

**Bylaws  
Of  
Homeless Services Consortium of Dane County**

**Article I: Name**

The name of this organization shall be the Homeless Services Consortium of Dane County, hereinafter referred to as HSC. The HSC shall be organized as a Non-profit Association under the laws of the State of Wisconsin.

**Article II: Vision**

The HSC membership shares the vision that all persons should have the opportunity to secure and maintain safe, stable and affordable housing. Members believe that housing is a human right.

**Article III: Purpose & Responsibilities**

The HSC is organized to prevent and end homelessness for all households in Dane County through the efficient and effective delivery of housing and services. The responsibilities of the HSC include, but are not limited to:

1. Designate an HMIS Lead who will develop policies and procedures needed to comply with HUD HMIS requirements;
2. Develop and review the code of conduct and recusal process for the Board and its members. Policies will be reviewed at least every two years;
3. Establish and monitor targets and evaluate outcomes of HUD-funded programs;
4. Plan and operate a Coordinated Entry System;
5. Establish and follow the HSC Written Standards, approved by the HSC Board of Directors, when administering assistance using Continuum of Care (CoC) or Emergency Solutions Grant, Housing Assistance Program & Homeless Prevention Program (EHH) funds;
6. Prepare annual application in cooperation with the Lead Applicant for CoC and EHH funds;
7. Coordinate planning efforts including:
  - a. Point in Time surveys at least annually,
  - b. Annual gaps analysis of homeless needs,
  - c. Provide information necessary to the Consolidated Plan for Madison and Dane County,
  - d. Plan for the use of ESG and CoC funds, and
  - e. Evaluate performance of ESG- and CoC-funded activities.
8. Establish priorities for funding projects within Dane County using the Community Plan to Prevent and End Homelessness approved by the HSC Board of Directors;
9. Prepare funding applications to support activities of the Homeless Services Consortium;
10. Make recommendations to designate the Collaborative Applicant as a Unified Funding Agency. This gives the Collaborative Applicant additional autonomy and responsibilities.

## **Article IV: Membership**

### ***Section 1: Members***

Membership is open to any person who shares the vision of the HSC. Members may include, but are not limited to, representatives of service and housing providers, healthcare providers, government officials, developers, public safety staff, landlords, funders, advocates, and persons with lived experience of homelessness. Members are expected to actively participate on committees, participate in advocacy and/or education initiatives, and use data provided by the CoC in public comment. The membership is responsible for the items outlined in the Purpose and Responsibilities section of the bylaws.

There are two levels of membership: agency/organization and individual. Both must submit an application to the CoC.

The HSC membership will elect a Chair and Vice Chair at the HSC Annual Meeting. Terms for Chair and Vice- Chair will be for one year.

### ***Section 2: Meetings***

The HSC membership will meet monthly at a regularly scheduled time and location to be determined by the Chair and Vice Chair of the membership.

An agenda will be set by the Chair and Vice Chair of the HSC membership, considering suggestions from the membership. It will be available prior to each membership meeting and will be emailed to all those persons interested in receiving notification via a distribution list. Agendas will also be published on the HSC website ([www.danecountyhomeless.org](http://www.danecountyhomeless.org)) The Vice Chair records minutes of the membership meetings. These will be sent out via the distribution list.

The HSC membership will elect a Chair and Vice Chair at the HSC Annual Meeting. Terms for Chair and Vice- Chair will be for one year.

To be eligible to vote for Board members, for HSC Chair/Vice Chair, and on issues related to the bylaws, members must attend a minimum of three (3) HSC Membership and/or HSC Committee (as listed in Appendix B) meetings within the 12 months prior to the vote of the membership. A list of all qualified HSC voters will be compiled by the Chair or their designee and available at any meeting that includes a vote of the membership. Each qualified member who attends the meeting gets one vote.

### ***Section 3: Member Dues***

To date, dues have not been collected. If dues are considered in the future, there will be process for approval. The establishment of HSC membership dues shall have a defined purpose and must be approved by the majority of voting members.

