



<b>Palm Beach County Homeless and Housing Alliance</b>
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**GOVERNANCE CHARTER**

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**ARTICLE I – NAME**

The name of the Palm Beach County Continuum of Care (CoC) organization herein described shall be the Homeless and Housing Alliance, hereafter referred to as the “HHA”.

**ARTICLE II – MISSION**

SECTION 1: The mission of the HHA is to serve and to support the communities, agencies and organizations concerned with homelessness. The HHA shall align all activities and decisions with Leading the Way Home Palm Beach County. (Palm Beach County’s Strategic Plan to End Homelessness)

SECTION 2: **ROLE: The role of the HHA is accomplished through:**

- A. Providing technical assistance, supportive services, and educational opportunities to its members;
- B. Addressing critical issues related to homelessness through coordination of existing homeless services and support programs for the homeless, and evaluating unmet needs of this population;
- C. Exploring all resources for addressing unmet needs, creating special initiatives, and continuing/expanding existing programs for the homeless;
- D. Evaluating existing services in an effort to avoid duplication of efforts and establish standards of care;
- E. Educating elected officials, community leaders, and the public-at-large regarding the circumstances and needs of the homeless;
- F. Advocating for housing, employment, transportation, education, health care, counseling/rehabilitative and other need-focused programs required to provide long-range solutions to the problems of the homeless;
- G. Increasing public awareness about homelessness, and
- H. Serving as the operations arm of the Palm Beach County homeless services system.

- I. Providing HHA representation on the Homeless Advisory Board (HAB) through Board Chair or designee.

### **ARTICLE III – MEMBERSHIP**

SECTION 1: **MEMBERSHIP**: The HHA shall be nonsectarian and nonpartisan. All interested citizens, homeless/formerly homeless, organizations, law enforcement agencies, business, non-profit, faith-based organizations, governmental agencies, educational agencies, or civic groups operating in Palm Beach County shall be eligible for membership anytime throughout the calendar year. Regardless of the number of programs administered by an agency/organization, only a single agency membership shall be granted. Membership is automatically granted once an interested party declares in writing to the Collaborative Applicant or Executive Committee. Membership shall begin in a probationary status until criteria defined in Probationary Membership is met. The Executive Committee will determine if a member is in Good Standing or successfully completes the requirements outlined under Probationary Membership.

- A. A **Lived Experience Member** shall be defined as an individual who will possess and exercise one (1) vote on matters concerning the ongoing business of the HHA.
- B. An **Organizational Member** shall be defined as any agency, group, or association that will possess and exercise a maximum of (1) vote on matters concerning the ongoing business of the HHA.
- C. A **Homeless Subject Matter Expert** – shall be defined as an individual or agency that has experience/mission related to specific target populations such as chronically homeless individuals, families, domestic violence, youth, veterans or seniors.
- D. **Collaborative Applicant** shall be defined as Agency designated by the CoC Executive Committee to be the entity that submits the CoC application.
- E. A **Member in Good Standing** shall be defined as any individual or organizational member that has met the requirements identified under Article III, Section 2.
- F. A **Probationary Membership for Subject Matter Experts** shall be defined as a three (3) month time period following the submission of the HHA Membership Application to HHA. During this period an individual or an organizational member must attend all HHA meetings and participate in one (1) HHA Sub-Committee meeting. There are no voting privileges for probationary membership. Voting privileges begin once the member is declared to be in Good Standing.
- G. **Community Guest** shall be defined as individuals or agencies that represent interests important to the CoC. Community guests meet the requirements identified under Article III, Section 2, items 2.1, 2.2, and 2.4.
- H. **Continuum of Care (CoC)** – A community-wide or region-wide collaborative approach that helps communities plan for and provide a full range of emergency, transitional, and

permanent housing and service resources to address the various needs of homeless persons.

