

Missouri Interagency Council on Homelessness Bylaws

Approved: November 8, 2024

Article 1 - Purpose, Duties, and Responsibilities

The Missouri Interagency Council on Homelessness (MICH) was established to continue the work of Missouri's Governor's Committee to End Homelessness when its Executive Order was not renewed. The MICH's responsibilities include but are not limited to:

- 1) Facilitate coordination and communication among state government agencies, Continua of Care (including Coordinated Entry Systems), and homeless/social service providers
- 2) Support the collection and disbursement of data related to homelessness in Missouri
- 3) Serve as a resource and information center for homeless service providers
- 4) Promote equitable and inclusive strategies that address the needs of all populations experiencing homelessness
- 5) Advance capacity building efforts to end homelessness

Article 2 - Structure and Composition

MICH is constructed of two membership bodies: The Interagency Council and The Interagency Coalition.

Interagency Council

The Interagency Council shall consist of no more than twenty-five (25) and no less than seven (7) members with knowledge of the subject of homelessness.

- 1) Representation from the following areas will be sought
 - a) Missouri's Continua of Care
 - b) Missouri Continuum of Care's HMIS Lead Agencies
 - c) Missouri State Departments whose programs and services intersect with Missouri's homeless service system
 - d) Agencies that are engaged in addressing homelessness in Missouri
- 2) Candidates for Interagency Council membership shall be presented by the Nominating Committee and approved by a majority vote of the Interagency Coalition
- 3) Interagency Council members must have administrative responsibility for or policy oversight of homeless programs or related services.
- 4) When a vacancy becomes available due to resignation, lack of attendance or incapacity, an interim representative may be appointed by the Chairperson to fill that member's position until a candidate from the Nominating Committee is presented and voted on
- 5) If a member of the Interagency Council changes agency or a represented agency wishes to change their member on the Council, that member must resign their current membership to the council and seek new election to the council via the process outline in [Article 6](#)
- 6) Members of the Interagency Council shall serve without compensation.
- 7) Once bi-annually, by majority vote, the Interagency Council must appoint officers from its membership to hold the positions of:

- a) Chairperson
 - b) Vice Chairperson
 - c) Recording Secretary
 - d) Communications Secretary
 - e) Chief Technology Officer
 - f) Annual Meeting Coordinator
- 8) The Chairperson may call a vote regarding the membership status of any council member who is absent more than three consecutive meetings. Any vote for removal or replacement must have majority vote of all Interagency Council Members.
 - 9) Members may designate a proxy to attend Interagency Council meetings no more than three times per year. The name of the proxy must be submitted in advance to the Recording Secretary. Proxies may attend all meetings with the member but will only be allowed to vote when the member is absent. The appointed member of MICH may use their designated proxy three times during the calendar year.

Interagency Coalition

Membership in the Interagency Coalition is free and open to the public. The Interagency Coalition shall consist of all individuals with current Member Status as affirmed by the Recording Secretary.

Member Status

- 1) The following statements must all be true in order for an individual to obtain Member Status in the Interagency Coalition:
 - a) Complete all registration requirements as outlined by the Interagency Council
 - b) Have attendance logged at one (1) previous MICH event/meeting in the calendar year
 - c) Be a resident of, or work in, the State of Missouri
- 2) All of the following must be completed in order to maintain Current Member Status in the Interagency Coalition:
 - a) Have attendance logged at 50% of all events/MICH meetings as held in the calendar year
 - b) Have membership registration details verified with the Recording Secretary once annually
 - c) Be a resident of, or work in, the State of Missouri

Article 3 - Officers

The Missouri Interagency Council on Homelessness (MICH) shall have no less than five officer positions as elected by majority vote.

Terms and Vacancies

- 1) All officers will hold two-year terms in their positions
- 2) When a vacancy becomes available due to resignation, lack of attendance or incapacity an all-council vote must be conducted to elect a new officer before any new business can be conducted.
- 3) An officer must serve one term out of office before serving in that same officer position again
- 4) If the Vice-Chair must complete the term of a Chair, then they can be reelected to complete one additional term.

Officer Roles and Responsibilities

Chairperson

- 1) Attend all Council meetings
- 2) Set the agenda for and call all meetings of the Interagency Council
- 3) Preside over all Council meetings or ensure that the Vice Chairperson can do so
- 4) Work with all Council members to establish a vision and set priorities to guide the Council's mission
- 5) Stating and putting to vote all questions, motions and all other business that legitimately comes before the Council
- 6) Expedite business in every way compatible with the rights of the membership

Vice Chairperson

- 1) Attend all Council meetings
- 2) Provide input to the Chairperson on meeting content and format
- 3) In the event the Chairperson is unable to attend, the Vice Chairperson will be asked to lead the meeting
- 4) Chair the CoC Leadership Committee

Recording Secretary

- 1) Attend all Council meetings
- 2) Ensure adequate record of council proceedings are made and maintained
- 1) Keep an up-to-date record of all individual member's current status in the Interagency Council and Interagency Coalition
- 3) Track term limits and log meeting attendance of Council members
- 4) Assist the Chief Technology Officer conduct votes during meetings

Communications Secretary

- 1) Attend all Council meetings
- 2) Work with Chief Technology Officer to send out communications to the Interagency Council and Interagency Coalition via all means (i.e., email, social media, etc.)
- 3) Ensure applicable meeting minutes and materials are distributed to Interagency Council and Interagency Coalition members.
- 4) Prepare printed or online publications, marketing materials, and event announcements for the Interagency Council and Interagency Coalition.

