



## **FL-508 CONTINUUM OF CARE GOVERNANCE CHARTER**

The name of the FL-508 Continuum of Care (CoC) shall be Keys to Home and the name of the CoC board shall be the Keys to Home CoC Leadership Council, herein referred to, respectively, as “the CoC” and “the Council.”

The purpose of this document is to outline the composition, roles, responsibilities, and committee structure for the CoC.

This document will be reviewed annually in consultation with the Lead Agency and HMIS Lead, voted on by the Council and submitted to the CoC active membership for approval.

### **I. Purpose of the CoC and the CoC Council**

The CoC is a membership, planning, and coordinating body for a seven-county region of North Central Florida. The seven counties comprising the CoC region are: Alachua, Bradford, Dixie, Gilchrist, Levy, Putnam, and Union Counties. The purpose of the CoC is to develop and implement strategies to make homelessness rare, brief, and non-recurring in North Central Florida. The CoC coordinates the community’s policies, strategies, and activities toward this endeavor. Its work includes gathering and analyzing information to determine the local needs of people experiencing homelessness, securing and coordinating resources to address the needs of people experiencing homelessness, identifying and bridging gaps in housing and services, education the community on homeless issues, providing advice and input on the operations of homeless services, and measuring community performance as defined by U.S. Department of Housing and Urban Development (HUD) regulations (24 CFR part 578).

The Council provides ongoing leadership, carrying out the responsibilities prescribed in the CoC Program Interim Rule, and establishes the local process for applying, reviewing, and prioritizing project applications for any funding going through the CoC.

## II. Responsibilities

### The CoC

The CoC addresses homelessness through a coordinated community-based process of identifying needs and building a system of housing and services that addresses those needs. The CoC Program Interim Rule (24 CFR part 578) designates the CoC as the community planning body that addresses the needs of persons who are homeless or experiencing a housing crisis.

The responsibilities of the CoC include:

- a. Vote on a recommendation from the Council to approve the HMIS Lead Agency and HMIS software application.
- b. Vote on the Governance Charter and any amendments brought to the body through the Council.
- c. Vote on the acceptance of any new Council members.
- d. Vote on a recommendation from the Council to approve the Collaborative Applicant/Lead Agency.
- e. Participate in annual evaluations of the Collaborative Applicant/Lead Agency, HMIS Lead, and of the Coordinated Entry Lead.

### Lead Agency

The Lead Agency serves as the Collaborative Applicant as recognized by HUD and is the agency in charge of submitting the HUD NOFO competition application for funding each year. The Lead Agency is also responsible for operating the CoC.

The responsibilities of the Lead Agency include:

- a. Hold meetings of the full membership with published agendas at least semi-annually.
- b. Propose revisions to this Governance Charter to ensure compliance with all procedures and policies needed to comply with HUD and HMIS requirements, including a code of conduct and recusal policy for the Council and any person acting on behalf of the Council.
- c. Collection and fiscal management (under Council guidance) of any fees related to CoC activities including, but not limited to, membership and application fees. The Lead Agency shall be exempt from paying any fees related to CoC activities including membership or any application fees.
- d. In consultation with recipients of Emergency Solutions Grant (ESG) funds within the CoC's geographic area, establish and operate either a centralized or coordinated entry system that provides an initial comprehensive assessment to ensure prioritization and matching of the needs of individuals and families to housing and services.

- e. Appoint committees, subcommittees, or workgroups as deemed necessary.
- f. In consultation with recipients of ESG funds, draft written standards for providing CoC assistance to the Council for approval.
- g. Consult with contract recipients and subrecipients to establish performance targets appropriate for the population and program type. Monitor performance of CoC and ESG recipients and subrecipients.
- h. Provide technical assistance to underperforming subrecipients.
- i. Report the outcomes of ESG and CoC projects to HUD as required and to the Council at least annually.
- j. Facilitate on-going coordination among CoC components.
- k. Strategize to maximize efficiency in service provision.
- l. Coordinate training of staff implementing CoC projects.
- m. Identify best practices to implement in the CoC and education of CoC members about best practices.
- n. Share information with the Council to facilitate effective leadership of the CoC.
- o. Coordinate the implementation of a housing and service system within the CoC's geographic area that meets the needs of homeless individuals and families. At a minimum, such a system encompasses the following:
  - a. Outreach, engagement, and assessment
  - b. Shelter, housing, and supportive services
  - c. Prevention strategies
- p. Plan for and conduct annually a point-in-time count of homeless persons within the CoC geographic area that meets HUD requirements including a housing inventory of shelters, transitional housing, and permanent housing reserved for homeless persons, in general, and chronically homeless persons and veterans, specifically, as HUD requires.
- q. Conduct an annual gaps analysis of the needs of homeless people, as compared to available housing and services with the CoC geographic area.
- r. Provide information required to complete the Consolidated Plan(s) within the CoC geographic area.
- s. Consult with state and local government ESG recipients within the CoC geographic area on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients.
- t. Develop a proposed plan for the Council regarding public education on homelessness, advocacy at the state or local level related to housing and homelessness, and policy recommendations to state or local governments in the CoC region.
- u. Design, operate, and follow a collaborative process for the development of the CoC application to HUD in consultation with the Council.
- v. Submit the final application in response to the HUD NOFO.

