



Bylaws

Article I- Name

The name of this organization shall be the Missouri Interagency Council on Homelessness (MICH).

Article II- Vision and Mission

Homelessness is unacceptable in Missouri. It is the belief of the Missouri Interagency Council on Homelessness that housing is a right, not a privilege. Therefore, all individuals and families must have the right to safe, affordable housing in healthy communities with access to a network of supportive services.

The mission of the Missouri Interagency Council on Homelessness is to prevent and end homelessness by establishing strategies to promote public and private coordination and collaboration, develop new strategies to evaluate and reallocate resources, removing barriers to accessing services, evaluating unmet needs and providing supportive services and affordable housing needs, implementing effective solutions to build economic security and promoting and supporting activities that prevent homelessness.

Article III- Responsibilities

Section 1 General

The responsibilities of the council are set forth by Executive Order by Governor Jeremiah W. (Jay) Nixon. Should the Executive Order expire and not be reinstated, the responsibilities will remain as outlined.

Section 2 Tasks of the Council

The three main tasks of the MICH are:

- 1- Raise awareness about homelessness issues in Missouri
- 2- Advocate for housing, homelessness and service needs through resource collaboration
- 3- Facilitate the Balance of State Continuum of Care process

In addition, the council will ensure there is a valid Homeless Management Information System (HMIS) and conduct Regional Housing Team Meetings on a quarterly basis.

Article IV- Membership

Section 1 Membership

- 1- The council will be composed of no less than 20 members appointed by the Governor.
- 2- Members of the council shall serve under the guidelines of the Executive Order and shall serve without compensation.
- 3- Membership shall include:
 - a. At least one representative from each of the following state agencies:
 - i. Department of Corrections
 - ii. Department of Economic Development
 - iii. Department of Elementary and Secondary Education
 - iv. Department of Health and Senior Services
 - v. Department of Mental Health
 - vi. Department of Social Services
 - vii. Missouri Housing Development Commission
- 4- Additionally, the following agencies shall hold a seat on the council:
 - a. Balance of State Continuum of Care Lead Agency
 - b. Balance of State HMIS Lead Agency
 - c. One representative from each established Continuum of Care in Missouri
 - d. One representative from the North, Central and South regions of the Balance of State Continuum of Care
 - e. The Salvation Army
 - f. Missouri Association for Social Welfare
 - g. Missouri Coalition Against Domestic and Sexual Violence
 - h. Missouri Head Start State Collaboration Office
 - i. Missouri Association of Community Action
 - j. PHA representative selected by NAHRO
 - k. USDA Rural Development
 - l. Veterans Administration

- 5- The Governor shall appoint other representatives who are familiar with the challenges of homelessness; including representatives of the faith based community, community action agencies, non-profit organizations, and local/and or federal governmental agencies.
- 6- At least 51% of the council shall consist of non-profit, faith-based and/or community-based agencies.
- 7- If an overlap of agency representation occurs due to changes in officers or lead agency roles, the agency will only hold one seat.

Section 2 Terms of Service

- 1- Should a member resign from their agency or organization, the agency or organization will still hold a seat and a representative from that agency or organization will fill the vacant seat.
- 2- Absence and non-attendance to council meetings may result in termination of service of the member. Refer to Article VII, Section 3 for nonparticipation.

Article V- Officers

Section 1 Officers

Three officers will coordinate the work of the council: Chair, Vice-Chair and Secretary.

Section 2 Nomination and Election

- 1- The Executive Committee will nominate and recommend to the council a slate of candidates for Chair, Vice-Chair and Secretary to be voted on every two years at the December meeting.
- 2- Should an officer resign from the council before completing a term of office, the Executive Committee will appoint a member from the council to finish the term of office. The council will vote for approval of the new officer.

Section 3 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 running concurrent with the calendar year. Officers can serve a maximum of two two-year terms. An officer must serve one term out of any office before serving again. If the Vice-Chair must complete the term of a Chair then he or she can be reelected to complete one additional term.

