

**Missouri Interagency Council on Homelessness**  
**Membership Policy**  
**September 27, 2021**

Purpose

Missouri Interagency Council on Homelessness Membership should include a diverse body of cross-sectional stakeholders working to prevent and end homelessness throughout the state.

Representation

MICH membership is determined by meeting attendance. Any entity with representation at two out of the three previous meetings is considered a voting member. MICH should always include at least 11 voting positions (designated by agency affiliation when applicable instead of by individual) with balanced representation from the following entities:

- Individual(s) with lived experience
- Continua of Care
  - HMIS Lead Agencies
  - Balance of State
  - Joplin
  - Kansas City
  - Springfield
  - St. Charles
  - St. Joeseph
  - St. Louis City
  - St. Louis County
- State Departments
  - Economic Development
    - Workforce Development
    - Community Service Commission
    - Missouri Housing Development Commission
  - Labor and Industrial Relations
    - Missouri Commission on Human Rights
  - Public Safety
    - Department of Corrections
    - Law Enforcement Training
    - State Emergency Management Agency
    - Veterans Commission
  - Department of Elementary and Secondary Education
  - Department of Health and Senior Services
  - Department of Mental Health
  - Department of Social Services
    - Children's Division
    - Family Support

- Organizations that serve the entire state of Missouri or regions within the state whose mission or work is related to ending homelessness. Examples include, but are not limited to:
  - Empower Missouri
  - Legal Aid Services
  - Missouri Coalition Against Domestic and Sexual Violence
  - Missouri Community Action Agencies
  - Missouri Head Start State Collaboration Office
  - Parent Advisory Council
  - Public Housing Authorities
  - Social Services agencies/non-profits

MICH Membership is free and open to the public, and additional individuals/organizations are encouraged to engage. Other entities that may be sought out for membership include:

- Advocates
- Affordable Housing Developers
- Community Organizations Active in Disaster
- Hospitals and Health Care Providers
- Universities/Education Institutions
- Veteran Service Organizations
- Victim Service Organizations

#### Voting

7 MICH voting members present at any properly announced meeting shall constitute a quorum. All items to be voted on shall be decided by a simple majority of voting members present at the meeting in which a vote takes place. Electronic votes may be utilized as needed when business cannot be conducted during a regularly scheduled meeting.

While multiple representatives may (and are encouraged to attend) MICH meetings, each agency will only have one vote.

Any voting member unable to be present at the time of a vote may send one representative of their organization to vote by proxy.

Under general ethical principles regarding Conflict of Interest, MICH voting members shall recuse themselves when they have or anticipate having a direct financial gain or conflict of interest in the outcome of a decision, independent of their status as a provider of services.

#### Executive Committee

The Executive Committee shall include the MICH Chair, Vice-Chair, and Secretary.

Responsibilities include:

- Chair: The MICH Chair will serve as the Chair of the Executive Committee and the MICH. The Chair is responsible for scheduling meetings, preparing meeting agendas, and facilitating meetings. The Chair is responsible for representing MICH for public appearances and media requests, as well as responding to requests from the MICH website.
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- Vice-Chair: The Vice-Chair will facilitate meetings in the event the chair is unable to attend. In the absence of the Secretary, the Vice-Chair will serve as Secretary. In the absence of both the Chair and Secretary, the Vice-Chair will appoint a committee member to serve as Secretary for the meeting.

Should the Chair, for any reason not be able to complete a term of office then the Vice-Chair will complete the term as Chair and a new Vice-Chair will be recommended and approve to complete the term. If the Vice-Chair is not able to fulfill the term, a nominating committee will be formed to make recommendations to the membership for leadership.

- Secretary: The Secretary shall ensure that all minutes of meetings and records of the MICH business are compiled and preserved on the MICH website (endhomelessnessmo.org). The Secretary (or their designee) is responsible for sending minutes, meeting reminders, and other notifications to MICH members and maintaining MICH records. The Secretary will be responsible for reporting on missed attendance as needed.

If the Secretary is not able to fulfill the term, a nominating committee will be formed to make recommendations to the membership for leadership.

#### Elections/Nominations

The Executive Committee will accept nominations from a nominating committee comprised of any member (voting and non-voting) of the MICH for candidates for Chair, Vice-Chair, and Secretary. Election of officers will take place every even year at a regularly scheduled meeting of the MICH.

#### Terms of Service

Officers shall be elected for a two-year term. Term of office is two years beginning in January of the year following an election and concurrent with the calendar year. Officers can serve two, two-year terms, in any combination, for a maximum of four years as an officer. An officer must serve one term out of any office before serving again.

Voting positions held by agencies have no term limits. Voting positions held by individuals, *not* representing Continua of Care, State Department, State-wide Organization, or other agency are for two years terms.

#### Meetings

MICH will hold meetings at least quarterly, generally on the first Monday of even months, from 12:30 – 2:30. In the event of a holiday, the Council may meet the following Monday. All meetings are open to the public. Meetings and meeting documents will be made public by posting at endhomelessnessmo.org.

**Commented [AS1]:** Should these positions being staggered so you do not get a whole new EC at the same time?