## **CoC Leadership Council**

The Council will meet, at a minimum, bi-monthly with published agendas.

The responsibilities of the Council include:

- a. Engage community leaders to develop and implement comprehensive strategies to reduce and end homelessness in North Central Florida.
- b. Assess the performance of the CoC, identify gaps, develop and implement strategies to address gaps and improve overall CoC performance, including implementation of best practices.
- c. Work with the Lead Agency to update the Governance Charter as needed, but at least annually. Adopt and recommend to the CoC membership for vote any amendments as they arise.
- d. Review and approve the CoC's written standards, at least annually.
- e. Collaborate with the Lead Agency regarding the performance targets established for contract recipients and subrecipients appropriate for population and program type.
- f. Approve and ensure implementation of the proposed plan from the Lead Agency with regard to public education on homelessness, advocacy at the state or local level related to housing and homelessness, and policy recommendation to state or local governments in the CoC region.
- g. Conduct an annual evaluation of the HMIS Lead annually.
- h. Recommend to the CoC an HMIS Lead and HMIS software application for the CoC's geography.
- i. Approve the CoC HMIS data privacy plan, data security plan, and data quality plan.
- j. Perform an annual evaluation of the Lead agency annually.
- k. Execute an annual evaluation of the Coordinated Entry Lead annually.
- l. Recommend a Coordinated Entry Lead to the CoC.
- m. Determine whether to select the Lead Agency to apply for Unified Funding Agency designation from HUD.
- n. Establish priorities that align with local and federal policies for recommending projects for CoC-related grant funding.
- o. Develop and execute an application, scoring, and review process for all CoC-related funding proposals.
- p. Coordinate with the Lead Agency on any other funding related to CoC activities or funding.
- q. Approve the final application before submission for the HUD NOFO.

## **HMIS Lead**

A Homeless Management Information System (HMIS) is the information system designated by a local CoC to comply with the requirements of CoC Program Interim Rule (24 CFR part 578). The HMIS Lead shall be exempt from paying any fees related to CoC activities including membership or any application fees.

The Council will provide HMIS governance through the HMIS Committee. The HMIS Committee will meet at least bi-monthly to provide guidance and support to the HMIS Lead to ensure the system meets HUD's standards for data quality, privacy, and security.

Annual responsibilities include policies and procedures updates, data security and privacy training, as well as updated user agreements. Additional responsibilities include:

- a. Review, revise, and submit for approval to the Council a CoC HMIS data privacy plan, data security plan, and data quality plan.
- b. Ensure that the HMIS is administered in compliance with HUD requirements.
- c. Ensure consistent participation by CoC and ESG recipients and subrecipients in HMIS.
- d. Ensure the CoC has a successful and operational HMIS.
- e. Coordinate efforts to encourage non-HUD-funded projects to participate in HMIS.
- f. Generate reports as needed to assist with funding processes and decision making.

## **Coordinated Entry Lead**

The responsibilities of the Coordinated Entry Lead include:

- a. Manage the day-to-day operation of coordinated entry.
- b. Update and maintain information on program vacancies to be completed on a weekly basis regardless of whether there are new openings to report.
- c. Regularly update and make current for all programs, eligibility guidelines and program contact information so that Navigators can make the best referrals possible.
- d. Ensure that when a referral is made, the Navigators confirm within two (2) business days whether the referral is accepted, declined by provider, declined by client, pending, or the provider is unable to contact the client.
- e. Bring problems and suggestions to the monthly Coordinated Entry Committee meeting.
- f. Ensure that all points of entry will use the same screening and assessment tool, data collection forms, policies on eligibility verification and referral/information-sharing systems. **See** *Coordinated Entry Policy Manual for specific guidelines and guidance*.

