



# THE HOMELESS SERVICES PLANNING AND COORDINATING COMMITTEE

OF THE

HUMAN SERVICES POLICY COMMITTEE

## BYLAWS

Adopted July 18, 2018

### Article I: Name

The name of this committee is the Homeless Services Planning and Coordinating Committee, hereinafter referred to as "the Committee". The Committee serves as a Technical Committee of the Human Services Policy Committee (HSPC) of the Metropolitan Washington Council of Governments (COG).

### Article II: Purpose

The Committee's purpose is to enhance public understanding, coordination, and human service delivery across the COG membership and National Capital Region to ensure that the experience of homelessness is rare, brief, and nonrecurring.

The Committee's work supports the COG Board of Directors, the HSPC, other COG policy committees and other COG technical committees which impact human services and housing decisions.

### Article III: Membership

A member is someone who coordinates, provides, and/or monitors the provision of homeless services for local departments of human services in a jurisdiction that is a COG member or is an employee of a non-profit service provider which is a member of a Continuum of Care (CoC) in a

COG member jurisdiction. Members may vote on all issues brought before the Committee. A member may assign an alternate by written or email notice to the Co-Chairpersons prior to the meeting to attend a meeting that the member is not able to attend, and the designee shall have voting rights.

The Co-Chairpersons may expand committee membership for the purpose of addressing a specific issue, as needed.

#### **Article IV: Co-Chairpersons**

The Committee shall have two (2) Co-Chairpersons. The Co-Chairpersons must be primary committee members, not designees. The duties of the Co-Chairpersons are as follows:

The Co-Chairpersons are the Committee's Executive Officers and will preside at all meetings with conduct of the meeting rotated between the Co-Chairpersons every month. Both Co-Chairpersons shall attend monthly planning meetings facilitated by COG staff to develop meeting agendas and other meeting materials. The Co-Chairpersons shall represent the Committee, or delegate such representation, at COG functions and meetings, act as the spokespersons for the Committee and otherwise ensure that the Committee's responsibilities and activities are carried forth. Co-Chairpersons will attend other COG meetings as their availability permits or will designate a Committee representative(s) to attend in their place.

#### **Article V: Elections**

To ensure consistency, Co-Chairpersons shall hold office for a two (2) year period; however, nothing shall preclude an officer from serving more than one consecutive term in office. At each March meeting the Co-Chairpersons shall solicit potential nominees, make their recommendations at the April meeting, and at that meeting a vote will be taken of the members pursuant to Article VI of these Bylaws. The term of office shall begin on the first day of June immediately after the election.

If either elected Co-Chairperson is unable to fulfill his/her term of office the remaining Co-Chairperson shall nominate a member of the Committee and hold an election at the next scheduled meeting.

#### **Article VI: Meetings and Quorum**

The Committee will meet on the First Friday of each month or on such date that is determined mutually agreeable by a majority of the Committee's members. The Committee shall meet at the COG offices or such other location as agreed upon by the committee Co-chairs. Written notice of all regular meetings and the meeting agenda shall be distributed to each member at least seven (7) days prior to the meeting.

The Co-Chairpersons may call a special meeting for an issue that requires attention before the

next regular meeting date without prior written notice. However, no business will be transacted except that for which the special meeting was called.

The Co-Chairpersons may hold a conference call meeting for an issue that requires attention of the Committee or in lieu of a regular monthly meeting. All votes during a special meeting conference call shall be reported and ratified at the next regular meeting.

A minimum of five (5) members present, in person or by telephone, at a meeting, or casting email votes, constitutes a quorum. When a quorum of the Committee is present, or casts email vote, a majority shall decide any issue brought before the Committee. When voting is conducted by email, a deadline for submitting votes shall be specified.

The Co-Chairpersons may limit attendance at meetings to committee members and COG staff only.

#### **Article VII: Subcommittees**

Each subcommittee's membership is open to representatives of any member jurisdiction. In addition, the leadership of each subcommittee may approve additional representatives to attend its respective subcommittee meetings. The primary objective of each subcommittee is to provide a forum for the exchange of information and ideas that would enhance the ability of COG member agencies to perform their duties. The subcommittees will determine such other duties as may be appropriate and of concern to their membership or as directed by this Committee or other COG authority consistent with the COG work program.

The Committee may delete or modify the standing subcommittees or establish other subcommittees as it deems necessary to carry out its business, consistent with the goals and resources specified in the COG fiscal year work program and budget.

Each standing subcommittee shall have an elected chairperson and vice chairperson, one of whom shall attend each meeting of this Committee and report on the activities of their subcommittee.

COG will staff each subcommittee to provide necessary support for the subcommittee's work.

#### **Article VIII: Amendment of Bylaws**

Any amendment of these Bylaws shall require a majority vote by a quorum of members assembled for the purpose of voting for ratification of the proposed amendments. All members shall be provided written information on proposed amendments to these Bylaws at least fifteen (15) days before the date of such vote, and the proposed amendments shall have been discussed in at least one meeting of the Committee held in the three (3) months before the vote. All members shall be notified of the date, place and time of the meeting at which the proposed amendments will be presented to the Committee for a vote. Jurisdictions with more than one (1) member in attendance shall be entitled to only one (1) vote regardless of the number of

members present at any given meeting. In such instances, where more than one member of the same jurisdiction is present, they will collaborate and make known to the Chairman which member shall cast votes for that jurisdiction.

### Article IX: Adoption of Bylaws

These Bylaws shall become effective upon the majority vote of a quorum of members assembled for the purpose of deciding the ratification of such Bylaws. The Co-chairpersons of the Committee shall affix their signatures to this document attesting to its ratification.

These Bylaws of the Metropolitan Washington Council of Governments Homeless Services Planning and Coordinating Committee were ratified as required by Article IX on the 19 day of July, 2018.

Attested:

Kim M Ball  
Kim Ball, Co-Chairperson

Tony Turnage  
Tony Turnage, Co-Chairperson