocates for homeless populations and victims of domestic violence, local government representatives, funders, medical providers, developers, -faith communities, public safety, and veterans.
3. Three representatives with lived experience of homelessness. Two representatives shall be elected by the HSC membership; one representative shall be appointed by the Lived Experience Committee.
4. Two youth representatives (ages 17-24) to be appointed by the Youth Action Board. The youth representatives must meet the age requirements at the time of appointment.
5. Chair of the Homeless Services Consortium membership group, as voted on by the membership annually.
6. One non-voting representative appointed by the lead HMIS agency.

A quorum for the Board of Directors to conduct business of the HSC shall be a majority of Board members. Board members may appear by phone or virtually with notice to the President of the Board of Directors.

Each Board member must annually sign a Code of Conduct as required by federal regulation.

Requests to the Board of Directors for support letters, petition signatures or media should be made to the Board President. The Executive Committee will approve such requests. Any actions will be shared with the HSC membership.

### ***Section 3: Officers***

The officers of the HSC Board of Directors shall be the President, Vice President and Secretary, and Treasurer. Officers shall be elected on an annual basis by a majority of the Board of Directors.

### ***Section 4: Term***

The following Board members shall serve a three-year term:

- Representatives of non-profit agencies
- Representatives at-large
- Representatives with lived experience of homelessness elected by the HSC membership
- Non-voting representative appointed by the HMIS Lead Agency

The following Board members shall serve a one-year term:

- Chair of the Homeless Services Consortium membership
- Representatives appointed by the Youth Action Board
- Representative appointed by the Lived Experience Committee

Each Board member may serve for no more than six years consecutively. Board members may serve for two consecutive three-year terms, six consecutive one-year terms, or a combination of three and one-year terms that total no more than six consecutive years.

After a 12-month period, former Board members may be nominated.

### ***Section 5: Resignation and Termination***

Resignation from the Board of Directors must be submitted in writing addressed to a Board officer or the CoC Coordinator.

The President, or their designee, has the ability to approve absences from Board meetings. A Board member may be terminated for excess absences from regularly scheduled meetings of the Board. Excess absences are defined as more than three unexcused absences in a 12-month period. A member of the Board of Directors may be removed for other reasons by a vote of a majority of all remaining Board members.

In the event of a mid-term vacancy of an elected position, the President of the Board of Directors shall ask for nominations of interested HSC members; a vote of the majority of the Board of Directors is needed to fill a mid-term vacancy through the end of the term. In the event of a mid-term vacancy of an appointed position, the President of the Board of Directors shall ask the responsible appointing committee/agency to fill a mid-term vacancy through the end of the term.

### ***Section 6: Meetings and Annual Meeting***

The Board of Directors shall meet at least six times annually. Meetings of the Board of Directors shall comply with Wisconsin Open Meetings law, section 19.81 through 19.98 of Wisconsin Statutes.

An Annual meeting will be scheduled in October of each year and may be combined with a regularly scheduled meeting of the HSC membership. Annual membership meetings will follow the same Open Meetings Law requirements as the Board of Directors. At the annual meeting, elections will be held for: 1) Board seats that expire, 2) the Chair and Vice Chair of the HSC membership, and 3) any other issues of importance to the membership.

### ***Section 7: Committees***

There shall be permanent committees of the HSC to assist the Board of Directors in meeting their responsibilities of operating the Continuum of Care and on issues related to the stated purpose and responsibilities in Article III. Additional committees may be created by the Board of Directors as deemed necessary to implement programs or perform functions of the HSC. These committees may be temporary or permanent in nature. Please see Appendix B for a list of HSC committees.

Unless otherwise noted, Chairs of the committees will be selected by the members of the committee at least annually. Committee Chairs are responsible to send meeting agendas at least one week in advance and minutes (including attendance) to [hsc@cityofmadison.com](mailto:hsc@cityofmadison.com) for posting on the HSC's website.

Committees are open to all interested persons. Ideally, each committee will have an HSC Board Member as part of their membership.

If the work of one committee complements the work of another, committees are strongly encouraged to schedule joint meetings.

## **Article VI: Amendments**

A vote on changes to the bylaws may be called if two (2) qualified HSC members submit proposed changes in writing to the HSC Chair. The request will be presented at the next scheduled meeting of the HSC membership. A vote by qualified members will take place at the following scheduled membership meeting. Amendments to the bylaws may occur by a majority vote of all members in attendance at the meeting.

