

CENTRAL OREGON HOMELESS LEADERSHIP COALITION

Bylaws

Article I: Name

The name of this organization is the Central Oregon Homeless Leadership Coalition (hereinafter referred to as HLC)

Article II: Mission

The Homeless Leadership Coalition is a collaboration of community partners in Crook, Jefferson, and Deschutes counties engaging the community through education, advocacy, planning, prioritization and accountability for services to persons experiencing homelessness.

Article III: Membership

A. Voting Membership: Voting membership in the HLC shall consist of one individual representing each of the following categories (Exception: 5 representatives for "At-Large" category):

- 1.) Permanent Housing (1)
- 2.) Shelter (1)
- 3.) Education (1)
- 4.) Employment (1)
- 5.) Youth (1)
- 6.) Emergency Services (e.g. food, utility, one time rent)(1)
- 7.) Legal (1)
- 8.) Veterans (1)
- 9.) Health (1)
- 10.) Behavioral Health (1)
- 11.) Transportation (1)
- 12.) Faith-Based (1)
- 13.) Business (1)
- 14.) Elderly (1)
- 15.) At-Large (5)

B. Election of Initial Voting Membership: The voting membership will be elected when all in attendance submit an anonymous ballot at the HLC annual meeting. All voting member candidates will fill out the Voting Membership Candidate Form (Exhibit A) no later than one week prior to the regularly scheduled HLC meeting, on Friday, November 4, 2011.

C. Non-Voting Membership: Non-voting membership is encouraged and open to the entire community.

D. Duties of the Voting Membership: A voting member is required to make efforts to form a working group that meets or discusses regularly the goals and achievements of the category he

or she is elected to represent. At each December HLC meeting, the voting member will provide the HLC with his or her working group definition and goals for the remainder of the year. The voting member will report to the HLC the achievements of his or her working group and any agency updates of the category he or she is elected to represent.

- E. Attendance of the Voting Membership:** Voting members must attend 10 out of 12 regularly scheduled HLC meetings per year. A proxy may be arranged for a voting member no later than one week prior to the regularly scheduled HLC meeting with approval of the Executive Committee. Any voting member to be absent from any HLC meeting shall promptly provide to the Executive Committee the reason for such absence. Unless excused for good cause by the voting members, failure to meet the attendance requirements may be grounds for removal from voting membership.
- F. Election:** Voting members will be elected upon the end of his or her term at the annual meeting. All voting member candidates will fill out the Voting Membership Candidate Form (Exhibit A) no later than one week prior to the annual meeting. If a voting membership category is left unfilled, then the category can remain unfilled until the voting membership elects a person.
- G. Terms:** The voting member will serve two year terms, no more than three consecutive terms (six (6) years).
- H. Voting:** A proposal to be voted on by the membership must be submitted to the Executive Committee on a Proposal Form (Exhibit B) no later than one week prior to the regularly scheduled HLC meeting. The voting membership will vote on submitted proposals, when the Executive Committee places the proposal on a meeting agenda. Votes may take place in emergency circumstances at regularly scheduled HLC meetings or by email upon the recommendation of the Executive Committee. In any matter brought before the HLC, each voting member shall have one (1) vote. At any meeting of the HLC at which a quorum is present, a two-thirds (2/3) majority of the voting membership shall be determinative.
- I. Powers:** The voting members of the HLC shall have control and responsibility for the management of the HLC and all related functions.
- J. Removal:** A voting member may be removed by a two-thirds (2/3) vote of the voting membership.
- K. Vacancies:** If a vacancy occurs in the voting membership, the voting membership may hold a special election to fill the vacancy.
- L. Compensation:** The voting members of the HLC will not receive a salary or other compensation for services rendered to the HLC, nor will it cost to participate in the HLC.

Article IV: Executive Committee

- A. Structure:** There shall be an Executive Committee responsible for oversight of the HLC's progress toward achieving the mission of the HLC. The Executive Committee shall be drawn from the voting membership and will include two (2) Chairpersons (Co-chairs) and a Secretary.
- B. Appointment of Initial Executive Committee:** Current Co-chairs will continue their terms and be appointed to an appropriate vacant voting membership. A secretary will be chosen from the voting membership.