- i. **Member-at-Large** – shall be defined as a member on the HHA Executive Committee to include four (4) seats representing HHA member agencies, but not be limited to community organizations representing: Businesses, Funders, Faith-Based Organizations, Governmental entities, Hospitals, Law Enforcement agencies, Public Housing Authorities, Universities, and the School District who will not be requesting funding from the CoC and maintains “good standing” based on attendance at Executive Board Committee meetings.

SECTION 2: **RESPONSIBILITIES OF MEMBERS**

- 1) Members are expected to be present and active in all HHA meetings;
- 2) Members are expected to actively participate on a minimum of one HHA Sub-Committee;
- 3) Members who provide direct services are expected to participate in Homeless Management Information System (HMIS) with the exception of victim service providers who are barred by statute and law to participate in HMIS;
- 4) Members who will be applying for funding through CoC will be expected to attend 60% of the general HHA meetings and 70% of at least one of the HHA Sub-Committee meetings occurring in a consecutive twelve (12) month period;
- 5) Members requesting HHA approval to apply for grant funding must meet the attendance requirement noted above;
- 6) Members seeking to apply for funding when less than 60% of the general HHA meetings and HHA Sub-Committee meetings have occurred, will have their attendance requirement calculated based on the last calendar’s attendance records and a report from HMIS demonstrating data entry for a minimum of a consecutive twelve (12) month period prior to submission of funding request(s).

**ARTICLE IV – MEETINGS**

SECTION 1: **REGULAR GENERAL MEMBERSHIP MEETINGS:** The regular general membership meetings of the HHA shall be held monthly on the **FOURTH** Thursday of the month except when this day falls on a holiday, unless otherwise rescheduled or cancelled by the Collaborative Applicant. All meetings of the HHA shall be open to the public. Meetings are announced through an email blast and posting calendar of meetings on CoC website (managed by the Collaborative Applicant).

SECTION 2: **HHA EXECUTIVE COMMITTEE:** HHA Executive Committee meetings shall be held at least quarterly. All meetings of the HHA Executive Committee shall be open to the public.

- SECTION 3: **SPECIAL MEETINGS:** Special meetings of the general membership may be called by the Chair or Executive Committee. Members shall be notified of time, date, location, and purpose of said meeting at least three (3) days prior to the event.
- SECTION 4: **QUORUM:** A quorum of majority of members in good standing shall be required to conduct business at any regularly scheduled HHA general member or Executive Committee meeting.
- SECTION 5: **ATTENDANCE:** Members will be expected to attend 60% of the general HHA meetings and 70% of at least one of the HHA Sub-Committee meetings occurring in a calendar year.
- SECTION 6: **VOTING:** Action will be based upon the majority vote of attending members. Only one vote per agency/organization can be applied. Abstentions based upon stated conflicts of interest will be noted and recorded in official meeting minutes. Members' rights to vote shall include, but not be limited to, the nomination and election of the Executive Committee, approval and authorization of the submission of state and local grant applications, approval and authorization to publicize and/or release information by the HHA, and approval and authorization of changes to By-Laws.
- SECTION 7: **PARLIAMENTARY AUTHORITY:** All meetings and procedures, unless otherwise provided for herein, shall be in accordance with "Robert's Rules of Order" (latest revision).
- SECTION 8: **MINUTES:** Minutes of General Membership meetings shall be maintained and approved by the membership. Minutes of the Executive Committee meetings shall be maintained and approved by the Executive Committee. Minutes of both entities shall be kept on file for review for a minimum of five years by the Collaborative Applicant.
- SECTION 9: **NOTICE:** Notice of each general meeting shall be given to each member by email not less than three days before the meeting.

#### **ARTICLE V – NOMINATION**

- SECTION 1: **NOMINATION OF EXECUTIVE COMMITTEE MEMBERS:** Members shall be elected in February of each year and shall be comprised of an uneven number of members, at least nine (9) or no more than Nineteen (19) members. HHA members shall submit names of individuals **organizations** for consideration for positions during the month of January. At the February general membership meeting, Board members will be elected. For the Member-At-Large Board positions, those will be appointed by the Executive Committee members.
- SECTION 2: **QUALIFICATION OF EXECUTIVE COMMITTEE MEMBERS:** To be qualified as an Executive Committee Member as a Subject Matter Expert, the agency must be a member in good standing for two consecutive twelve (12) month periods.
- SECTION 3: **APPOINTMENT OF SUB-COMMITTEE CHAIRS:** Appointments for the Chair of each committee shall be established by January 31st of each year by the Executive Committee.