III. **Members of the Council**

The Council shall consist of a minimum of 14 members, which does not include one (1) non-voting member representing the Lead Agency. The CoC seeks to recruit a broadly based Council with representation from all sectors of the community with an emphasis on ensuring collective representation of the homeless population within the CoC geographic area.

a. **Council Election and Appointment**

Because the Council serves at the behest of the CoC, most members will be elected by the full membership of the CoC. In addition to the elected members, six members of the Council should be appointed as listed below.

i. **Up to ten (10) members may be appointed as follows:**

1. One person appointed by the City Commission of the largest municipality in the CoC geographic region.
2. One person to represent the homeless provider community from each county served by the CoC (may be appointed by Council of County Commissioners or members of the categories below.)
3. Two persons with lived experience as appointed by the Lived Experience Committee.

ii. **Up to eight (8) members to be elected by the full CoC membership:**

Council members should include, but not be limited to, community organizations representing the categories below with only one member per category. No organization may have more than one (1) staff or Council representative on the Council at any time, regardless of which seats they occupy.

1. Banking
2. Real Estate
3. Faith-based Organizations
4. Law Enforcement
5. Behavioral Health
6. Public Housing Authority
7. Education
8. Veterans Administration
9. Domestic Violence Provider
10. Individual Homeless Provider
11. Family Homeless Provider
12. Healthcare Provider
13. Legal Provider / Law Firm

iii. **CoC Lead Agency President/CEO:**

Lead Agency President/CEO or their appointee serves in a non-voting,

ex-officio capacity.

b. **Additional Council Membership Conditions:**

No organization may have more than one (1) staff or Council representative seated on the Council at any time, regardless of which seats they occupy. Every effort shall be made to ensure that the Council is representative of CoC stakeholder groups, all counties within the CoC geographic area, and homeless services areas.

Individuals who are appointed to the Council by an appointing entity serve at the pleasure of the appointing entity. Individuals appointed or elected as representatives of agencies or populations serve in those capacities and may no longer serve in those capacities if their representative status changes. Individuals elected or appointed in representative capacities should have the authority to represent their respective agencies or bodies.

Council members serve in a volunteer capacity and will receive no compensation for their duties.

#### IV. Leadership of the Council

a. **Officers**

There shall be three (3) officers of the Council – Chair, Vice Chair, and Treasurer. These positions will be recommended by the Nominations Committee and Lead Agency and approved by the Council. Each officer will have a two (2) year term with the potential for a one-term renewal, with the total duration of service as an officer not exceeding two consecutive terms. Renewal options will be recommended by the Nominations Committee and Lead Agency. Officers will remain in their positions until a subsequent replacement is elected. Council members who are funded agencies may not serve as an officer.

i. **Chair** – The Chair will preside over all meetings of the Council. Subject to the direction of the Council, the Chair shall give oversight to the development of policies and execution of the policies and programs of the CoC. The Chair will create meeting agendas and review meeting minutes in collaboration with the Lead Agency. During meetings, the Chair will ensure meaningful participation and adequate time for Council members to process information, ask questions, and ask for clarity. The Chair will perform other duties prescribed by the Council and all duties incident to the office of the Chair.

ii. **Vice Chair** – The Vice Chair will preside over meetings of the Council in the absence of the Chair and assist the Chair and Council members on matters as requested. The Vice Chair is responsible for chairing a

Nominations Committee which will prepare a slate of potential Council members for presentation and vote at the annual meeting of the CoC general membership. The Vice Chair will ascend to the role of Chair upon completion of term as Vice Chair or in instances when the Chair steps down before their term has ended.

- iii. **Treasurer** – The Treasurer will collaborate with the Lead Agency to monitor the spenddown of grant funds and reallocations. They are responsible for fiscal awareness, advise on financial strategy, and report out at CoC Council and general meetings. The treasurer must have verified experience managing finances.

b. **Executive Committee**

The Council shall use an Executive Committee which consists of the Council Officers and the outgoing Chair shall serve as ex-officio Immediate Past Chair for one-year following the expiration of their term as Chair. The Executive Committee is empowered to act on behalf of the full Council between meetings in cases of emergency or as directed by the Council. A quorum for Executive Committee action is three (3) people. Executive Committee action is subject to review by the full Council at its next regular meeting. Actions of the Executive Committee may be overturned by a two-thirds (2/3) vote of the Council members present at the next regular Council meeting.

