Bylaws of Homeless Services Consortium

SUGGESTED CHANGES

OCTOBER 1, 2019
By-laws – Some Background

- The Homeless Services Consortium’s operating manual
- Provide direction on purpose and responsibilities of the HSC, who can be members, how often meetings happen, rules on Board structure and governance
- Undergo a full review every other year by the Governance & Nominating Committee
- Changes are presented to the HSC Membership at one meeting
- Changes are voted on at the next HSC Membership meeting by eligible voters
Article III

- Purposes & Responsibilities, as directed in HUD regulation
- Took out name of committee for each item on the list, instead included this work in the committee’s description (Appendix B)
- Updated language to terminology used locally
Article IV

Membership

Section 1: Members

- Expectation that members participate in committees, education/advocacy, and use data provided by the CoC
- Membership application: can apply as an agency or individual
  - Voting members: must attend 9 membership or board approved committees/work groups in the last 12 months
  - Application lists both responsibilities and benefits of being a member
  - Can withdraw membership at any time
- Non-voting members attend at least one membership meeting each year and completes application
Article IV

- Section 2: Meetings
  - Membership will meet at least 10 times annually (prior version listed monthly)
  - Vice Chair or designee will take minutes at membership meetings
  - Minutes will be sent out via the listserv and can be requested in another form as necessary

- Section 3: Member Dues
  - To date, dues have not been collected
  - Payment of dues would need vote of membership

- Section 4: Nondiscrimination
  - Added language that is already in our Written Standards
Article V: Governance

- Section 1: Governing Body
  - Board can have 13-18 members
  - Cleaned up and clarified some language
Article V: Governance

- Section 2: Board Structure

- At-Large Seats: cannot be employed, be a paid consultant, or be an active Board member for a non-profit agency providing housing and services for homeless persons as described above

- Lived Experience of Homelessness: changed wording from homeless and/or formerly homeless
  - May or may not be employed by a funded agency

- Youth Action Board: 1-2 reps who are younger than 24 years of age
  - appointed to the Board by the YAB during the regular election cycle
  - May or may not be employed by a funded agency

- Chair of HSC
  - May or may not be employed by a funded agency

- Lead HMIS Agency
  - Appoints one staff person as a voting member that is not subject to term limits
  - May or may not be employed by a funded agency
Article V: Governance

- Agency cannot have more than 2 reps on the Board regardless of what category they are in.
- If rep no longer meets the requirements of the seat they were elected to, they must resign.
- Quorum was changed to be a majority of Directors rather than a specific number.

Section 3: Officers
- Separated out Secretary and Treasurer into 2 positions.

Section 4: Term
- Board members can serve 3 consecutive 2-year terms, after a break of 12 months could be nominated again.
Article V: Governance

Section 5: Resignation and Termination
- Submitted in writing to a Board officer or CoC Coordinator
- Members in at-large seats who become employed, a paid consultant or Board member for a non-profit providing housing and services for homeless persons shall resign or request a leave of absence if less than 3 months
  - Must resign if no longer able to meet requirements of seat they were elected to
- Cleaned up language around attendance and removal of Board members

Section 6: Meetings and Annual Meeting
- Annual meeting will be publicly posted in the same manner as Board meetings

Section 7: Committees
- Cleared up some language
- Chairs of committees selected on an annual basis
- Meeting agendas must be sent to hsc@cityofmadison.com one week prior to the meeting
Appendices

- Appendix A: Election Process
  - For 2019 December election, voting requirements stay the same (attend 3 membership meetings)
  - Added provision that nominations can be taken from the floor

- Appendix B: Committees
  - Had committees review language and suggest changes
  - If receiving CoC or EHH funds, must attend and participate in Core Committee
  - Removed Youth Action Board as it has become its own entity