



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 lead Missouri's efforts to prevent and end homelessness.

The Vision of the Missouri Interagency Council on Homelessness is to prevent and end homelessness by being data informed, centering equity, and strengthening statewide collaboration.

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 Responsibilities 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

Missouri Interagency Council on Homelessness (MICH) membership is free and open to the public. Membership should include a diverse body of cross-sectional stakeholders working to prevent and end homelessness throughout the state. Members of the council shall serve without compensation.

The MICH shall be composed of no less than 20 members with balanced representation from the following entities.

- Individual(s) with lived experience
- Continua of Care
 - Balance of State
 - Joplin
 - Kansas City
 - Springfield
 - St. Charles
 - St. Joseph
 - St. Louis City
 - St. Louis County
 - Missouri HMIS Lead Agencies

Missouri State Departments including, but not limited to:

- Missouri Department of Economic Development
- Missouri Housing Development Commission
- Missouri Commission on Human Rights
- Missouri Department of Public Safety
- Missouri Veterans Commission
- Missouri Department of Elementary and Secondary Education
- Missouri Department of Health and Senior Services
- Missouri Department of Mental Health
- Missouri Department of Social Services



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

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 Organization

At least 51% of the council shall consist of non-profit, faith-based and/or community- based agencies.

Section 2 Terms of Service

- 1- Should a member resign from their agency or organization, the agency or organization will still hold the 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 MICH: Chair, Vice-Chair and Secretary. This structure is designed to facilitate mentoring and shared leadership responsibilities to support new Executive Committee members from the MICH membership.

Section 2 Nomination and Election

The Executive Committee will name an ad hoc nominating committee annually who will nominate and recommend to the MICH a slate of candidates for Chair, Vice-Chair and Secretary

to be voted on every even year at a regularly scheduled meeting.

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

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. The Chair, in conjunction with other executive committee members, is responsible for ensuring alignment with the federal strategic plan to end homelessness.

2- 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 approved 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.

3- Secretary

The Secretary shall ensure that all minutes of meetings and records of the MICH business are compiled and preserved on the MICH website (endhomelinessnessmo.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. 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 as needed.

Article VI- Standing and Ad Hoc Committees

Section 1 Committee Membership

In addition to members of the MICH, 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 Executive Committee of the MICH and made available to the full MICH upon request. Each committee chair shall report on its activities during MICH meetings.

Section 3 Meetings

- 1- All committees shall meet at such time and place, in person or virtual, as designated by the Chair of the committees and as often as necessary to accomplish their tasks.
- 2- The Executive Committee shall meet between the regularly scheduled MICH meetings.
- 3- All committees are responsible for providing a committee report for the MICH annual meeting.

Section 4 Standing Committees

- 1- The standing committees of the MICH are the following: Executive Committee, Missouri Continuum of Care, Capacity Building, Critical Partnerships, and Legislative Education. The ad-hoc committees of the MICH are the following: Nominating Committee.

Standing committee chairs are elected by the committee membership. Term of office is one year in January of the year following an election and running concurrent with the calendar year. A maximum of two (2) one-year terms may be served. The chairperson of any committee must serve at least one year out of that specific position before being eligible to serve again. The Chair of each Ad Hoc is assigned by the Executive Committee.

- 2- Executive Committee
 - a. The Executive Committee shall consist of the Chair, Vice-Chair, and Secretary.
 - b. Responsibilities of the Executive Committee are:
 - Responsible for ensuring alignment with the federal strategic plan to end homelessness.
 - Appointment of new members
 - New member orientation
 - Appointment of Executive Committee Nomination Committee
 - Attendance monitoring
 - Appointing additional committees as needed

- 3- Missouri Continua of Care (MC+)
- 4- Capacity Building
- 5- Critical Partnership
- 6- Legislative Education

Article VII- Meetings

Section 1 Meetings

Regular meetings of the MICH will convene minimally on a quarterly basis. The next year's annual meeting logistics schedule (including meeting format and location) will be determined at the last regularly scheduled meeting of the year.

The MICH will hold an annual in-person meeting annually. The next year's meeting logistics will be determined at the last regularly schedule meeting of the year.

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 MICH shall recuse themselves when they have or anticipate having a direct financial gain or conflict of interest in the outcome of a MICH decision, independent of their status as providers of services to those experiencing or at risk of experiencing homelessness.

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.

5- In the event of an item needing MICH approval by a vote prior to the net scheduled meeting, any Executive Committee member can call a special meeting and a vote may be held via email.

Section 3 Vacancies/Nonparticipation

- 1- Individual MICH membership ends when:
 - a. A member resigns or dies; or

- b. A member is deemed inactive by the MICH upon the relevant facts having been presented; or
 - c. A majority of the MICH terminates the member for just cause, as defined by the majority.
- 2- After two absences from 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.

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 MICH . Any member may submit proposed changes in writing to the MICH Chair. The Chair must provide the proposed changes to membership for review minimally one month prior to the next regularly scheduled meeting. The notice of the proposed changes shall also include a medium for feedback. Prior to the vote at the next regularly scheduled meeting, the Chair shall acknowledge all feedback received and any actions taken on that feedback. Additional feedback will be sought during the meeting and then a request for vote will be made.

- 2- The MICH will review, update and approve Bylaws bi-annually each odd year, in the first meeting of the year, or at the request of members.

Bylaws accepted by vote on: _____

Chairperson signature and date: _____