Adopted by the Homeless Services Consortium Membership on July 19, 2022.

*Joel Girard*

Joel Girard

2022 Chair

## **Appendix A**

### **Election Process**

There is an open Nominating and Governance committee that oversees the election process. The election process includes Board of Directors and the Chair and Vice Chair of the Homeless Services Consortium.

- 1) At the August General Membership meeting a notice of the October election will be made to include the upcoming vacant seats and timeframe of the Election process. In addition, an e-mail will be sent to the HSC membership, detailing openings available, the process and including job descriptions and the Board agreement.
- 2) Nominations and self-nomination are accepted via e-mail ([hsc@cityofmadison.com](mailto:hsc@cityofmadison.com)), phone call to the CoC Coordinator or in person to the CoC Coordinator or member of the Executive Committee of the Board.
- 3) Bios of all nominees will be sent out to the HSC via the listserv and available in hard copy at the Annual Meeting.
- 4) Prior to the Annual meeting, the Nominating and Governance committee will send questions to the nominees and will send their answers to the listserv and provide hard copies at the Annual Meeting.
- 5) The Nominating and Governance Committee will create ballots.
- 6) Members who have attended 3 HSC Membership and/or HSC Committee (as listed in Appendix B) meetings within the 12 months prior to, and including the October HSC Membership meeting, are eligible to vote. For those members who have attended 3 meetings, but can't attend the October meeting an electronic ballot will be provided.
- 7) At the Annual Meeting, candidates will have 2 minutes to speak to the Membership.
- 8) Ballots will be counted by the CoC Coordinator and a member of the HSC Board who is not running for re-election.
- 9) Notification of results will be sent to the HSC listserv after candidates have been notified.

## **Appendix B**

### **Board Executive Committee**

Committee members consist of the HSC Board President, Vice President, Secretary, Treasurer and CoC Coordinator (for staff support). Duties – Set agendas for Board meetings, approve signature or support/advocacy letters, convene a group to conduct review of the CoC Coordinator, provide support during annual elections, discuss and respond to grievances of the HSC Board Code of Conduct, make recommendations to full Board on Board policies, other duties assigned by the HSC Board.

### **Committee to End Youth Homelessness**

The Committee to End Youth Homelessness (CEYH) is a standing committee of the Dane County Homeless Services Consortium. The two (2) primary charges of the CEYH are to: 1) develop recommendations and strategies for ending homelessness amount unaccompanied minor youth and 18-24 year olds residing in Dane County, and 2) provide a forum for stakeholders to communicate and collaborate with each other. Ideally, committee membership shall include persons representing the following groups:

- Youth with lived experience
- Organizations (government and private) providing services to homeless youth
- Youth Justice
- Child Welfare
- Youth Action Board

### **Community Plan to Prevent and End Homelessness Oversight Committee**

Monitor and report annual results on Action Steps in the Community Plan; responsible for planning five (5) year community process to review goals and objectives to ensure that they continue to reflect current and future activities; review plan to ensure goals are relevant for community; annually recommend priorities to the HSC Board; committee must meet at least quarterly; membership should include direct service staff and agency managers.

### **Core Committee**

Advise the Board of Directors on: annual CoC and EHH application requirements, issues related to operation and performance of the local coordinated entry system, HUD and local priorities for funding and issues related to managing the local homeless management information system (HMIS); remain informed of HUD priorities and requirements; identify and document gaps in service; complete an annual review of the Written Standards and create schedule for improvements; regularly examine systems performance measures and other identified data points; offer peer to peer technical assistance as needed; identify areas of needed professional development for the HSC: implement strategies that are outlined in submitted funding applications; prepare annual applications in cooperation with the Lead Applicant for CoC and EHH funds; agencies that receive CoC or EHH funds must participate in this committee.

### **Education and Advocacy Committee**

Educate and inform the HSC membership and public on local efforts to serve the Dane County homeless population; provide trainings related to public benefits and mainstream resources to the HSC membership including how best to coordinate services; provide education on systems change to the HSC membership and public; seek out and advertise opportunities for professional development for HSC members; monitor and respond to proposed federal, state, and local legislation and education HSC members on issues affecting the homeless population and ways to respond; annually provide an advocacy platform for HSC Board approval.