## **ARTICLE VI – EXECUTIVE COMMITTEE COMPOSITION**

- SECTION 1: **EXECUTIVE COMMITTEE MEMBERS:** The Executive Committee of the HHA shall have no less than nine (9) and no more than Nineteen (19) seats. Executive Committee members shall be elected from the following categories: three (3) Officers: Chair, Vice Chair, Secretary; one (1) Data Member: HMIS; five (5) Live Experience members: Formerly Homeless, Peer Specialist, Formerly Homeless Youth; sixth(6) Leading the Way Home Pillars: Equity, Healthcare, Permanent Housing, Supportive Services, Systems, and Advocacy and Education. An agency may have more than one seat on the Executive Committee, but will only have one vote. The Collaborative Applicant, the HMIS Lead Entity, and the Homeless Coalition will serve as ex-officio non-voting members of the Executive Committee. Four Members-At Large shall also be appointed by the Executive Committee. To serve on the Executive Committee as a Member-At-Large, each member must remain a member in good standing based on attendance at the Executive Committee meetings as identified in Article VII, Section 2.
- SECTION 2: **CHAIR:** The Chair shall preside at meetings of the HHA general membership and the Executive Committee, and shall perform the duties that pertain to said office.
- SECTION 3: **VICE-CHAIR:** The Vice-Chair shall serve in the absence of the Chair, and shall perform such duties as identified for the Chair.
- SECTION 4: **SECRETARY:** The Secretary shall record, distribute, and maintain the minutes of all meetings of the General Membership and the Executive Meeting.
- SECTION 5: **ELECTION AND TERM LIMITS:** Executive Committee Members representing the six pillar positions shall be elected by the HHA general membership at the January meeting of each year. At the November meeting, HHA members will be provided notification of open position(s). Agencies may be eligible for more than one position. Elected members shall begin their service on the Executive Committee at the close of the February general membership meeting at which they are elected and shall serve a term of three (3) years. Officers will serve one year terms, that allow for service of two additional years in that office. Members may serve in the same office for two (2) additional consecutive one (1) year terms, with the exception of the Chair. No member shall hold more than one (1) office at a time.
- SECTION 6: **APPOINTMENT OF MEMBERS-AT-LARGE AND TERM LIMITS:** Member-At-Large Board positions will be appointed by the Executive Committee members. The term of office shall be one year. Members may serve in the same office for two (2) additional consecutive one (1) year terms.
- SECTION 7: **ELECTION OF OFFICERS:** Executive Committee Members may serve a 3-year term on the committee and may serve (2) additional consecutive one (1) year terms. Officers will serve one-year terms, that allow for service of two additional years in that office.

- SECTION 8: **CONFLICT OF INTEREST**: A conflict of interest is a breach of an obligation that has the effect or intention of advancing one's organization/agency's own interest in a way detrimental to the HHA. Conflict of interest and even the appearance of a conflict of interest must be avoided. Executive Committee members shall report conflict of interest at the Executive Committee or general meetings and recues themselves from voting on issues where a conflict of interest is apparent or brought forward by the general membership.
- SECTION 9: **VACANCIES**: Upon the vacancy of the office of the Chair, the Vice-Chair shall assume the office for the balance of the term. Upon the vacancy of the office of the Vice-Chair, the Secretary, or the At-Large positions will assume the balance of the office for the balance of the term.
- SECTION 10: **ROTATION OF MEMBERSHIP**: To the extent feasible, an effort to stagger the terms of the Executive Committee will be made so that one-third of the terms expires by the November HHA meeting. Committee members cannot serve more than three consecutive years except for the HMIS representative which is a continuous Board member. After the third year, the Executive Committee Member must rotate off the Board for at least one year before being re-eligible to serve on the Executive Committee with the exception of the Chair and Chair-Elect which must be limited to two (2) years or less.
- SECTION 11: **RESIGNATION**: Resignation from the Executive Committee must be submitted in writing to the Secretary, Chair, and Collaborative Applicant. **An announcement will be made regarding the open position at the next HHA General Meeting requesting nominations by the HHA members. An election for the open position will take place at the following month's meeting.**

