

**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. Make ~~recommendations to designate the Collaborative Applicant as a~~ Unified Funding Agency. ~~This gives the Collaborative Applicant additional autonomy and responsibilities.~~

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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.

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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 at least 10 times annually at an announced time and location to be determined by the Chair and Vice Chair of the membership.

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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). The Vice Chair or a designee records minutes of the membership meetings. Minutes will be sent out via the distribution list. Members who are unable to access the distribution list may request the minutes in another form if necessary by contacting the Chair or Vice Chair.

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Voting members must attend nine membership or Board-approved committee/work group meetings in the last 12 months to be qualified to vote on issues related to the bylaws and election of Chair, Vice Chair and Board members. 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 gets one vote.

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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. ¶

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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 assessment of HSC membership dues shall have a defined purpose and must be approved by the majority of voting members.

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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.

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Article V: Governance

Section 1: Governing Body

The leadership of the HSC shall be thirteen to eighteen (13-18) voting members of a Board of Directors elected by qualified HSC members at its annual meeting.

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The Board of Directors will meet at least six times annually at an announced time and location to be determined by the Board.

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

Section 2: Board Structure

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

1. No more than two (2) 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 Emergency Solutions Grant (ESG), State Emergency Solutions Grant, Homeless Prevention Program, Housing Program (EHH) or Continuum of Care (CoC).
2. Six to eight (6-8) representatives at-large. The six 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. At-large members cannot be employed, be a paid consultant, or be an active Board member for a non-profit agency providing housing and services for homeless persons as described above.
3. Two to four (2-4) representatives with lived experience of homelessness. This representative may or may not be employed by a funded agency.

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4. The Youth Action Board will appoint one to two (1-2) representatives to the Board who must be younger than 24 years of age, at time of appointment. The representative will be appointed during the regular election cycle and may or may not be employed by a funded agency.
5. Chair of the Homeless Services Consortium membership group. This representative may or may not be employed by a funded agency.
6. The lead HMIS agency will appoint one staff person as a voting member of the Board that is not subject to term limits. This representative may or may not be employed by a funded agency.

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An agency cannot have more than two representatives on the Board regardless of what category they are representing.

If a representative is no longer able to meet the requirements of the seat they were elected to, they must resign from the Board.

A quorum for the Board of Directors to conduct business of the HSC shall be a majority of Directors. Directors, may appear by phone with prior approval from the President of the Board of Directors.

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

Requests to the Board of Directors for support letters, petition signatures or media should be made to the Board President. The Executive Committee will approve such requests. Any actions will be shared with the HSC membership.

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.

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Section 4: Term

Each elected Board member shall serve a two-year term. Each Board member may serve for no more than three (3) consecutive 2-year terms. After a 12-month period, former board members may be nominated.

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Section 5: Resignation and Termination

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

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Board members in at-large seats who become employed, a paid consultant or Board member for a non-profit agency providing housing and services for homeless persons shall resign or request a leave of absence if less than three months. If a representative is no longer able to meet the requirements of the seat they were elected to, they must resign from the Board.

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 2/3 of the current Board members.

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In the event of a mid-term vacancy, the President of the Board of Directors shall ask for nominations; a vote of the majority of the Board of Directors is needed to fill a mid-term vacancy through the end of the term.

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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 December 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.

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In addition to a slate of candidates put forward by the Nominating & Governance Committee to fill open Board slots, members may nominate candidates from the floor. Nominations must have a second and the nominated person must be in attendance and accept the nomination.¶

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 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.

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Article V: 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.

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Adopted by the Homeless Services Consortium Membership on Insert Date

Kim Sutter
2019 Chair

Appendix A Election Process

There is an open Nominating and Governance committee that oversees the election process. The election process includes the seats for the Board of Directors and the Chair and Vice Chair of the Homeless Services Consortium.

- 1) At the September General Membership meeting a notice of the December election will be made to include the upcoming vacant seats and timeframe of the election process. In addition, an e-mail will be sent to the HSC membership, detailing openings available, the process, job descriptions and the Board agreement.
- 2) Nominations and self-nominations are accepted via e-mail (hsc@cityofmadison.com), phone call to the CoC Coordinator or in person to the CoC Coordinator or member of the Executive Committee of the Board.
- 3) Bios of all nominees will be sent out to the HSC via the listserv and available in hard copy at the Annual Meeting.
- 4) Prior to the Annual meeting, the Nominating and Governance committee will send questions to the nominees and will send their answers to the listserv and provide hard copies at the Annual Meeting.
- 5) The Annual Meeting of the Membership will be publicly posted in the same manner as Board meetings.
- 6) The Nominating and Governance Committee will create ballots.
- 7) Members who have attended 3 HSC meetings throughout the calendar year are eligible to vote in the December election. The December meeting does count for one of the 3 meetings. For those members who have attended 3 meetings, but can't attend the December meeting an electronic ballot will be provided. Effective 2020 members who have submitted an application and attended nine membership or Board approved committee/work group meetings in the last 12 months are eligible to vote. The December meeting does count for one of the 9 meetings. For those members who have attended 9 meetings, but can't attend the December meeting an electronic ballot will be provided.
- 8) At the Annual Meeting, members may nominate candidates from the floor. Nominations must have a second and the nominated person must be in attendance and accept the nomination.
- 9) At the Annual Meeting, candidates will have 2 minutes to speak to the Membership.
- 10) Ballots will be counted by the CoC Coordinator and a member of the HSC Board who is not running for re-election.
- 11) Notification of results will be sent to the HSC listserv after candidates s have been notified.