### **Funders Committee**

Provide a forum for public and private funders of housing and services targeted to homeless and at-risk persons to share information and coordinate activities as possible; use the Community Plan to Prevent and End Homelessness when setting funding priorities; membership will include HSC Board President. Make recommendations to designate the Collaborative Applicant as a Unified Funding Agency. This gives the Collaborative Applicant additional autonomy and responsibilities.

### **Lived Experience Committee**

The Lived Experience Committee's duties will be providing expertise and recommendations to the Continuum of Care to improve the quality and the effectiveness of the homeless service system and housing programs. The Lived Experience Committee will consist of individuals who are formerly homeless or at risk of becoming homeless. The Lived Experience Committee will have decision-making capabilities in the funding process with at least one member who will hold a seat on the HSC Board of Directors. The expectation of the Lived Experience Committee member will be that they also join at least one other standing committee in the Continuum of Care.

Additionally, the Lived Experience Committee will act as a pass-through for the Board of Directors as this committee will be responsible for reviewing new request for policy changes of programs that are within the Continuum of Care and for new projects that are going to be introduced to the board for approval. Not only would they be a standing committee of the Continuum of Care, but this committee will also be responsible for gathering on an as needed basis to review proposals and together deciding if language should be implemented or changed to reflect the population that is being served.

The LEC will also have influence on enhanced program and agency service delivery in addition to system-wide policy changes in a variety of ways, including but not limited to: having representation during annual CoC monitoring visits conducted by the CoC Coordinator, HMIS representative and possible Board members; have representation on application review teams that read and score applications before making funding recommendations to the Board; and providing public comment at Board meetings to provide input when the Board votes on changes to the Written Standards or other documents provided by HSC committees.

### **Outreach Committee**

The Outreach Committee of the Dane County Homeless Services Consortium will advise the Board of Directors on issues related to outreach services including unmet needs and gaps, recommendations on written standards, recommendations and strategies for ending unsheltered homelessness in Dane County and other issues as needed. The committee will provide a forum for outreach workers to communicate and improve coordinated efforts to assist people experiencing unsheltered homelessness. The committee will develop agreed upon definitions of different types of outreach, shared goals, best practices, ethical standards and an outreach calendar as well as other procedures and practices that will assist in achieving shared goals. The outreach committee will review data and make recommendations to partners on how to decrease the length of time homeless and increase permanent housing placements. The Committee will annually make recommendations to the Education and Advocacy Committee for issues to be included in the advocacy platform and provide input to the Community Plan to Prevent and End Homelessness Committee. The outreach committee will coordinate closely with HSC and community case conferencing meetings (veterans, PSH, RRH, by-location for people unsheltered, hotels and other meetings that may develop).

**Point-In-Time Committee**

Coordinate efforts to implement sheltered and unsheltered Point in Time Count of Homelessness (PIT); advise the Board of Directors on issues related to methodology and other HUD requirements for the PIT counts; committee must be chaired by an agency that provides outreach services.

**Nominating & Governance Committee**

The Chair of the Nominating Committee will be appointed by the President of the Board of Directors.

Duties – Recruit a broad spectrum of potential Board of Director candidates, solicit interested persons and review qualifications in order to present a ballot at the Annual Meeting of potential Board members; memberships should include at least one current Board Member who is not up for reelection; review bylaws at least biannually and present suggested changes to the Board of Directors. Develop and review the code of conduct and recusal process for the Board and its members. Policies will be reviewed at least biannually

**Shelter Providers Committee**

Advise the Board of Directors on issues related to the operation of the emergency shelter system including unmet needs; provide forum for shelter providers to improve coordinated efforts to move homeless persons out of homelessness as soon as possible.

**Youth Action Board**

The Youth Action Board (YAB) is a youth-led, youth-centered group made up of youth ages 14-24 who are passionate about ending youth homelessness. Two-thirds of the Board will have past or current lived experience of homelessness. The primary objectives of the Youth Action Board are to provide a space where youth can connect and share their experiences, and then be empowered to have a voice in decision-making process of the Homeless Services Consortium, including but not limited to, policies, program planning, and funding decisions that affect the services and systems designed to support youth. This is achieved by building and maintaining a partnership with the HSC to engage in mutual learning, youth empowerment, and collaborative decision making. Youth Action Board members will also have the opportunity to hold a seat on the HSC Board of Directors.