**V. Terms of Council Office**

Council terms are two (2) years beginning July 1 and ending on June 30. Terms will be staggered to ensure continuity of CoC governance. The Council will establish a policy to ensure staggering of terms. Elected members of the Council may serve up to three (3) consecutive two (2) year terms. Members of the Council who are eligible for a second or third term will have to be elected again, by the election process, at the annual election time.

Persons elected to serve the unexpired term of a member who has resigned or been removed will serve out the remainder of that person's term and will be eligible for election to three (3) consecutive terms.

Council members who have served the maximum term limit, may reapply to the Council after taking a full term (2 years) off.

Former Lead Agency employees are not eligible to serve on the Council or any subcommittee until at least two years (24 months) after separation from the Lead Agency and upon meeting all other eligibility requirements.

**VI. Council Member Qualifications and Responsibilities**

a. **General**

All members of the Council shall affirm a professional interest in or personal commitment to addressing and alleviating the impacts of homelessness on the people of North Central Florida. Each Council member must:

- i. Be a CoC member in good standing or appointed.
- ii. Agree to always act in a professional manner and act as good stewards of the CoC.
- iii. Sign a Conflict-of-Interest Disclosure Statement and Charter Acknowledgement form annually.
- iv. Collaborate with other members to work toward the CoC mission.
- v. Abide by the CoC governance charter, policies, and procedures.
- vi. If representing a certain sector of homeless services or prevention, solicit input from others in that sector who are not on the Council to ensure their voices are represented.
- vii. Attend and actively participate in Council meetings.
- viii. Attend or send a representative who actively participates in CoC general meetings.
- ix. Participate in the activities of the Council, including some or all of the following:
  1. Point-in-Time count
  2. HMIS oversight
  3. Strategic planning
  4. Coordinated Entry
  5. Advocacy and public education efforts
  6. Project and system performance reviews
  7. Application process, scoring, and review procedures for any CoC-related funding proposals
- x. Council members are encouraged to serve on, or provide a representative to serve on, at least one committee each year.

b. **Code of Conduct**

In addition to required attendance, Council members are expected to engage in conversation, provide meaningful insight/input, and provide meaningful participation in various working groups. Commitment and professionalism are vital to creating and maintaining an effective and efficient CoC process that will benefit each member of the CoC and the people experiencing homelessness they serve. Both are integral to creating and sustaining a strong continuum in which collaboration and services can grow. Council members agree to abide by the Code of Conduct and will sign an acknowledgement annually.

Obligations:

- i. Council members should strive to represent in a fair, honest, and respectful manner their individual organization and the people and families experiencing homelessness they serve or represent.
- ii. Council members should be informed about the purpose of the CoC and its role in the CoC process.
- iii. Council members should strive to stay up to date on CoC strategies and planning by participating in CoC meetings, forums, and workgroups.
- iv. Council members are expected to uphold professional standards of conduct, exhibiting respectfulness, fairness, and honesty.
- v. Council members should clarify their professional roles and obligations, exercise reasonable judgment, and take precautions to ensure that any potential biases or conflicts of interest do not unjustly affect the CoC process or other members of the CoC.
- vi. When conflicts occur among partners, Council members, or Lead Agency, parties involved should attempt to resolve these conflicts in a responsible, professional manner.
- vii. Council members have the extra responsibility of setting an example by their personal performance and attitude that conveys honest, respectful, and ethical values.
- viii. Council members should consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interests of the CoC, their respective organizations, and people experiencing homelessness.

c. **Conflict of Interest and Recusal**

Council members must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy. Disclosure should occur at the earliest possible time and, if possible, prior to the discussion of any such issues. Individuals with a conflict of interest shall abstain from voting on any issues in which they may have a perceived or actual conflict. No representative of the Council shall vote upon any matter which shall have a direct financial bearing on the organization that the member represents. This includes all decisions with respect to funding, awarding contracts, and implementing corrective actions.

An individual with a conflict who is the Council Chair shall yield that position to the Vice Chair or another member of the Executive Committee during discussion and abstain from voting on the item. Decisions by the Council must be justifiable as being in the best interests of the CoC. Minutes of meetings involving possible conflicts of interest shall record such disclosure and abstention.

Annual written conflict of interest disclosure statements will be provided and must be updated annually. Council members will not be permitted to participate in a discussion or if a voting member, not be able to vote, until the statement is on file. All voting members shall have the right to recuse themselves from voting on a matter without providing an excuse.

