

**Governance Charter**  
**Coalition to End Homelessness in Wichita/Sedgwick County**  
(KS-502 – Wichita Sedgwick County Continuum of Care)

## 1. Overview, Purpose, & Geographic Area

This charter identifies the purpose, composition, responsibilities, and governance of the Coalition to End Homelessness in Wichita/Sedgwick County (“Coalition”). This charter is written in accordance with 24 CFR § 578.5-578.13, Subpart B - Establishing and Operating a Continuum of Care.

This charter identifies and defines the roles and responsibilities of the Coalition Membership, the Coalition Governing Board, the Collaborative Applicant, the Coordinated Entry (“CE”) Lead Agency, and the Homeless Management Information System (“HMIS”) Lead Agency.

The Coalition coordinates the implementation of a housing and services system that meets the needs of people experiencing homelessness in the Coalition’s geographic area. The geographic area covered by the Coalition is the city of Wichita, Sedgwick County, and all municipalities and unincorporated communities within Sedgwick County.

### A. Duration, Amendment, and Approving Entity

This Charter became effective following adoption of final components by Coalition members at the June 24, 2014, Coalition Meeting. The Charter has been reviewed and approved at least annually by the Coalition Membership since that date. The Charter must be updated and/or reviewed within 12 months of its approved date.

This Charter may be amended at any time by written agreement of all parties, which include the Coalition Collaborative Applicant, HMIS Lead Agency, CE Lead Agency, and the Coalition Voting Membership.

This charter’s effective date will be January 1, 2026, upon approval by the Coalition Membership.

## 2. Mission and Vision of the Coalition

### A. Mission:

Ending homelessness in Sedgwick County through housing, supportive services, and community-wide partnerships.

### B. Vision:

Homelessness should be rare, brief, and non-reoccurring for all our neighbors in Sedgwick County.

## 3. Coalition Structure

The Coalition is developed in support of, and with, people experiencing homelessness or with lived experience of homelessness. It consists of Coalition Members. These Coalition Members (called “Members” or “Membership” throughout this document) conduct the Coalition’s Mission through direct service provision to unhoused and unstably housed people. The work of the Coalition is supported by Coalition staff at the HMIS Lead Agency, CE Lead Agency, and Collaborative Applicant. The Coalition Governing Board (Board) provides oversight and support to the Coalition, ensuring that it is focused on carrying out its mission and achieving the Coalition’s vision.

## A. Coalition Membership

### i. Purpose:

The Membership is comprised of broad group of organizations dedicated to carrying out the Coalition's mission and achieving its vision. These organizations do the work of ending homelessness, strive to improve the effectiveness of the overall homelessness system, and make all operational decisions affecting the homelessness system.

In addition, the Coalition Membership will hold at least bi-annual meetings for the public and all staff of Coalition Members. These meetings will focus on education, celebrations, networking, and a public invite for community members to join the Coalition.

### ii. Eligibility & Expectations Standards

To be eligible for Membership, an organization must:

- Complete Coalition 101 orientation with Coalition staff;
- Appoint an organizational representative that can make decisions within the organization to attend all formal Coalition Membership meetings;
- Agree to support the mission and vision of the Coalition;
- Serve the unhoused population in some manner;
- Be a formalized entity, such as a nonprofit or business;
- Adhere to general expectations of respect towards the Coalition, its members, and people currently and formerly experiencing homelessness, especially on social media and in public;
- Adhere to the Coalition's Code of Conduct, Conflict of Interest, and Recusal Policies found in section 4;
- Have an organizational staff participate in the activities and initiatives listed below to the extent the organization is able, and opportunities are available. Staff participating in the below do not have to be the appointed organizational representative.
  - Coalition Committees and Workgroups;
  - Point-in-Time (PIT) Count planning and the PIT Count itself;
  - Collaborative Street Outreach; and
  - All Coalition-supported events, such as the Homeless Stand Down and Housing Surges.

Large organizations that have multiple departments that serve distinct functions and/or different subpopulations of the unhoused population may have up to two total representatives in the Coalition. For example, a city government may apply to have its Parks and Housing departments become separate members of the Coalition.

Participation in HMIS and / or Coordinated Entry is not a requirement of Coalition Membership. However, Coalition Members should apply for HMIS and Coordinated Entry access through the HMIS and CE Committees respectively if appropriate.

Individuals cannot apply to become members of the Coalition Membership. Likewise, members of the Board cannot apply or function as Members, unless they are the appointed representative of a Member. However, both individuals and Board members can attend Coalition Member meetings and join the discussion as allowed by the meeting agenda.

"Formalized entities" can include other coalitions, networks, or formal groups that do not have a "tax status." However, Coalition Members should consider if that group has representation already. For example, a group representing Social Workers may not need to become a Coalition Member, but a group representing people currently or recently experiencing homelessness may become a Coalition Member.