## **Section 4: Nondiscrimination**

Members of the Homeless Services Consortium must comply with the nondiscrimination and equal opportunity provisions of Federal civil rights laws, including the following:

- Fair Housing Act prohibits discriminatory housing practices based on race, color, national origin/ancestry, religion, sex, age, family/familial status, disability/handicap, actual or perceived sexual orientation, lawful source of income, gender identity, marital status, domestic abuse/sexual assault/stalking victims, military discharge status, physical appearance, political beliefs, student status, domestic partnership, tenant union association, genetic identity, citizenship status, Section 8 housing voucher participant, non-religion, and homelessness.
- Section 504 of the Rehabilitation Act prohibits discrimination on the basis of disability under any program or activity receiving Federal financial assistance.
- Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, or national origin under any program receiving Federal financial assistance.
- Title II of the Americans with Disabilities Act prohibits public entities, which includes State and local governments, and special purpose districts, from discriminating against individuals with disabilities in all their services, programs and activities, which include housing, and housing-related services such as housing search and referral assistance.
- Title III of the Americans with Disabilities Act prohibits private entities that own, lease and operate places of public accommodation, which include shelters, social service establishments, and other public accommodations providing housing, from discriminating on the basis of disability.

## **Article V: Governance**

### ***Section 1: Governing Body***

The leadership of the HSC shall be eighteen voting members of a Board of Directors; fourteen are elected by qualified HSC members at its annual meeting, and four are appointed by committees. An additional Board Member representing the lead HMIS agency shall be a non-voting member of the Board of Directors.

The Board of Directors will meet at least six times annually. The intention of the Board will be to meet monthly at a consistent time and location to be determined annually at the beginning of each year. Additional meetings may be called as needed to address emergent issues. The time and location of all meetings will be announced publicly at least 24 hours in advance.

An agenda for the Board of Directors will be publicly noticed on the City of Madison and HSC websites and will be emailed via the HSC distribution list.

### ***Section 2: Board Structure***

Elected and appointed members of the Board of Directors shall be from the following:

1. Three representatives of non-profit agencies providing housing and services for homeless persons. The elected representatives should reflect the variety of Dane County housing and services and homeless subpopulations and must receive funding through the Emergency Solutions Grant (ESG), State Emergency Solutions Grant, Homeless Prevention Program, Housing Program (EHH) or the Continuum of Care Program (CoC).
2. Eight representatives at-large. The eight elected at-large representatives may include: business representatives, advocates for homeless populations and victims of domestic violence, local government representatives, funders, medical providers, developers, -faith communities, public safety, and Veterans.
3. Three representatives with lived experience of homelessness. Two representatives shall be elected by the HSC membership; one representative shall be appointed by the Lived Experience Council.
4. Two youth representatives (ages 17-24) to be appointed by the Youth Action Board. The youth

representatives must meet the age requirements at the time of appointment.

5. One representative appointed by the Racial Equity Committee.
6. Chair of the Homeless Services Consortium membership group, as voted on by the membership.
7. One non-voting representative appointed by the lead HMIS agency.

A quorum for the Board of Directors to conduct business of the HSC shall be a majority of Board members. Quorum may be achieved by in-person, virtual, or phone attendance.

Each Board member must annually sign a Code of Conduct as required by federal regulation.

All requests for communication, including but not limited to requests for public comment, petition signatures, political advocacy, and letters of support, are to be submitted to the Executive Committee of the HSC Board of Directors. Such requests will be responded to in accordance with the Madison/Dane County HSC Board of Directors Code of Conduct.

### ***Section 3: Officers***

The officers of the HSC Board of Directors shall be the President, Vice President and Secretary, and Treasurer. Officers shall be elected on an annual basis by a majority of the Board of Directors.

### ***Section 4: Term***

The following Board members shall serve a three-year term:

- Representatives of homeless service agencies
- Representatives at-large
- Representatives with lived experience of homelessness elected by the HSC membership
- Non-voting representative appointed by the HMIS Lead Agency

The following Board members shall serve a one-year term:

- Chair of the HSC membership
- Representatives appointed by the Youth Action Board
- Representative appointed by the Lived Experience Council
- Representative appointed by the Racial Equity Committee

Each Board member may serve for no more than six years consecutively. Board members may serve for two consecutive three-year terms, six consecutive one-year terms, or a combination of three- and one-year terms that total no more than six consecutive years.

After a 12-month period, former Board members may be nominated.

### ***Section 5: Resignation and Termination***

Resignation from the Board of Directors must be submitted in writing addressed to a Board officer or the CoC Coordinator.