Council members are prohibited from using their position to receive actual or perceived personal benefits. This includes using one's position and influence on the Council to influence decisions or direct funds in a way that could result in a private benefit and/or using one's position as a Council member to elicit a private benefit in relation to the work of the CoC or elsewhere. Examples of prohibited private benefits include "kickbacks", inappropriate gifts, or seeking favorable treatment when seeking contracts or receiving services. All representatives of the Council must be wary of any organizational transaction, arrangement, practice, or policy that may potentially or actually serve private, rather than public, interests. This does not prohibit a member of the Council from accessing genuine public benefits or services that often provide an incidental benefit to private individuals such as accessing services available through the homeless response system if eligible.

## **VII. Council Nomination Process**

### **a. Election**

Council members are elected at an annual meeting of the CoC membership after being vetted by the Nominations Committee. To be elected to the Council, a CoC member must obtain a majority vote of the CoC members in attendance of the general meeting at which the Council members are being voted on.

- i. Requests for volunteers or nominees to serve on the Council will be made annually, or as needed, to the full membership by email and within Council meetings. This nomination process will end two months before the scheduled voting by the CoC membership to allow time for the Nominations Committee to provide a slate to the current Council for review.
- ii. The Nominations Committee will review the list of applicants, identify gaps in representation, and attempt to recruit additional applicants as needed. Any Council member actively seeking selection to an officer position must recuse themselves from serving on the Nominations Committee until after the position has been filled.
- iii. All volunteers and nominees will be contacted by a member of the Nominations Committee to discuss roles, responsibilities, attendance, and confirm willingness to serve.

- iv. With assistance from the Lead Agency, a final slate with names of individuals or organizations willing to serve, biographies and/or resume will be shared with the membership at least one week prior to the designated scheduled CoC membership meeting for election to the Council.
- v. Voting for nominees shall take place at the May CoC membership meeting, unless otherwise stated, with the goal of incoming Council members to receive Council training in June in preparation for the start of term in July.

**b. Removal and Resignation**

Three (3) consecutive unexcused absences or absences in excess of fifty percent (50%) of Council meetings, shall be considered a resignation from the Council. An unexcused absence is defined as an absence without notice to the Chair or Lead Agency prior to the start of a Council meeting.

Any elected or appointed Council member may be removed for reasons of gross misconduct upon a majority vote of the Council members in attendance of a Council meeting in which the misconduct is discussed. Misconduct may include but is not limited to violations of code of conduct or conflict of interest.

If a Council member wishes to resign, the member shall submit a letter of resignation to the Chair giving notice to the Officers of the Council and Lead Agency.

**VIII. Decision Making, Quorum, and Proceedings at Meetings**

The Council will meet at least quarterly but may meet more frequently.

- a. Council meetings shall be open to any interested party unless sensitive information requires closed session. Meetings will be announced in advance through the CoC website calendar and email. Such notice will include the date, time, and location of the meeting.
- b. Should the requirements of the State of Florida Sunshine Law be relevant to any meeting, the Council will comply with the requirements of the Sunshine Law.
- c. A quorum for Council meetings is defined as fifty percent of the Council's voting membership plus one (50% +1).
- d. Conduct of Council meetings shall be vested in the Chair and according to the latest edition of Robert's Rules of Order. Meeting procedures must provide an opportunity for all Council members present to be heard and for the efficient conduct of business.

- e. Actions of the Council will be by majority vote of the Council members present. The Council shall authorize voting by email or through a secure online portal for matters that have been discussed and a motion made during a meeting but not voted upon. Voting by email or secure online portal must be by majority vote. Votes held during a meeting cannot be voted on once a meeting has concluded.
- f. Minutes of meetings shall be taken by the Lead Agency or Council designee and shall be made available to interested parties, approved at the next regularly scheduled Council meeting, and provided to the membership at their next regularly scheduled meeting. Minutes will be posted online after approval.
- g. A meeting that is held electronically and is properly authorized by the agreed upon charter, is treated as a meeting at which all Council members are physically present. Council meetings do not lose their importance and may be held electronically (via email, telephone/video conferencing) so long as each member present retains the opportunity to simultaneously communicate in a manner equivalent to that of the members physically present. Voting by electronic means is a valid form of expressing a member's opinion and shall be tallied like any other member vote.

