



HSC Nominating and Governance Committee

Tuesday, August 5, 2025 from 2:30pm – 4:00pm

Meeting held virtually on Zoom

Meeting ID: 892 7665 6024

Passcode: 551375

August 2025 Meeting Minutes

Quick recap

The governance committee reviewed election timelines and discussed updates to nomination processes and bylaws, including changes to board structure and eligibility requirements. The team focused on reviewing and updating various sections of the bylaws, particularly regarding governance and committee structures, while also addressing officer vacancies and interim leadership arrangements. The conversation ended with plans to finalize bylaws changes and include them on the September agenda, with further discussion needed on how to handle changes in board member eligibility.

Next steps

- Kim to send proposed bylaws additions (Article V, Section 2) to committee via email to think about before the next meeting; Takisha to research how other COCs handle eligibility changes
- Kim to add a note about lived experience seat availability at the beginning of election email, check w/ Torrie and Sarah re: funded agencies before sending out the email to the HSC
- Kim to review rolling nominations form and send updates to Takisha and Torrie
- Kim to add bylaws changes presentation to September membership meeting agenda
- Torrie to consider creating FAQ page for HSC website
- Kim to reach out to HSC Membership Chair and Vice Chair to get on agenda for September and October membership meetings
- Kim to send the new VDCC committee description to N&G committee via email for review

Summary

HSC Elections and Nomination Timeline

The committee discussed upcoming elections, reviewing a draft email for nominations due in early September. Kim outlined the timeline for elections, including a membership meeting on October 21st where candidates will introduce themselves, followed by voting through October 24th. The committee agreed to send the nomination email to Torrie for distribution to HSC membership.

The team discussed updates to the nomination email, with Kim planning to check with Torrie and Sarah about funded agencies before sending it out. They agreed to add a note about lived experience eligibility for at-large seats, and Takisha identified that one person had submitted an interest form in November on the rolling nominations spreadsheet. The team noted that while there was one rolling nomination, there had been no midterm vacancies on the board that required filling before these elections.



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Bylaws Review and Governance Updates

The meeting focused on reviewing and updating the bylaws, particularly the governance and committee sections. Kim proposed adding a statement about HUD requirements to Article 1 and suggested updating the vision statement in Article 2, but Torrie advised against making changes to the vision due to current HUD policies. The group discussed the board structure, noting the current even number of voting members (18) and the presence of one non-voting member. They agreed to keep the current structure for now, as it rarely affects voting outcomes. The conversation ended with a brief mention of updating the racial equity section to "Voices of Dane County".

The board discussed eligibility requirements for homeless service agency seats and at-large seats. Kim proposed a policy where board members would serve out their term if their eligibility changes, unless there is a vacancy in a position with the same term length. The board agreed to table the discussion and have Takisha research how other organizations handle similar situations.

The group also discussed officer vacancies and interim leadership. Kim proposed language for handling officer vacancies, including the ability for the President or their designee to temporarily fill roles until elections can be held.

Chara inquired about getting a bylaws change on the August agenda for the VDCC committee description, but Kim indicated September would be more feasible. The committee agreed to meet before the next membership meeting to finalize the changes and include them on the September Membership agenda.