The President, or their designee, has the ability to approve absences from Board meetings. A Board member may be terminated for excess absences from regularly scheduled meetings of the Board. Excess absences are defined as more than three unexcused absences in a 12-month period. A member of the Board of Directors may be removed for other reasons by a vote of a majority of all remaining Board members.

In the event of a mid-term vacancy of an elected position, the President of the Board of Directors shall ask for nominations of interested HSC members; a vote of the majority of the Board of Directors is needed to fill a mid-term vacancy through the end of the term. In the event of a mid-term vacancy of an appointed position, the President of the Board of Directors shall ask the responsible appointing committee/agency to fill a mid-term vacancy through the end of the term.

### ***Section 6: Meetings and Annual Meeting***

The Board of Directors shall meet at least six times annually. Meetings of the Board of Directors shall comply with Wisconsin Open Meetings law, section 19.81 through 19.98 of Wisconsin Statutes.

An Annual meeting will be scheduled in October of each year and may be combined with a regularly scheduled meeting of the HSC membership. Annual membership meetings will follow the same Open Meetings Law requirements as the Board of Directors. At the annual meeting, elections will be held for: 1) Board seats that expire, 2) the Chair and Vice Chair of the HSC membership, and 3) any other issues of importance to the membership.

### ***Section 7: Committees***

There shall be permanent committees of the HSC to assist the Board of Directors in meeting their responsibilities of operating the Continuum of Care and on issues related to the stated purpose and responsibilities in Article III. Additional committees may be created by the Board of Directors as deemed necessary to implement programs or perform functions of the HSC. These committees may be temporary or permanent in nature. Please see Appendix B for a list of HSC committees.

Unless otherwise noted, Chairs of the committees will be selected by the members of the committee at least annually. Committee Chairs are responsible to send meeting agendas at least one week in advance and minutes (including attendance) to [hsc@cityofmadison.com](mailto:hsc@cityofmadison.com) for posting on the HSC's website.

Committees are open to all interested persons. Ideally, each committee will have an HSC Board Member as part of their membership.

If the work of one committee complements the work of another, committees are strongly encouraged to schedule joint meetings.

## Article VI: Amendments

A vote on changes to the bylaws may be called if two (2) qualified HSC members submit proposed changes in writing to the HSC Chair. The request will be presented at the next scheduled meeting of the HSC membership. A vote by qualified members will take place at the following scheduled membership meeting. Amendments to the bylaws may occur by a majority vote of all members in attendance at the meeting.

Adopted by the Homeless Services Consortium Membership on November 19, 2024.



Skyler Van De Weerd  
2025 Chair

## Appendix A - Election Process

The Homeless Services Consortium (HSC) Nominating and Governance Committee oversees the annual election process for open seats on the HSC Board of Directors, as well as the Chair and Vice Chair of the HSC Membership body. The election process includes soliciting nominations, compiling and distributing candidate information, determining eligibility for Board seats and voting, collecting votes, and verifying results.

- 1) Elections are held at the Annual Meeting of the HSC Membership. At least one month in advance, the Nominating and Governance Committee will send an email to the HSC listserv seeking nominations for open positions and notifying members of the election process and timeline. This email will include the Board of Directors position description, code of conduct, and conflict of interest policy. The Committee will also present the election process and timeframe at an HSC membership meeting at least one month prior to the Annual Meeting.
- 2) Nominations may be sent to the CoC Coordinator ([hsc@cityofmadison.com](mailto:hsc@cityofmadison.com)), or to a member of the Nominating and Governance Committee. Nominations should include name, contact information, agency/entity affiliation (if any), seat/role for which the person is being nominated, and a summary of the nominee's interest and experience. All nominees will be sent additional questions to answer in writing.
- 3) Prior to the Annual Meeting, the Nominating and Governance Committee will compile and announce the slate of candidates and distribute their written responses via the HSC listserv.
- 4) At the Annual Meeting, nominees will be invited to introduce themselves and speak for up to two (2) minutes about why they make a good candidate.
- 5) Members are eligible to vote if they have attended three (3) HSC Membership and/or HSC Committee (as listed in Appendix B) meetings within the 12 months prior to and including the Annual meeting.
- 6) The Nominating and Governance Committee will oversee the creation of an electronic ballot, which will be sent to all eligible voters following the Annual Meeting with a deadline for ballot submission. Voting results will be verified by the Nominating and Governance Committee and the CoC Coordinator.
- 7) Election results will be sent to the HSC listserv after candidates have been notified.