#### **IX. Committees and Workgroups**

The Council will appoint committees, subcommittees, or workgroups to fulfill the work of the CoC as much of the CoC's work is accomplished this way. Standing committees include:

- a. Coordinated Entry Committee
- b. Finance & Monitoring Committee\*
- c. HMIS Committee & Data Performance Committee
- d. Executive Committee\*
- e. Nominations Committee\*
- f. Lived Experience Committee

The Council may also create time-limited, ad-hoc committees to develop recommended solutions to the specific issue for which they were created. Standing and ad-hoc committees shall establish meeting schedules determined by their scope of work.

Committees and work groups will be open to CoC members. It is recommended that a member of the Council serve as Chair for each committee. Committees and workgroups will submit their findings and recommendations to the Council through action plan updates and reports to the CoC membership.

*\*=Committee convenes on as-needed basis*

## **X. CoC Membership**

The CoC is open to any individual or organization that is interested or has a personal commitment to addressing and alleviating the impacts of homelessness on the people of North Central Florida.

To be a member in good standing, the individual or organization must have completed an application for membership and paid dues, in full, for the year. Annual dues are determined by the Council and approved by the membership. Dues will be waived for persons experiencing homelessness.

The Lead Agency will announce the date, time, and location of CoC membership meetings at least one week in advance.

### **a. Recruitment and Outreach**

The CoC will publish and appropriately disseminate, in conjunction with the Lead Agency, an open invitation at least annually for persons within the CoC area to join as new CoC members. Recruitment efforts will be documented by the Lead Agency.

The CoC will identify and address membership gaps in essential sectors from key providers or other vital stakeholders. The CoC will recruit members to ensure that it meets all membership requirements set forth in its governance charter, including representation of certain populations and certain organizations. Specifically, outreach will be conducted to obtain membership from the following groups as they exist within the CoC's catchment area and are available to participate in the CoC:

- i. Nonprofit homeless assistance providers
- ii. Victim service providers
- iii. Faith-based organizations
- iv. Governments
- v. Businesses
- vi. Advocates
- vii. Public housing agencies
- viii. School districts
- ix. Social service providers
- x. Mental health agencies
- xi. Hospitals
- xii. Higher education
- xiii. Affordable housing developers
- xiv. Law enforcement
- xv. Organizations that serve veterans
- xvi. Healthcare organizations
- xvii. Lawyer or legal services organization

- xviii. Homeless and formerly homeless individuals
- xix. Other relevant organizations within the CoC's geography which may include mental health service providers and funders, substance abuse service providers and funders, foster care, local job councils, etc.

**b. Decision Making, Quorum, and Proceedings at Meetings**

CoC full membership meetings shall be held at least five (5) times annually with one meeting specified as the annual meeting at which Council elections are held.

- i. CoC meetings shall be open to any interested party. Meetings will be announced in advance through the CoC email listserv and online calendar. Such notice will include the date, time, and location of the meetings.
- ii. Meeting agendas shall be posted online at a specified location and/or emailed to members.
- iii. Should the requirements of the State of Florida Sunshine Law be relevant to any meeting, the CoC and Council will comply with the requirements of the Sunshine Law.
- iv. Conduct of CoC meetings shall be vested in the Council Chair and according to the latest edition of Robert's Rules of Order. Meeting procedures must provide an opportunity for all present to be heard and for the efficient conduct of business.
- v. A quorum for CoC membership meetings is defined as those individuals present who are members in good standing.
- vi. Decisions at CoC meetings will be final upon a majority vote of members in good standing present.
- vii. Minutes of meetings shall be taken by the Lead Agency or Council designee and shall be made available to interested parties, approved at the next regularly scheduled CoC meeting, and posted online after approval.

**c. Relationship between Leadership Council and CoC Membership**

The Council serves at the behest of the CoC membership. Should the CoC want to designate certain responsibilities to the Council it is able to do so.

The Council keeps the full CoC membership involved by including members in workgroups and committees and by sharing information including meeting minutes, resources for homeless service providers, plans and implementation progress, data about homelessness in the region, and funding availability via email lists, the CoC website, and any other means appropriate. The Lead Agency will assist with these efforts.

**XI. Amendment and Review**

The CoC will review, update, and approve this governance charter at least annually. Amendment of the charter requires a majority vote by the Council and then of the CoC membership present at a regularly scheduled meeting of the CoC. Notice of the scheduled vote on the charter amendment shall be provided to the CoC membership at least two weeks prior to the CoC meeting.

**Revision History:**

Approved by the Council  
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