These Standards, and requirements for Maintaining & Losing Membership Status (3.A.iv), will take effect on January 1<sup>st</sup>, 2026, for all current and future Coalition Members.

### iii. Becoming a Coalition Member:

To become a Member, an organization must:

- Complete “Coalition 101” training with a Coalition staff,
  - The “Coalition 101” training may be requested, offered regularly, or available “on-demand” through a recorded training;
- Submit a Membership request form to the Membership Committee, who approves or denies their application.
  - The Membership Committee (Section 3.D.ii) can only reject an applicant if they clearly do not or cannot meet one or more Eligibility & Expectations Standards (3.A.ii). Rejections made by the Coalition Membership Committee can be appealed at the next Membership meeting following the rejection.
  - The Membership Committee must respond to all membership requests within 30 days, either by voting at a Membership meeting or holding an electronic vote. Votes of this Committee will follow the same Quorum and Voting rules at 3.A.viii.
- (If applicable) Appeal the decision by the Membership Committee to reject their application for membership to the full Coalition Membership by requesting the full Membership votes on their application.
  - This Appeal should be sent to the Coalition staff responsible for writing the Coalition Agenda; the request must be added to the agenda of the next Membership Meeting.

If an applicant is denied Membership status by the Coalition Membership, they must wait at least 6 months until they reapply.

### iv. Maintaining & Losing Membership Status:

To retain membership status, a Member must abide by the Eligibility & Expectations Standards (3.A.ii). Additionally, a Member is expected to:

- Notify Coalition Staff if the Member’s appointed representative is unable to attend a Membership Meeting.
  - Representatives may send an executive staff in their stead to vote and join discussions informing Coalition staff. If a Member needs to do this more than once a year, they should consider changing their representative.
  - Voting “in advance” is not permitted, unless there is an electronic vote.
- Notify Coalition Staff if they need to change their representative to ensure attendance.
- Attend all regular Coalition Membership meetings in a calendar year (at least 4 meetings annually, but generally 6-to-12 1.5-hour meetings).
  - “Excused absences” are only those where the Coalition Staff was notified in advanced that a member was unable to attend. However, repeated “excused absences” can still be grounds for losing Membership Status.
- Share program census data (as relevant) for the Housing Inventory Count, if not already shared through HMIS.
- Have one organizational staff regularly attend (i.e., regular means 75% or more) meetings of a Committee or Workgroup.

The Membership Committee is responsible for verifying each Member’s continued Membership status annually using attendance records kept by Coalition staff. Additionally, the Membership Committee is responsible for ensuring all Members follow the Eligibility & Expectations Standards, including hearing complaints about current Members. Corrective action can include revocation of Membership status.

Current Members that want to end their membership can submit this request in writing to the Coalition Membership Committee and/or Coalition Staff or let their Membership lapse by not attending required meetings.

#### v. Membership Voting Responsibilities:

Coalition membership is responsible for voting on:

- Adding new members to Committees (i.e., HMIS, CE, and Membership).
- Adding Coalition Governing Board members.
- Changing the Coalition Governance Charter
  - The Charter must be reviewed and re-approved at least annually.
- Changes to the Collaborative Applicant, HMIS Lead Agency, and/or CE Lead Agency, including voting to remove a current “lead agency” and approving or rejecting a new “lead agency” as selected by the Board’s search committee.
- Review appeals of decisions made by Committees (i.e., decisions made by HMIS, CE, and Membership Committees).
  - The Membership has the final decision on all appeals of decisions made by these committees and the Membership.
- Approving changes to the Coalition’s Written Standards.
  - This may be appealed to the Governing Board.
- Forming new Committees and/or Workgroups.
- Removing a Board Member (must have 2/3 majority, not simple majority, of votes)
- Other items as they arise.

#### vi. Other Membership Responsibilities:

- Invite new organizations to become Coalition Members.
- Participate in the annual Coalition planning cycle (Needs-Gap Analysis, Implementation, Review).
- Inform the Governing Board of system gaps and needs and/or systemic issues that the Board should address.
- Be an advocate and ally for people experiencing homelessness.

#### vii. Membership Meetings

**Purpose:** To fulfill the Coalition’s vision, the Membership recognizes the importance of regularly meeting to celebrate accomplishments, conduct long-term planning, respond to the changing environment that causes homelessness, and assess the Coalition’s performance against its goals.

The Coalition will hold meetings with the full membership at least four times annually. These meetings are organized by Coalition staff, and presided by a Collaborative Applicant staff member, the Coalition Board Chair, or a voting member of the Coalition. The final agenda will be published at least three business days in advance of the meeting and should be developed in collaboration between the Membership and Coalition staff.