## **Appendix B - Committee Descriptions**

### **Board Executive Committee**

The Board Executive Committee consists of the Homeless Services Consortium (HSC) Board President, Vice President, Secretary, and Treasurer. The CoC Coordinator provides staff support. The committee is responsible for setting HSC Board meeting agendas, administering HSC technology tools and accounts, providing support during annual HSC elections, and making policy recommendations to the full Board. The Executive Committee also receives and responds to requests for communication in accordance with the HSC Board of Directors Code of Conduct, investigates and makes determinations regarding reported violations of the Code of Conduct, convenes a group to conduct a review of the CoC Coordinator, and takes on other duties as assigned by the HSC Board of Directors.

### **Committee to End Youth Homelessness**

The Committee to End Youth Homelessness develops strategies and recommendations for ending homelessness among unaccompanied youth, transition-age teens, and young adults under the age of 25 in Dane County. The committee provides a forum for community partners to communicate and collaborate, and is responsible for implementation and oversight of the Coordinated Community Plan to End Youth Homelessness in Dane County. Committee membership should include representatives from the following groups: youth with lived experience, organizations providing services to homeless youth, youth justice, child welfare, Youth Action Board, and Youth Homelessness Demonstration Program (YHDP) providers. Agencies that receive YHDP, Continuum of Care (CoC), Runaway and Homeless Youth (RHY), or Emergency Solutions Grant (ESG) funding used for youth programs must participate in this committee.

### **Community Plan Committee**

The Community Plan Committee oversees the HSC Community Plan to Prevent and End Homelessness. On an annual basis, they monitor and report progress on action steps and recommend priorities to the HSC Board of Directors. They also look for opportunities to align efforts with other local, regional, or statewide initiatives whose objectives intersect with the HSC Community Plan. Every five (5) years, the committee leads a community process to review goals and objectives to ensure that they continue to be relevant and reflect current and future activities.

### **Core Committee**

The Core Committee advises the HSC Board of Directors on annual CoC and EHH application requirements, HUD and local priorities for funding, operation and performance of the local coordinated entry system, and issues related to managing the local homeless management information system (HMIS). They are responsible for remaining informed of HUD priorities and requirements, preparing annual applications in cooperation with the Lead Applicant for CoC and EHH funds, and implementing strategies that are outlined in submitted funding applications. The Core Committee is tasked with reviewing the HSC Written Standards regularly and upon request, drafting updates as needed, and soliciting feedback from the Membership. They regularly examine systems performance measures and other identified data points, and provide data presentations to identified groups in accordance with their data sharing plan. Agencies that receive CoC and/or EHH funds must have a representative participate in the Core Committee. If there is a vacancy in the Chair position and no committee members volunteer to serve, the CoC Coordinator or their designee will chair the Core Committee.



### **Doubled-Up Committee**

The Doubled-Up Committee is dedicated to addressing the critical issue of people experiencing homelessness who are doubled-up or self-paying in hotels. The committee gathers and analyzes data to understand the scope, needs, and challenges of this population. They seek diverse resources to support initiatives aimed at reducing doubled-up homelessness. The committee raises awareness about doubled-up homelessness and advocates for resources and policy changes to better support individuals and families.

### **Education and Advocacy Committee**

The Education and Advocacy Committee provides education and information to the public, elected officials, and the HSC membership about homelessness in Dane County. The committee monitors proposed federal, state, and local legislation, and develops relationships with elected officials in order to educate them about the impact of existing and proposed policies on the homeless population. The committee also creates and submits an annual advocacy platform to the HSC Board of Directors for approval. The approved platform is presented to the HSC membership and guides the committee's work for the following year.

### **Funders Committee**

The Funders Committee promotes community commitment to the goal of ending homelessness through efforts led by key partners who contribute funding guidance to local service providers. Committee membership is inclusive of local funders, people with Lived Experience, and other invested community partners.

The committee conducts regularly scheduled funding and gaps analyses, provides annual updates to the Funding Matrix, and structures professional development and training opportunities in response to community needs assessments. Additionally, the committee provides a forum for public and private funders of housing programs and supportive services targeted to households at risk of or currently experiencing homelessness or housing instability, allowing them to share relevant information and emerging issues, and coordinate responses where possible. The committee's discussions and recommendations will be grounded by the HSC-approved community plans that focus on preventing and ending homelessness.

