

Missouri Balance of State Continuum of Care



COMMITTEE MEMBERSHIP AND STRUCTURE POLICY

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Abstract

Committees of the MO BoS CoC help to manage the activities of the CoC in a structured manner by creating recommendations to the CoC Board. Committees will have a clear purpose, goals and anticipated outcomes, and overall timeline for addressing issues or problems, as applicable.

Committees or workgroups will present work summaries to the Board and CoC Membership.

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Committee Membership and Structure

Committees of the Balance of State Continuum of Care

Each Continuum of Care is responsible for establishing committees, as necessary, to help prevent and end homelessness, implement best practices, and to effectively manage the myriad duties of the CoC. These committees help to manage the activities of the CoC in a diverse and structured manner by creating recommendations to the CoC Board and creating buy-in for decisions. Committees will have a clear purpose, goals and anticipated outcomes, and overall timeline for addressing issues or problems, as applicable. Committees or workgroups will present work summaries to the Board and CoC Membership.

The Board may appoint committees, subcommittees, or workgroups to perform the work of the CoC. Standing committees of the CoC shall include: Grants, Membership, Performance, Coordinated Entry, and Special Populations.

Membership & Composition

Committee, sub-committee, and workgroup membership may include any member of the BoS CoC, as outlined below. A CoC member may participate in more than one committee, sub-committee, or workgroup. However, at least one (1) member of each committee must come from the CoC Board; if no board member serves on a committee, one will be appointed by the Board Chair.

CoC committees, sub-committees, and workgroups aim to be diverse in terms of geography, race, gender, socioeconomic status, lived experience, job positions, and age. Special Populations to be represented should endeavor to include individuals and agencies representing Youth, Victim Services, Veterans, Behavioral Health, SPMI/Substance Use, Racial/Gender Inequities, and LGBTQIA populations.

Individuals wishing to serve on Committees must first complete an application for membership to the CoC, with the exception of the Youth Action Board Committee. Members should be interested in and invested in the purposes of the respective committees. Committee membership rosters will be submitted to the CoC board on an annual basis. Members of all committees, sub-committees, and workgroups shall renew membership on a committee at the last regularly scheduled committee meeting of the calendar year. Membership of committees shall be posted to the MO BoS CoC website.

Coordinated Entry (CE)

Number of Members: Up to 25 (Voting Members + 1 alternate per Region)

Number Voting Members: Minimum of 10, maximum of 15





Composition of Voting Membership:

- Regional Coordinated Entry leads (10)
- Up to 4 at-large members representing Special Populations (if not already represented by Regional CE leads)
- 1 Board member (if not already represented by Regional CE Lead)

Selection of Voting Members:

Regions shall hold elections every other year to elect Regional Coordinated Entry Leads and Alternate Regional CE representatives. At-Large Special Populations members, if needed, shall be nominated by the Regional CE Leads and elected by a majority vote of the Regional CE Leads at the annual CE meeting.

Terms of Membership:

Terms are (2) two years, with no maximum number of terms.

Voting Process:

Decisions impacting the BoS CoC Coordinated Entry System shall be brought to the Regions for discussion. Voting members shall bring subjects up for vote back to their respective regions for discussion & vote. The Voting member votes at the CE meeting, bringing forward the vote of their respective region. In the event the Voting member cannot attend the CE meeting, the Regional Alternate may cast a proxy vote. At-Large Voting members shall cast their vote in alignment with their respective home region. Decisions of the CE Committee shall be approved by a majority vote, and submitted to the BoS CoC Board of Directors for final approval.

Open Meetings:

CE meetings are open to the public for attendance. A public comment session shall be held at the end of each CE meeting.

Grants

Number of Members: Up to 15

All members in good standing of the Grants Committee shall be Voting Members. Good standing is defined as having attended at least 75% of the Grants Committee meetings over the previous 12 months, or having attended at least 2 meetings if a new member.

Composition:

Membership shall endeavor to be representative of all 10 regions of the BoS CoC. No more than 50% of members may represent CoC funded agencies. No more than one individual per agency may be a member.





Selection of Members:

Application for membership shall be made through the BoS CoC Collaborative Applicant (CA). Applications for membership shall be submitted to the Membership Committee for review, approval, and/or denial.

Terms of Membership:

Terms are (2) two years, with no maximum number of terms.

Voting Process: Decisions of the Grants Committee shall be approved by a majority vote of the Committee, and submitted to the BoS CoC Board of Directors for final approval.

Open Meetings:

Grants meetings are open to the public for attendance. A public comment session shall be held at the end of each Grants meeting.

Membership

Number of Members: 5 minimum, 15 maximum

All members in good standing of the Membership Committee shall be Voting Members. Good standing is defined as having attended at least 75% of the Membership Committee meetings over the previous 12 months, or having attended at least 2 meetings if a new member.

Composition:

- 10 regional members
- Up to 4 at-large members representing Special Populations (if not already represented by Regional member)
- 1 Board member (if not already represented by Regional members)

Selection of Members:

Regions shall hold annual elections to elect Regional membership Committee members. At-Large Special Populations members, if needed, shall be nominated by the Regional members and elected by a majority vote of the membership Committee at the annual Membership Committee meeting. .