Section 4 Duties

1- Chair

The Council Chair will serve as the Chair of the Executive Committee. The Chair is responsible for scheduling and facilitating meetings, preparing meeting agendas and overseeing preparation of the annual report and 10 Year Plan revisions. The Chair is responsible for representing the council for public appearances and media requests. At the end of their term, the Chair will be responsible for advising the new, incoming Chair and assisting with the transition for new officers.

2- Vice-Chair

The Vice-Chair will serve as the Chair of the Awareness Committee. The Vice-Chair will facilitate meetings in the event that 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 council 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 take over and a new Vice-Chair would then be appointed to complete the term.

3- Secretary

The Secretary will serve as Chair of the Targeted Populations Committee. The Secretary shall ensure that all minutes of meetings and records of the council's business are compiled and preserved. The Secretary is responsible for sending minutes to council members and sending monthly meeting reminders. All minutes and records of the council shall be maintained by the Secretary. The Secretary will call roll for attendance and any agenda items up for vote during meetings.

Article VI- Standing and Ad Hoc Committees

Section 1 Committee Membership

In addition to members of the council, non-members may be appointed to serve on standing or ad hoc committees by recommendation from committee chairs.

Section 2 Reports

All committees shall maintain written agendas and/or minutes which shall be provided to the Chair of the MICH and made available to the full council upon request. Each committee chair shall report its activities to the council as necessary.

Section 3 Meetings

- 1- All committees shall meet at such time and place as designated by the Chair of the committees and as often as necessary to accomplish their tasks.
- 2- All committees, with the exception of the Review Committee shall meet a minimum of four times per calendar year or more often, as needed.
- 3- The Executive Committee shall meet between the regularly scheduled council meetings.
- 4- Participation by members of committees may be via telephone conference calls.
- 5- All committees are responsible for providing a committee report for the council's annual report.

Section 4 Standing Committees

- 1- The standing committees of the MICH are the following: Executive Committee, Balance of State Continuum of Care Committee, Awareness Committee and Target Populations Committee. The ad-hoc committees of the MICH are the following: Review Committee.
- 2- The Chair of each standing committee is assigned as stated in Article V, Section 4.
- 3- Executive Committee
 - a. The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, and one representative from the lead agency for Balance of State (BoS) Continuum of Care (CoC), lead agency for Homeless Management Information System (HMIS) and lead agency for Shelter Plus Care (SPC).
 - b. Responsibilities of the Executive Committee are:
 - i. Appointment of new members
 - ii. New member orientation
 - iii. Nomination of officers in December of expiring terms of service
 - iv. Yearly Review Committee appointments
 - v. Assist Chair with agenda content
 - vi. Attendance monitoring
 - vii. Appointing additional committees as needed
 - viii. Completing the Annual Report
 - ix. Review Exhibit One from the Lead Agency prior to submission
 - x. Coordinate statewide efforts to end homelessness

4- Balance of State Continuum of Care Committee

- a. The Balance of State Continuum of Care committee will be chaired by the BoS CoC lead agency. The committee shall include one representative from the lead agency for HMIS, lead agency for SPC, each State agency that administers McKinney-Vento funded programs and one representative from each region in the Balance of State Continuum of Care.
- b. Responsibilities of the Balance of State Committee Chair are:
 - i. Schedule and facilitate Regional Housing Team Meetings
 - ii. Coordinate the Point-in-Time count
 - iii. Prepare the Point-in-Time count reports
 - iv. Prepare and complete Exhibit One
 - v. Keep and update committee procedures and recommend policy updates to MICH
- c. Responsibilities of the Balance of State Committee members are:
 - i. Serve in advisory capacity to the sub-committee chairs
 - ii. Contribute to revisions of the 10 Year Plan as needed