### **Lived Experience Council**

Lived Experience Council (LEC) provides crucial expertise and recommendations to the Homeless Services Consortium (HSC) to improve the quality and effectiveness of the homeless service system and housing programs. LEC consists of individuals who are currently or formerly homeless or at risk of becoming homeless, bringing firsthand experience and valuable perspectives to HSC decision-making spaces. LEC annually appoints one (1) member to the HSC Board of Directors, which significantly influences HSC funding decisions, ensuring that the voices of those with lived experience are integral to the decision-making process. Additionally, members actively participate in at least one other standing HSC committee, further contributing to the development and improvement of services and programs within the HSC.

### **Nominating and Governance Committee**

The Nominating and Governance Committee is responsible for oversight and administration of the HSC election process (see Appendix A), including soliciting a broad spectrum of candidates for the Board of Directors and the Chair and Vice Chair of the HSC Membership. The committee reviews the HSC bylaws at least biannually and presents suggested changes to the Board of Directors for feedback, and to the HSC Membership for approval. They also review the code of conduct and conflict of interest policy for the Board biannually and present suggested revisions to the Board of Directors. The committee may take on other policy-related projects or make policy recommendations to the Board, other committees, or HSC membership as time allows.

If there is a vacancy in the Chair position and no committee members volunteer to serve, the Chair of the Nominating and Governance Committee will be appointed by the President of the HSC Board of Directors.

### **Outreach Committee**

The Outreach Committee focuses on reducing unsheltered homelessness in Dane County by developing best practices for outreach services, advising on written standards, fostering collaboration among service providers, and recommending advocacy priorities. They also identify unmet needs and suggest strategies to address them. The committee is responsible for the implementation and oversight of CoC plans to address unsheltered homelessness. They review data and make recommendations to the Board of Directors and community partners on how to decrease the length of time homeless, increase permanent housing placements, and reduce returns to homelessness.

### **Point-in-Time Committee**

The Point-in-Time Committee is responsible for the coordination and implementation of the annual Point-in-Time (PIT) Count of sheltered and unsheltered people experiencing homelessness on a single night. The committee recruits and trains volunteers, assists with data collection and interpretation, reports results, and evaluates the PIT process. The committee also advises the HSC Board of Directors on issues related to methodology and other HUD requirements for the PIT Count.

### **Racial Equity Committee**

The Racial Equity Committee is established to advance racial equity within Dane County's Continuum of Care (CoC) programs and funded agencies. The committee is dedicated to addressing racial disparities in homeless services, advocating for equitable practices, and ensuring that the experiences and needs of marginalized communities are prioritized in CoC policies and programs. The committee is responsible for developing an action plan that includes setting annual goals and priorities for racial equity within the HSC, to be approved by the HSC Board. The Racial Equity Committee (REC) is responsible for integrating racial equity principles and policies into the Homeless Services Consortium bylaws and policies and procedures, and across all HSC committees. The committee should include representatives from CoC-funded agencies, individuals with lived experience of homelessness, and HSC members with expertise or a demonstrated commitment to racial justice. The committee's membership should also reflect the diversity of the communities served by the CoC, particularly those most impacted by homelessness and racial disparities.

### **Shelter Services Committee**

The Shelter Services Committee is a forum for shelter providers, advocates, and stakeholders within the HSC to communicate about the emergency shelter system, coordinate efforts to divert households from homelessness and to move households out of homelessness as quickly and effectively as possible, promote low-barrier shelter, and align policies and procedures as appropriate. The committee is also responsible for advising the HSC Board of Directors on issues related to the operation of the emergency shelter system, including identifying and addressing unmet needs.

### **Youth Action Board**

The Youth Action Board (YAB) is a youth-led, youth-centered group made up of youth ages 14-24 who are passionate about ending youth homelessness. Two-thirds of the YAB will have past or current lived experience of homelessness. The primary objectives of the Youth Action Board are to provide a space where youth can connect and share their experiences, and then be empowered to have a voice in decision-making processes of the Homeless Services Consortium, including but not limited to policies, program planning, project evaluation, and funding decisions that affect the services and systems designed to support youth. This is achieved by building and maintaining a partnership with the HSC to

engage in mutual learning, youth empowerment, and collaborative decision making. The Youth Action Board is part of the leadership team that designs, oversees, and evaluates Dane County's Youth Homelessness Demonstration Program (YHDP) projects.