Each Membership meeting will be announced at the previous meeting, through the Coalition’s email listserv, and other avenues available to the Coalition. Additionally, minutes from the previous meeting must be published at least three business days prior to the meeting.

All Members may submit items for the Coalition agenda to the Coalition staff responsible for creating the agenda at least seven business days prior to the meeting. This does not guarantee that all submitted items will be on the Coalition agenda.

## viii. Quorum & Voting:

The Membership may adopt additional standing meeting rules at any time, so long as they meet the standards below.

For all agenda items that require a Membership vote, the discussion and voting on each item will follow Robert's Rules of Order, and:

- A simple majority of the total number of Members present at any regularly scheduled Membership meeting will constitute a quorum.
  - Special membership meetings, for which a notice was sent electronically at least three business days prior, will follow this rule as well.
  - Voting is "principals only;" meaning if the Member's appointed representative is not present, that Member cannot vote.
- A simple majority (51%) vote of Members present will be sufficient to determine whether a resolution has been adopted or defeated. Recusal by Members will not adversely affect the ability of the Membership to declare a quorum.
- Telephonic, faxed, mailed, or emailed votes on Membership business is allowed with a time limited vote-date. In such instances, a simple majority (51%) of the full Membership must participate in the voting process to constitute a quorum. Recusal by members will not adversely affect the ability of the Membership to declare a quorum.
  - Any vote can be required, by a simple majority of those present, to require a vote in this way.
  - Additionally, on urgent matters, Collaborative Applicant staff may send items for review and vote by Members outside of regularly scheduled Membership meetings.

Only Members may take part in discussion and voting at Membership meetings unless the meeting presider opens the floor for comment or if a non-Member has an approved item on the meeting agenda.

## B. Coalition Governing Board

### i. Purpose:

The Coalition Governing Board ("Board") consists of a small group of community leaders who set the strategic direction of the Coalition, hold the full community accountable to that strategic direction, and champions the Coalition as the community leader for ending homelessness.

### ii. Structure & Membership:

The Board will be comprised of no more than 11 members, but no less than nine members. The Board must maintain an odd number of members. The Board only reserves seats for:

- One person with lived experiencing of homelessness, preferably within the last seven years and within the Coalition's geographic area; and
- A member of the Collaborative Applicant, HMIS Lead Agency, and/or CE Lead Agency.
  - If an agency serves as two or three of the above, they may only have one seat on the Board.

The Board has three officers (3.B.ix): the Board Chair, the First Vice-Chair, and the Second Vice-Chair.

### iii. Eligibility & Expectations Standards:

To be an eligible member of the board, an individual must:

- Live in or work in the Coalition's Geographic Area;
- Not be an elected official (to avoid issues with the Kansas Open Meetings Act and the Kansas Open Records Act);
  - However, political appointees at the local, State, or Federal levels are eligible to serve on the Board.
- Desire to learn more about and serve our neighbors experiencing homelessness;
- Attend all Board meetings;
- Adhere to general expectations of respect towards the Coalition, its members, and people currently and formerly experiencing homelessness, especially on social media and in public;
- Adhere to the Coalition's Code of Conduct, Conflict of Interest, and Recusal Policies found in section 4;
- Participate in the Coalition's activities and initiatives as able, including volunteering for the PIT Count and other Coalition-supported events, such as the Homeless Stand Down or Housing Surges.

These Standards, and the expectations outlined in 3.B.vi, will take effect on January 1<sup>st</sup>, 2026, for all current and future Board members.

### iv. Becoming a Governing Board Member:

Board members may be elected to serve a 1-to-3- year term to stagger the rotation of new members joining the board. All terms will terminate in December of their final year of service. Elections and nominations are to be held at least once annually, usually in the fourth quarter of the year.

The First Board Vice Chair is responsible for leading the Nominations Committee. At least one member of that Committee must be a Collaborative Applicant staff. Nominated Board members must be nominated for a certain term length of one, two, or three years. The Collaborative Applicant staff and Nominations Committee collect all nominations and review for eligibility. Finally, the Nominations Committee then presents the slate of eligible applicants for the Membership to confirm or reject.

### v. Term Lengths:

Board members may serve a one-to-three-year term. Board members may serve up to two consecutive terms, for up to a total of six years. They cannot be reappointed for one year. Board Chairs cannot be reappointed as a board member for at least one year, even if they did not serve two consecutive terms.

### vi. Resignation or Removal of Coalition Governing Board Members:

Board members must submit their resignation in writing to the CoC Board Chair and to Collaborative Applicant staff. Resigning CE Lead Agency, HMIS Lead Agency, and/or Collaborative Applicant Board Members must name their replacement in their resignation.