Chief Technology Officer

- 1) Attend all Council meetings
- 2) Responsible for coordinating all technological needs of the MICH
- 3) Facilitate regular meetings via multi-media means for attendees across the state
- 4) Work with Communications Secretary to ensure efficient and timely communications are sent to all Interagency Council and Interagency Coalition members
- 5) Collaborate with the Recording Secretary to conducting votes during meetings

Annual Meeting Coordinator

- 1) Attend all Council meetings
- 2) Responsible for leading the Annual Meeting subcommittee and planning the annual in-person MICH meeting

Article 4 - Committees

MICH Committee Overview

- 1) The Missouri Interagency Council must maintain a Committee Chair for the following Subcommittees:
 - a) Nominating Committee
 - b) CoC Leadership Committee
 - c) Data and Reports Committee.
- 2) At any time, the Interagency Council, by a majority vote, can create an ad hoc committee
- 3) Any Interagency Council or Interagency Coalition member in good status can serve on standing or ad committees
- 4) Non-members may be appointed to serve on standing or ad hoc committees by recommendation from committee chairs
- 5) All committees shall maintain written agendas and minutes which shall be provided to the Recording Secretary of the MICH and made available to the MICH upon request
- 6) Each committee chair shall report on its activities during MICH meetings
- 7) All committees shall meet at such time and place, in person or virtual, as designated by the Chair of the committee and as often as necessary to accomplish their tasks

MICH Committees

Nominating Committee

- 1) The chair for the committee is appointed by a majority vote of the Interagency Council and serves a one-year term. This appointment must be made by the first meeting of the calendar year.
- 2) The purpose of this committee is to continually develop a roster of candidates for Interagency Council Membership, as well as preparing a slate of current Interagency Council or Interagency Coalition members for officer elections in the final meeting of the calendar year.
- 3) All emeritus Interagency Board Chairs may be included in this committee
- 4) The committee shall put extra emphasis on the cultivation new leadership and membership in the MICH from all stakeholders working to end Homelessness in Missouri

CoC Leadership Committee

- 1) The Vice Chair will lead this committee
- 2) Membership of this committee shall be made up of two (2) representatives from each of the 8 CoC's in Missouri
- 3) The purpose of this committee is to facilitate a regular opportunity for collaboration between each of the CoC's

- 4) This committee is responsible for recommending the annual PIT Count date to the Interagency Coalition and Interagency Council

Data and Reports Committee

- 1) The chair for the committee is appointed by a majority vote of the Interagency Council and serves a one-year term. This appointment must be made by the first meeting of the calendar year.
- 2) The purpose of this committee is to collect, aggregate, and synthesize data regarding the current state of Homelessness in Missouri
- 3) This committee is required to once annually produce a report, using the most current data available, about the Interagency Council and Interagency Coalition member agencies accomplishments and impact.

Article 5 - Meetings

Interagency Council Meetings

- 1) The Interagency Council will meet at the frequency determined by majority vote of the council, and as the proper fulfillment of their responsibilities requires
- 2) When required outside of normal meetings, the Chair can call an ad hoc meeting
- 3) Ad hoc meetings may be conducted via all means necessary to ensure timely and effective collaboration
- 4) The Interagency Council must host at least three (3) open meetings annually where the Interagency Coalition membership is present
- 5) The Interagency Council may conduct closed meetings, in which only members of the Interagency Council can attend
- 6) All minutes and information regarding meetings of the Interagency Council, even closed meetings, will be made available to all members by the Communications Secretary
- 7) Due to the need for flexibility and the availability of electronic tools, all MICH events/meetings may use any technology needed to host, facilitate, and conduct its planned programming

In-Person Meeting

The Interagency Council shall conduct at least one (1) In-Person event/meeting open to all members of the Interagency Coalition and Interagency Council and the public. The date of the In-Person event/meeting will be announced by the Annual Meeting Committee no less than 3 months prior to the event occurring

The Interagency Coalition Members & Meetings

All members of the Interagency Coalition can attend any open meetings of the Interagency Council. Interagency Coalition members may participate in every aspect of any Interagency Meeting besides voting on matters not related to bylaws and elections.

Article 6 – Voting and Elections

Voting

- 1) All voting will be conducted via electronic means as determined by the Chief Technology Officer in order to ensure accurate counting and record keeping
- 2) Votes on non-election related matters may be conducted via email with approval by the Interagency Council
- 3) All email votes must have at least a minimum of two (2) and no more than ten (business) business days allowed to cast a vote
- 4) All votes must reach a simple majority in order to pass, unless otherwise specified in these bylaws
- 5) 51% of the members eligible to vote shall constitute a quorum
- 6) If during a meeting the number of members present is reduced to below a quorum, the meeting may continue but no vote may be taken.

Interagency Council Voting

In order for the any vote of the Interagency Council to be certified, a response must be logged from every member of the Council.

Interagency Coalition Voting

If a Council approved email vote requires Interagency Coalition input and it does not receive a response from at least a quorum of Coalition Members, the vote will fail, and a new vote must be called.

Elections

- 1) All candidates for election must be presented by the Nominating Committee at least one month prior to the meeting where the vote is conducted
- 2) Only Interagency Council members can cast votes in an election
- 3) All election votes must be conducted in the setting of a meeting

Article 7 - Amendments

- 1) Any Interagency Council or Interagency Coalition member may submit proposed bylaw changes in writing to the Chair of the Interagency Council
- 2) The Chair must provide the proposed changes to membership for review minimally one month prior to a vote being called
- 3) The notice of any proposed changes shall also include a medium for feedback.
- 4) Prior to any vote, the Chair shall acknowledge all feedback received and any actions taken on that feedback.
- 5) All bylaw changes must receive a 3/4 approval vote from all eligible Interagency Council and Interagency Coalition members
- 6) Every three years the bylaws of the Interagency Council on Homelessness will be reviewed by an ad hoc Bylaws Committee created and lead by the Chair of the Council