5- Awareness Committee

- a. The Awareness committee shall consist of members and non-members elected by the Awareness Chair.
- b. Responsibilities of the Awareness Committee Chair are:
 - i. Organize workgroups under the Awareness Committee
 - ii. Provide oversight and assistance to workgroups
- c. Responsibilities of the Awareness Committee members are:
 - i. Plan and coordinate homelessness awareness events
 - ii. Plan and coordinate Legislative Awareness Day
 - iii. Plan and coordinate Project Homeless Connect
 - iv. Keep and update committee procedures and recommend policy updates to MICH

6- Targeted Populations Committee

- a. The Targeted Populations Committee shall consist of members elected by the Targeted Populations Chair.
- b. Responsibilities of the Targeted Populations Committee Chair are:
 - i. Organize workgroups; including Re-entry, Chronically Homeless, Homeless Children, Homeless Veterans, Domestic Violence and others as needed.

- ii. Keep and update committee procedures and recommend policy updates to MICH
- c. Responsibilities of the Targeted Populations Committee members are:
 - i. Assist and support workgroups
 - ii. Report workgroup information and progress to MICH

7- Review Committee

- a. The Review Committee is an ad-hoc committee and shall consist of members appointed by the Executive Committee.
- b. Responsibilities of the Review Committee Chair are:
 - i. Attend and present information at the BoS CoC Exhibit Two application training
 - ii. Facilitate the Review Committee meeting
 - iii. Provide updates at the MICH meetings
 - iv. Provide feedback to applicants after ranking and submission as requested
- c. The responsibilities of the Review Committee are:
 - i. Review Exhibit 2 applications for new and renewal projects
 - ii. Rank Exhibit 2 applications as defined by HUD in the NOFA
- d. Applicants, currently funded agencies or entities that may have a financial gain or has knowledge of a personal conflict may not hold a seat on the Review Committee.

Article VII- Meetings

Section 1 Meetings

Regular meetings of the MICH will convene on the first Monday of the month, at 11:00 a.m. - 2:00 p.m. The council will meet in February, April, June, August, October and December. In the event of a holiday, the council will meet the following Monday.

Section 2 Voting

1- Eligibility

Appointed agencies, organizations and state agencies shall be designated voting members and shall hold one vote.

2- General

Under general ethical principals regarding conflict of interest, members of the council shall recuse themselves when they have or anticipate having a direct financial gain or

conflict of interest in the outcome of a council decision, independent of their status as providers of services to homeless.

3- Quorum

51% of the members eligible to vote shall constitute a quorum. If during the meeting the number of members present is reduced to below a quorum, the meeting may continue but no vote may be taken.

4- Voting by proxy

Any member unable to be present at the time of a vote may send one representative of their agency or organization to vote by proxy. The Secretary must receive written notification prior to the meeting being called to order to approve the vote by proxy.

5- In the event of an item needing council approval by a vote, any Executive Committee member can call a special meeting and a vote may be held via phone or email.

Section 3 Vacancies/Nonparticipation

1- Individual council membership ends when:

- a. A member resigns or dies; or
- b. A member is deemed inactive by the council upon the relevant facts having been presented; or
- c. A majority of the council terminates the member for just cause, as defined by the majority.

2- After two absences of any regularly scheduled full council meeting not represented by member or proxy, within one calendar year, the member may be notified that his/her position will be declared vacant. In the case of vacant positions, the head of the agency or organization will be notified and requested to name a replacement representative from that agency or organization. The Executive Committee shall determine final action on the status of membership for individual members.

3- Attending by telephone fulfills the attendance requirements of these Bylaws.

4- An individual's termination of membership does not terminate the appointment as provided in Article IV, Section 2.

Article VIII- Amendments to Bylaws

- 1- The Bylaws of the Missouri Interagency Council on Homelessness may be revised, amended or repealed by a majority vote of the council. Any member may submit proposed changes in writing to the Council Chair. The Chair must provide the proposed changes at one council meeting and take a vote at the next regularly scheduled meeting.

- 2- The council will review, update and approve Bylaws in the first meeting of the year or at the request of members.

Bylaws accepted by vote on: _____

Chairperson signature and date: _____