The Membership or Board may move to remove a Board Member for just cause, including, but not limited to: failure to meet Board responsibilities and/or lack of participation in Board meetings. However, at least two thirds of the quorum, not a simple majority, must vote in favor of removing a member.

The Board Officers must investigate any complaints that a Board Member that has violated the Coalition's Code of Conduct (Section 4) and remove them if the complaint is substantiated.

Unfilled positions on the CoC Board due to resignation or removal of a board member do not need to be filled. However, if a resignation or removal of a board member would result in the board having less



than a minimum of seven voting members or an even number of members, Collaborative Applicant staff may nominate board members for a one-to-three-year term, to be confirmed by the Membership, until the board has seven or an odd number of members.

## vii. Governing Board Voting Responsibilities:

The Governing Board is responsible for voting on:

- The final annual Coalition Strategy, developed by the full Coalition.
- The annual or biannual “CoC NOFO” Local Competition rules and rubric, including project priorities.
- The members of the annual or biannual local NOFO Competition Ranking & Review Committee, which can include Board Members.
- The final “CoC NOFO” Grant Submission to HUD, including the final funding amounts for each submitted project.
- Removing the CE Lead Agency, HMIS Lead Agency, or Collaborative Applicant if the Membership votes for to change the CE Lead Agency, HMIS Lead Agency, or Collaborative Applicant.
- Forming a selection process to identify a new HMIS Lead Agency, CE Lead Agency, or Collaborative Applicant if removed, and presenting the selected “lead agency” for the Membership’s vote.
- Removing other Board members.
- Establishing Committees and Workgroups as necessary to achieve the mission and vision of the Coalition, including advocacy, fundraising, marketing, long-term strategic planning, and cross-sector work (such as forming partnerships with the criminal-legal system).
- Approve the PIT Count methodology and plan.
- Approving changes to the CoC-funded Project Monitoring Policies and Procedures.
- Formal Coalition action or support, such as letters of support for grant funding.
- Other items not managed by the Coalition Membership, as they arise.

## vii. Governing Board Meetings

The Board may independently draft and approve additional Standing Meeting Rules, so long as they do not contradict this Governance Charter or 24 CFR 578. If changed, a Collaborative Applicant staff will publish the approved Standing Meeting Rules via the Coalition email listserv.

The Board Chair will run all Board Meetings with an agenda prepared with Collaborative Applicant staff and approved by both the Board Chair and First Vice Chair, published at least three business days before the meeting.

Discussion and voting on each agenda item will be held in general accordance with Robert’s Rules of Order, and:

- A simple majority of the total number of Board members present at any regularly scheduled Board meeting will constitute a quorum.
  - Special Board meetings, for which a notice was sent electronically at least three business days prior, will follow this rule as well.
  - Voting is “principals only;” proxies are not allowed to take part in Board discussion nor vote on behalf of a Board member.
  - Voting “in advance” of a meeting is not permitted.
- A simple majority (51%) vote of Board members present will be sufficient to determine whether a resolution has been adopted or defeated. Recusal by Board members will not adversely affect the ability of the Board to declare a quorum.
- Telephonic, faxed, mailed, or emailed votes on Board business allowed with a time limited vote-date. In such instances, a simple majority (51%) of the full voting Board must participate in the voting process to constitute a quorum. Recusal by Board members will not adversely affect the ability of the Board to declare a quorum.

- A simple majority of those present may request an electronic vote.
- Additionally, on urgent matters, Collaborative Applicant staff may send items for review and vote by Board members outside of regularly scheduled Board meetings.

## ix. Board Officers:

### *Purpose & Responsibilities:*

With Collaborative Applicant staff support, the officers convene and direct the Coalition Board.

### *Positions:*

- **Board Chair:** The Board Chair will be responsible for representing, promoting, and directing the operations and activities of the Board. The Chair will act as the spokesperson of the Board, request reports and recommendations from Committees and their chairpersons, and perform such duties as may be incidental to the office. The Board Chair is responsible for running Board Meetings, approving agendas prior to the Board Meetings, and in the absence of Collaborative Applicant staff, convening and running Membership meetings.
- **First Vice-Chair:** In the absence of the Chair, or in the event of the Chair's death, inability, or refusal to act, the First Vice-Chair will perform the duties of the Chair. The First Vice-Chair will also perform other duties as sometimes assigned to him/her by the Chair or the Board. The First Vice-Chair will aid the Board in maintaining proper principles of governance in accordance with Robert's Rules of Order. The First Vice Chair is also responsible for chairing the Nominations Committee.
- **Second Vice-Chair:** In the absence of the Chair and First Vice-Chair, or in the event of the Chair's and First Vice-Chair's death, inability, or refusal to act, the Second Vice-Chair will perform the duties of the Chair. The Second Vice-Chair will also perform other duties as sometimes as assigned by the Chair or the Board.