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Appendix B

Board Executive Committee

Committee members consist of the HSC Board President, Vice President, Secretary, Treasurer and CoC Coordinator (for staff support). Duties – Set agendas for Board meetings, approve signature or support/advocacy letters, convene a group to conduct review of the CoC Coordinator, provide support during annual elections, discuss and respond to grievances of the HSC Board Code of Conduct, make recommendations to full Board on Board policies, other duties assigned by the HSC Board.

Committee to End Youth Homelessness

The Committee to End Youth Homelessness (CEYH) is a standing committee of the Dane County Homeless Services Consortium. The two (2) primary charges of the CEYH are to: 1) develop recommendations and strategies for ending homelessness amount unaccompanied minor youth and 18-24 year olds residing in Dane County, and 2) provide a forum for stakeholders to communicate and collaborate with each other. Ideally, committee membership shall include persons representing the following groups:

- Youth with lived experience
- Organizations (government and private) providing services to homeless youth
- Youth Justice
- Child Welfare
- Youth Action Board

Community Plan to Prevent and End Homelessness Oversight Committee

Monitor and report annual results on Action Steps in the Community Plan; responsible for planning five (5) year community process to review goals and objectives to ensure that they continue to reflect current and future activities; review plan to ensure goals are relevant for community; annually recommend priorities to the HSC Board; committee must meet at least quarterly; membership should include direct service staff and agency managers.

Core Committee

Advise the Board of Directors on: annual CoC and EHH application requirements, issues related to operation and performance of the local coordinated entry system, HUD and local priorities for funding and issues related to managing the local homeless management information system (HMIS); remain informed of HUD priorities and requirements; identify and document gaps in service; complete an annual review of the Written Standards and create schedule for improvements; regularly examine systems performance measures and other identified data points; offer peer to peer technical assistance as needed; identify areas of needed professional development for the HSC: implement strategies that are outlined in submitted funding applications; prepare annual applications in cooperation with the Lead Applicant for CoC and EHH funds; agencies that receive CoC or EHH funds must participate in this committee.

Education and Advocacy Committee

Educate and inform the HSC membership and public on local efforts to serve the Dane County homeless population; provide trainings related to public benefits and mainstream resources to the HSC membership including how best to coordinate services; provide education on systems change to the HSC membership and public; seek out and advertise opportunities for professional development for HSC members; monitor and respond to proposed federal, state, and local legislation and education HSC members on issues affecting the homeless population and ways to respond; annually provide an advocacy platform for HSC Board approval.

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Funders Committee

Provide a forum for public and private funders of housing and services targeted to homeless and at-risk persons to share information and coordinate activities as possible; use the Community Plan to Prevent and End Homelessness when setting funding priorities; membership will include HSC Board President. Make recommendations to designate the Collaborative Applicant as a Unified Funding Agency. This gives the Collaborative Applicant additional autonomy and responsibilities.

Point-In-Time Committee

Coordinate efforts to implement sheltered and unsheltered Point in Time Count of Homelessness (PIT); advise the Board of Directors on issues related to methodology and other HUD requirements for the PIT counts; committee must be chaired by an agency that provides outreach services.

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Nominating & Governance Committee

The Chair of the Nominating Committee will be appointed by the President of the Board of Directors. Duties – Recruit a broad spectrum of potential Board of Director candidates, solicit interested persons and review qualifications in order to present a ballot at the Annual Meeting of potential Board members; memberships should include at least one current Board Member who is not up for reelection; review bylaws at least biannually and present suggested changes to the Board of Directors. Develop and review the code of conduct and recusal process for the Board and its members. Policies will be reviewed at least biannually

Shelter Providers Committee

Advise the Board of Directors on issues related to the operation of the emergency shelter system including unmet needs; provide forum for shelter providers to improve coordinated efforts to move homeless persons out of homelessness as soon as possible.

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Membership is open to youth ages 10-24 and two-thirds of members must have lived experience of youth homelessness. Provides information to the CoC on needs of youth experiencing homelessness; suggests changes to systems to better meet the needs of youth in the community; approves work plans of the Committee to End Youth Homelessness; one to two (1-2) members sit on the HSC Board of Directors.