## **ARTICLE VII – EXECUTIVE COMMITTEE DUTIES**

- SECTION 1: The Executive Committee shall have general oversight of all the affairs of the HHA, including programmatic, financial, and collaboration with the Homeless Advisory Board.
- SECTION 2: The Executive Committee shall meet as often as necessary to perform its function, but no less than one (1) time per quarter, at a time and location established by the Chair and noticed to the general membership. Meetings are open to all HHA members.
- SECTION 3: The Executive Committee meetings shall require a quorum of majority members to approve actions; a simple majority of those present is required for actions.
- SECTION 4: The Executive Committee shall serve as a forum for the presentation of issues and concerns relative to the homeless population of Palm Beach County, Florida, from the HHA general membership and the community at-large. The Executive Committee shall refer issues and concerns to the appropriate Sub-Committee or to an ad hoc committee for consideration and

recommendations for action. The Chair of the HHA Executive Committee shall serve as the HHA Representative on the Homeless Advisory Board.

SECTION 5: The Executive Committee shall provide oversight and evaluation of existing HHA goals, operations, activities, and priorities, recommending changes, improvements, additions or deletions, and identify strategies for action.

### **ARTICLE VIII – SUB-COMMITTEES AND AD HOC COMMITTEES**

SECTION 1: Sub-Committee Pillars shall be established to carry out activities that require more attention than can be given during a regularly scheduled general meeting. The Sub-Committees will focus upon specific areas and issues pertaining to homelessness, innovative concepts related to ending homelessness and local needs of the homeless population. Committee actions shall follow those goals and objectives as identified in the approved Leading the Way Home Palm Beach County. Ad Hoc and/or special committees may be appointed by the Chair, with the consensus of the Executive Committee, as is deemed necessary and appropriate.

SECTION 2: Each Sub-Committee Pillar shall be responsible for all or part of one of the Strategic Plan goals for the HHA or the Leading the Way Home Palm Beach County Plan. The specific issues and activities to be addressed by each committee/pillar will be determined during the annual planning for the HUD SHP grant or the Leading the Way Home Palm Beach County Plan.

SECTION 3: The respective committee/pillars will determine the frequency, time, and place of meetings, and report all committee business to the Executive Committee and the general membership.

SECTION 4: As it is recognized that few of the committee/pillars responsibilities and focus areas are mutually exclusive and that overlap will occur, **COOPERATION** and **COLLABORATION** among Sub-Committees/Pillars will be expected and encouraged, in order to minimize duplication of effort and to maximize the effective and efficient use of the time, energy and intellectual resources of all HHA members.

### **ARTICLE IX – AMENDMENTS**

SECTION 1: The Governance Charter of the Palm Beach County Homeless and Housing Alliance may be amended when necessary by majority vote of a quorum at a general membership meeting. Proposed amendments must be sent to members by email not less than three days prior to the general meeting in order for the amendments to be reviewed and voted on. The Governance Charter will be reviewed at least once a year.

Approved by the HHA General Membership:

Amended by the HHA Executive Committee: 2/27/2020

Approved by the HHA General Membership 09/26/2013

Amended by the HHA Executive Committee: 09/16/13

Amended by the HHA General Membership: 05/24/2012

Amended by the HHA General Membership 09/27/2012

Adopted by the Palm Beach County Homeless Advisory Board: 7/19/11

Approved by the HHA General Membership 09/23/10