### *Selecting Board Officers:*

The Board holds nominations and elections for vacant Chair and/or Vice-Chair positions annually, usually in the first quarter of the year. Board Members may nominate themselves or another Board Members to fill a vacant officer position. The Board elects nominated members to open Chair positions; nominated Board Members must abstain from voting on their own nomination.

### *Eligibility:*

All members of the Board are eligible to become a Board Officer.

### *Term Length & Succession:*

Each Officer will hold their position for one year (January to December). Then, the First Vice Chair will become the Chair, the Second Vice Chair will become the First Vice Chair, and an election will be held to select a new Second Vice-Chair.

If a Chair, First Vice-Chair, or Second Vice-Chair's term as a Board Member would end before they have completed their term as Chair, their term will extend until they have served in each officer position.

### *Resignation:*

An officer may resign their role by giving written notice to the Collaborative Applicant staff and the ranking Board officer as appropriate. If this occurs, depending on the role:

- **Chair:** The First Vice Chair will become the Board Chair and may serve in that role through the calendar year and the following year;
- **First Vice-Chair:** The First Vice-Chair position is to be filled by the Second Vice-Chair.
- **Second Vice Chair:** This position is to be filled by the nominations and elections process described in this part.



## C. Coalition Staff

### i. CoC Collaborative Applicant (CA)

#### Purpose:

The CA serves as the main point of contact for the Coalition, geographic area, and HUD. Their primary responsibility is to submit annually a single application on behalf of the Coalition to HUD for HUD funding. Additionally, CA staff serve as lead coordinator of the Board, Membership, and agencies in the Continuum of Care.

#### Responsibilities:

- Prepare and submit an annual Coalition application in eSNAPS to HUD on behalf of the Coalition.
- Work year-round to ensure the Coalition fulfills its responsibilities and can submit a strong application.
- Organize Membership Meetings, with published agendas, at least semi-annually.
- Organize community-wide meetings, such as town halls, and regularly make public invitations for the community to join or participate in the Coalition.
- Coordinate with service providers within the Coalition's geographic area and surrounding community's Continuums of Care to create a full continuum of housing and support services.
- Provide staff resources for the Coalition's Committees, Workgroups, Board, and Membership, including acting as secretary for those meetings as needed.
- Track Coalition Governing Board Member and Coalition Membership attendance.
- Participate in local, State, and Federal discussions on homelessness on behalf of the Coalition.
- Monitor all Coalition projects for compliance with 24 CFR 578, the NOFO and local competition under which they were funded, all applicable federal and statutes, data quality standards as outlined by the HMIS Committee, CE Policies and Procedures as outlined by the CE Committee, and performance based on key metrics as defined by the NOFO, SPM, LSA, and locally defined.
  - These monitoring results are to be submitted to the Board and may be used for consideration for renewing funding for an existing project.
- Develop priorities for funding projects in the geographic area based on system needs and gaps, with final approval from the Board.
- Design the structure of the local Coalition grant funding competition, including revising the CoC Competition Policies and Procedures, with final approval from the Board.
- Maintain the Coalition's webpages and communication with the broader community.
- Drafting updates from the policies listed in Section 5 as the CA's responsibility.
- Developing a Coalition strategy to end homelessness, including conducting a gaps-and-needs analysis, with the Board, Membership, Coalition staff, community members, and people currently or formerly experiencing homelessness. This includes organizing and facilitating the System Planning Workgroup.
- Chair the Membership Committee.

### ii. Homeless Management Information System (HMIS) Lead Agency

#### Purpose:

The HMIS Lead agency operates the Homeless Management information System, as defined by HUD in 24 CFR § 578, grant agreement, and annual NOFO (Notice of Funding Opportunity).

#### Responsibilities:

- Collect, coordinate, and clean all data related to homeless services on behalf of Coalition for final systemwide reporting to HUD and other stakeholders.
  - As such, the HMIS Lead agency is the only entity eligible to apply for HMIS Funds to operate an HMIS System.
- Operate the HMIS and support end users.
- Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.
- If needed, identify and recommend a new HMIS software vendor.
- Chair the HMIS Committee.
- Full duties, policies, and procedures are outlined in the HMIS Policies and Procedures.

### iii. Coordinated Entry (CE) Lead Agency

#### Purpose:

The CE Lead agency operates the Coordinated Entry System as defined by HUD in 24CFR § 578, grant agreement, and annual NOFO.

#### Responsibilities:

- Coordinate the total efforts of the homeless services system through the implementation of a comprehensive CE System, including Access, Assessment, Prioritization, Referral, and By-Name List Management.
- Chair the CE Committee.
- Full duties, policies, and procedures are outlined in the CE Policies and Procedures Manual.

