

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 it's own entity