- C. **Election:** A Chairperson will be elected by the voting membership at the annual meeting when a prior chairperson's term has expired. A Secretary will be elected by the voting membership at the annual meeting when his or her term has expired. All Executive Committee candidates will fill out the Executive Committee Candidate Form (Exhibit C) no later than one week prior to the annual meeting.
- D. The Executive Committee will serve two year terms, no more than three consecutive terms (six (6) years).
- E. **Powers:** The voting membership shall direct the Executive Committee to represent the HLC (e.g., sign support letters, respond to media, etc.).
- F. **Removal:** An Executive Committee member may be removed by a two-thirds (2/3) vote of the voting membership.
- G. **Vacancies:** If a vacancy occurs in the Executive Committee, the voting membership may hold a special election to fill the vacancy.
- H. **Compensation:** The Executive Committee of the HLC will not receive a salary or other compensation for services rendered to the HLC, nor will it cost to participate on the Executive

Article V: Duties of the Executive Committee

- A. **Chairperson(s):** The Co-chairs will enforce the bylaws, speak for the HLC, preside at the HLC meetings, and facilitate any HLC meeting with an agenda.
- B. **Secretary:** The Secretary shall maintain a record of the HLC agendas, votes, and attendance. If possible, the Secretary will keep minutes of the HLC meetings.

Article VI: Meetings

All meetings are open to the public.

- A. **Meetings:** The HLC voting members may fix times and places for regular meetings of the HLC.
- B. **Annual Meetings:** The HLC shall hold an annual meeting every October.
- C. **Special Meetings:** Special meetings of the HLC may be called by a two-thirds (2/3) vote of the voting members of the HLC, or by the Executive Committee. Electronic written notice of the time, location, web-conference information, and agenda shall be provided to all the voting members of the HLC not less than a day before such meeting.
- D. **Notice:** An agenda shall be provided to the HLC no later than three (3) days before the regularly scheduled HLC meeting.
- E. **Delivery of notice:** Notice shall be delivered by email and posted on the HLC website.
- F. **Quorum:** Fifty one percent (51%) of the HLC voting membership shall constitute a quorum.

VII: Additional Working Groups

- A. **One Night Homeless Count:** The HLC will make efforts through a working group to maintain a One Night Homeless Count, so long as the count continues to provide resources towards the mission of HLC.

- B. Ten-Year Plan to End Homelessness:** The HLC and voting member working groups will work toward maintaining and pursuing the goals within the Ten-Year Plan to End Homelessness.
- C. Project Connect:** The HLC and voting member working groups will support efforts to sustain Project Connect.
- D.** The HLC may, from time to time, and only as consistent with these bylaws and the mission of the HLC, establish and define other working groups that further the purpose of the HLC.

VIII: Amendment of Bylaws

- A. Authority to Amend:** The voting members may amend the Bylaws subject to any limitations within the Bylaws or applicable law.
- B. Notice for Amending Bylaws:** The Bylaws will be reviewed by a working group and any recommended changes will be presented at the September HLC meeting, prior to a vote at the annual meeting in October. Any other amendment proposals shall be submitted to the Executive Committee on a Proposal Form (Exhibit B) 30 days prior to the regularly scheduled HLC meeting.
- C. Vote:** Any proposed amendments to these Bylaws must be approved by a two-thirds (2/3) of the HLC voting membership.

IX: Conflict of Interest

No voting member of the HLC will vote on any matter in which the member or the member's immediate family or corporation or an organization in which the member is serving as an officer, trustee, partner, employee or independent contractor has a direct or indirect, financial or private interest. A voting member will disclose fully the nature of the conflict of interest and failure to do so will be cause for immediate removal from the HLC.

X: Parliamentary Authority

HLC shall follow the voting procedures contained in the current edition of *Robert's Rules of Order Newly Revised*.