## D. Committees & Workgroups:

### i. Purpose:

Committees and Workgroups are the bodies that assist the Board and Membership in fulfilling the responsibilities of the Coalition as outlined in 24 CFR § 578.

Membership Committees consist of members appointed by Coalition Membership. Committees and can make decisions on behalf of the Membership. The Membership may hear appeals on decisions made by the Committees. These Committees have a set number of members and may only include Board Members, staff from a Member organization, and Coalition Staff. Committee Members may not serve on multiple Committees.

Board Committees consist of members appointed by Coalition Board. Committees and can make decisions on behalf of the Board. The Board may hear appeals on decisions made by the Committees. These Committees have a set number of members and may only include Board Members, staff from a Member organization, and Coalition staff. Committee Members may not serve on multiple Committees.

Coalition and Board Workgroups do not have a set number of members; nor do they require that members be appointed or elected. Since these are used as a mechanism to gain public input and/or to recruit new members to Coalition, there is no Membership requirement for participating in these committees, unless stated otherwise. These Workgroups may make formal recommendations to the appropriate body (Board or Membership), but otherwise do not make decisions on behalf of the Coalition.

## ii. Membership Committees:

There are three Committees of the Coalition Membership: the Coordinated Entry, HMIS, and Membership Committees. An individual may serve on only one of these Committees at a time. Additionally, each Member agency will have only one staff member per Committee. For example, an agency may have one representative on each of the three Committees but may not have two staff members serving on the same Committee (e.g., two staff on the HMIS Committee).

Committee members are elected to serve a 1-year, renewable term. All terms will terminate in December. Elections and nominations are to be held at least once annually, usually in the fourth quarter of the year.

Any staff member of a Coalition Member agency may nominate an eligible Coalition Member staff member, including themselves, to serve on a Committee. Nominations are sent to the Collaborative Applicant staff chairing the Membership Committee. The Membership Committee and/or Membership Chair review each application for eligibility.

- If an individual is nominated for multiple Committees, then they must select one Committee to pursue.

At a regular Coalition Membership meeting following the nomination, Coalition Members will vote by ballot on eligible nominees for each Committee. The committee seats will be filled by most received votes to least votes. If there are any tied votes for the final seat, then the tied nominees will be asked to choose who will serve on the Committee.

### *Coordinated Entry Committee:*

#### *Purpose:*

The Coordinated Entry Committee is responsible for developing and maintaining Coordinated Entry Policies and Procedures that encompasses Coordinated Entry best practices, ensures the community maintains a Quality By-Name-List (BNL) and determines subpopulation priorities. The CE Committee can approve changes to the CE Policies and Procedures on behalf of the Coalition but must inform the Coalition of any changes via the Coalition listserv and Membership meetings.

#### *CE Committee Composition:*

The CE Committee is chaired by a CE Lead Agency Staff, with six members elected by the Coalition Membership. Each Committee member serves a one-year, renewable term. The CE Committee must include one member from each of the following constituencies:

- An individual with lived experience of homelessness
- A provider serving survivors of domestic violence
- A provider working with youth aged 16-24
- A provider serving individuals experiencing chronic homelessness
- A provider serving veterans
- A provider serving families with minor children

The full CE Committee Responsibilities may be found in the CE Policies and Procedures.

### *HMIS & Data Committee:*

#### *Purpose:*

The HMIS & Data Committee was established by the Coalition Membership to advise the HMIS Lead Agency and represent the interests of Participating Agencies.

#### *HMIS Committee Composition:*

The HMIS Committee is chaired by a HMIS Lead Agency Staff, with six members elected by the Coalition Membership. Each Committee member serves a one-year, renewable term. Only Coalition

Members who are also HMIS users or signatories of HMIS User Agreements may serve on the HMIS Committee. Unlike other Committees, final decision-making authority regarding changes to HMIS Policies and Procedures rests with the HMIS Lead Agency.

The full HMIS Committee Responsibilities may be found in the HMIS Policies and Procedures.

#### *Membership Committee:*

##### *Purpose:*

The Membership Committee is responsible for reviewing new applicants to the Coalition Membership, updating the Membership Meeting Rules as needed, welcoming and supporting new Coalition Members, and ensuring all Members follow the Eligibility & Expectations Standards, including investigating alleged violations.

##### *Membership Committee Composition:*

The Membership Committee is chaired by a Collaborative Applicant staff, with four members elected by the Coalition Membership. Each Committee member serves a one-year, renewable term.

The Membership Committee Policies and Procedures are found in this Governance Charter. The Membership Committee may write additional Policies and Procedures as needed, so long as they do not contradict those found in this Governance Charter.

### **iii. Governing Board Committees:**

#### *Competition Ranking & Review Committee:*

##### *Purpose:*

This Committee ranks and reviews projects submitted during the annual or biannual Local CoC Competition, in accordance with the Ranking and Review Policies and Procedures. They submit a recommendation for final funding the Coalition Board.

##### *Committee Composition:*

The Competition Ranking & Review Committee is organized and facilitated by a Collaborative Applicant staff, with at least five but no more than seven members elected by the Coalition Board. Each Committee member is appointed for one year's local competition.

The full Responsibilities of this Committee may be found in the Ranking and Review Policies and Procedures.

#### *Board Nominations Committee:*

##### *Purpose:*

This Nominations Committee is responsible for identifying potential Coalition Board Members and submitting a slate of new Board Members to the Coalition Membership for approval.

##### *Committee Composition:*

The Board Nominations Committee is chaired by the Board's First Vice Chair. Members of the Committee include at least one Collaborative Applicant staff and one Membership representative.

The responsibilities of this Committee may be found in this Charter here and at 3.B.iv., "Becoming a Governing Board Member".

### iii. Workgroups:

#### *Alliance of Overlooked Neighbors:*

##### **Purpose:**

The Alliance of Overlooked Neighbors seeks to empower people with diverse lived experiences with homelessness to impact policymakers, service providers, allies, and each other. This self-governing group welcomes all service providers and people with lived experience to become members, but limits votes and decision making to active members as defined by its bylaws.

This group serves as the primary, but not only, way the Coalition gathers feedback from people currently or formerly homeless on needed or suggested changes to the homelessness services system. This group is supported by a Collaborative Applicant staff.

#### *System Planning Workgroup:*

##### **Purpose:**

The System Planning Workgroup is responsible for developing the Coalition Strategic Plan and changes to the Coalition's Written Standards. Both the Coalition Strategic Plan and Written Standards are approved by the Coalition Board.

This Workgroup is organized and facilitated by a Collaborative Applicant staff.

#### *Veterans Built for Zero Workgroup*

##### **Purpose:**

The Veterans Built for Zero Workgroup was established to ensure that the Coalition is actively working toward achieving and sustaining functional zero for veterans experiencing homelessness in the Coalition's Geographic Area. The Workgroup serves in an advisory capacity to the Board and Membership on Veteran homelessness and coordinate strategies and services aimed at helping veterans and their families obtain and maintain permanent housing and long-term housing stability.

This Workgroup's membership is defined in the Veteran Built for Zero Governance Charter, which requires representatives from veteran service providers that conduct distinct functions. This Workgroup is responsible for making changes to the Veterans Homelessness Services System necessary to reach and maintain Functional Zero Homelessness for Veterans.

### iv. Cause-Specific Workgroups

In addition, the Workgroups identified in 3.D.iii., the Coalition forms and dissolves Workgroups different projects and initiatives. These include but are not limited to:

- **PIT Count Planning Workgroup:** This group plans and coordinates the Coalition and volunteers in advance for the Point-in-Time Count.
- **Governance Charter Workgroup:** This group reviews the governance charter at least annually for any needed changes before being sent to the Coalition Membership for approval.
- **Coalition NOFO Application Workgroup:** This group prepares a response to community-level questions asked in the annual or bi-annual CoC NOFO.
- **Second Light Workgroup:** Support the continued operations at Second Light.
- **Family Provider Workgroup:** Make improvements to the Coalition's response to families experiencing homelessness.
- **Homeless Prevention Workgroup:** Make improvements to the community's capacity to prevent homelessness from occurring.
- **Emergency Services Workgroup:** Make improvements to the interaction between Emergency Services and homeless service providers.

## 4. Code of Conduct, Conflict of Interest & Recusal:

### A. Purpose:

The full Coalition, including Membership, Governing Board, Coalition Staff, and Workgroup members, are a broad coalition of entities and individuals working to end homelessness in the Coalition's geographic area. We, the Coalition Members, dedicate ourselves to conduct all our deliberations and actions in a manner that ensures constructive teamwork, efficiency, honesty, and transparency. We pledge themselves to a standard of conduct in the commission of Coalition's affairs so that the dignity of fellow Members and their respective constituents is maintained while cultural diversity is honored and respected.

### B. Code of Conduct

We commit to upholding the dignity, autonomy, and humanity of all individuals experiencing homelessness. We will engage with clients, partners, and the public in ways that reflect compassion, equity, and respect.

We recognize the power and responsibility of our voices on social media and as leaders in the effort to end homelessness. We agree to use their influence, especially on social media, to promote dignity, share accurate information, and avoid language or imagery that stigmatizes or exploits those we serve. All our personal and organizational posts should reflect our shared values of respect, collaboration, and advocacy. Disparaging remarks, discriminatory content, or breaches of confidentiality will not be tolerated and will result in disciplinary action, up to and including removal from Membership, the Board, Committees, and/or Workgroups.

### C. Conflict of Interest Policy

1. The Conflict-of-Interest Policy for the Coalition is intended to meet the conditions set forth in the Department of Housing and Urban Development's 24 CFR § 578 Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program; Interim Final Rule, § 578.95(b). Although not established as a legal entity, we will conduct all decision-making in accordance with 24 CFR Parts 84 and 85 for non-profit organizations and state, local, and government agencies that receive CoC or Emergency Solutions Grant (ESG) federal funding. We commit to the following:
  - a. We will not participate in decisions or discussion concerning the award of a CoC or ESG grant or other financial benefits to us or the organization that we represent. We will avoid organizational conflicts as defined below.
  - b. An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or sub-recipient of federal funding is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under § 578, or when an individual's objectivity in performing work with respect to any activity assisted under § 578 is or might be otherwise impaired.
  - c. Organizational conflicts arise when we participate in a discussion or decision regarding a grant or provision of other financial benefits to the organization we represent or are implied to represent. They also occur when an employee, recent employee, board member, or family member affiliated with a recipient or sub-recipient organization of funding participates in contract monitoring or rate setting tasks that directly impact said organization.



## D. Conflict of Interest – Financial Interest of a Coalition Member, Governing Board Member, or Staff:

1. We are prohibited from the solicitation and/or acceptance of gifts when in a position to participate in a decision-making process or gain inside information regarding the activities of the Coalition or its Membership organizations that would provide a benefit more than \$50 to ourselves or the organizations we represent. This paragraph will not be construed as prohibiting the receipt of attendance stipends for the Coalition Board.
2. We will not participate in the selection, award or administration of a contract supported by CoC or ESG funds if a real or apparent conflict of interest exists.
  - o Such a conflict arises when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the organization under consideration for an award.
3. Except for unsolicited gifts of fifty dollars (\$50) or less, we will neither solicit nor accept gratuities, favors or anything of monetary value from CoC-funded recipients, sub-recipients, contractors, or vendors.

## E. Obligation to Declare Potential Conflict of Interest

To avoid apparent and real conflicts of interest, we will declare any real or potential conflicts of interest or the appearance of such conflicts. We must disclose this information before participating in the discussion and decision-making or evaluation process, including appointments to any Committee or Workgroup having influence over such decisions. This policy applies to both personal and organizational conflicts. Members of the public participating in a Coalition Committee or Workgroup must also be screened for potential conflicts.

## F. Recusal

Coalition Members, Coalition, Committee members, Coalition Board Members, and Coalition Staff must recuse themselves from the decision-making process when a personal or organizational conflict exists. Recusal from voting will not impact the ability of any group to reach a quorum.

## G. Violations & Disciplinary Action:

1. Violations of the above-listed elements of the Coalition Conflict of Interest Policy may be reported by anyone to the primary contact of the Collaborative Applicant and/or Coalition Board Chair, who will then take the appropriate disciplinary action. Such disciplinary actions may result in any or all the following:
  - a. Loss of voting privileges.
  - b. Censure by the Coalition Membership and/or Governing Board.
  - c. Expulsion from Coalition Membership, Committee, Workgroup, and/or Governing Board as applicable.

## 5. Coalition Governing Documents:

The Coalition is governed by HUD Notices, 24 CFR 578, and Federal, State, and Local Law. Additionally, the Coalition is governed by these locally maintained and approved documents:

<b>Document Name</b>	<b>Who Updates</b>	<b>Who Approves</b>	<b>Frequency of Updates</b>
<b>Governance Charter</b>	Governance Workgroup	Coalition Membership	Annually.
<b>HMIS Policies &amp; Procedures</b>	HMIS & Data Committee	HMIS Lead Agency	As needed and at least annually.
<b>CE Policies and Procedures</b>	CE Committee	CE Committee	As needed.
<b>Written Standards</b>	System Planning Workgroup	Coalition Membership (Appealable to Board)	As needed and at least annually.
<b>CoC-funded Project Monitoring Policies &amp; Procedures:</b>	Collaborative Applicant	Coalition Board	As needed.
<b>CoC Competition Policies and Procedures</b>	Collaborative Applicant	Coalition Board	Annually.
<b>Emergency Transfer Plan</b>	Collaborative Applicant	Coalition Membership	As needed.
<b>Membership Meeting Rules</b>	Membership Committee	Coalition Membership	As needed.
<b>Governing Board Meeting Rules</b>	Coalition Governing Board	Coalition Governing Board	As needed.
<b>HMIS Forms</b>	HMIS Lead Agency	HMIS Lead Agency	As needed.
<b>CE Forms</b>	CE Lead Agency	CE Lead Agency	As needed.
<b>Membership &amp; Board Forms</b>	Collaborative Applicant	Collaborative Applicant	As needed.