Terms of Membership:

Terms are (2) two years, with no maximum number of terms.

Voting Process: Decisions of the Membership Committee shall be approved by a majority vote of the Committee, and submitted to the BoS CoC Board of Directors for final approval.

Open Meetings:





Membership meetings are open to the public for attendance. A public comment session shall be held at the end of each Membership meeting.

Performance

Number of Members: 5 minimum, plus 1 representative from the Collaborative Applicant and 1 representative from the HMIS Lead, no maximum
All members in good standing of the Performance Committee shall be Voting Members. Good standing is defined as having attended at least 75% of the Performance Committee meetings over the previous 12 months, or having attended at least 2 meetings if a new member.

Composition:

Membership shall endeavor to be representative of all 10 regions of the BoS CoC, inclusive of key stakeholders.

Selection of Members:

Completion & submission of a Performance Committee interest form.
Terms of Membership: Terms are (2) two years, with no maximum number of terms.

Voting Process:

Decisions of the Performance Committee shall be approved by a majority vote of the Committee, and submitted to the BoS CoC Board of Directors for final approval.

Open Meetings:

Performance meetings are open to the public for attendance. A public comment session shall be held at the end of each Performance meeting.

Youth

Number of Members: 5 minimum, with subject matter expertise or lived experience;
All members in good standing of the Youth Committee shall be Voting Members. Good standing is defined as having attended at least 75% of the Youth Committee meetings over the previous 12 months, or having attended at least 2 meetings if a new member.

Composition:

Membership shall endeavor to be representative of all 10 regions of the BoS CoC.
Selection of Members: Completion & submission of a Performance Committee interest form.

Terms of Membership:





Terms are (2) two years, with no maximum number of terms.

Voting Process:

Decisions of the Special Populations Committee shall be approved by a majority vote of the Committee, and submitted to the BoS CoC Board of Directors for final approval.

Open Meetings:

Special Populations meetings are open to the public for attendance. A public comment session shall be held at the end of each Special Populations meeting.

Veterans

Number of Members: 5 minimum, with subject matter expertise or lived experience;

All members in good standing of the Veterans Committee shall be Voting Members. Good standing is defined as having attended at least 75% of the Veterans Committee meetings over the previous 12 months, or having attended at least 2 meetings if a new member.

Composition:

Membership shall endeavor to be representative of all 10 regions of the BoS CoC. Selection of Members: Completion & submission of a Performance Committee interest form.

Terms of Membership:

Terms are (2) two years, with no maximum number of terms.

Voting Process: Decisions of the Special Populations Committee shall be approved by a majority vote of the Committee, and submitted to the BoS CoC Board of Directors for final approval.

Open Meetings:

Special Populations meetings are open to the public for attendance. A public comment session shall be held at the end of each Special Populations meeting.

Victim Services

Number of Members: 5 minimum, with subject matter expertise or lived experience;

All members in good standing of the Victim-services Committee shall be Voting Members. Good standing is defined as having attended at least 75% of the Victim-services Committee meetings over the previous 12 months, or having attended at least 2 meetings if a new member.





Composition:

Membership shall endeavor to be representative of all 10 regions of the BoS CoC. Selection of Members: Completion & submission of a Performance Committee interest form.

Terms of Membership:

Terms are (2) two years, with no maximum number of terms.

Voting Process:

Decisions of the Special Populations Committee shall be approved by a majority vote of the Committee, and submitted to the BoS CoC Board of Directors for final approval.

Open Meetings:

Special Populations meetings are open to the public for attendance. A public comment session shall be held at the end of each Special Populations meeting.

Racial and Gender Inequities

Number of Members: 5 minimum, with subject matter expertise or lived experience;

All members in good standing of the Racial and Gender Inequities Committee shall be Voting Members. Good standing is defined as having attended at least 75% of the Racial and Gender Inequities Committee meetings over the previous 12 months, or having attended at least 2 meetings if a new member.

Composition:

Membership shall endeavor to be representative of all 10 regions of the BoS CoC. Selection of Members: Completion & submission of a Performance Committee interest form.

Terms of Membership:

Terms are (2) two years, with no maximum number of terms.

Voting Process:

Decisions of the Special Populations Committee shall be approved by a majority vote of the Committee, and submitted to the BoS CoC Board of Directors for final approval.

Open Meetings:

Special Populations meetings are open to the public for attendance. A public comment session shall be held at the end of each Special Populations meeting.





Point in Time Count

Number of Members:

All members in good standing of the Point in Time Count Committee shall be Voting Members. Good standing is defined as having attended at least 75% of the Point in Time Count Committee meetings over the previous 12 months, or having attended at least 2 meetings if a new member.

Composition:

Membership shall endeavor to be representative of all 10 regions of the BoS CoC.

Selection of Members:

Completion and submission of the of a Performance Committee interest form.

Terms of Membership:

Terms are (2) two years, with no maximum number of terms.

Voting Process:

Decisions of the Special Populations Committee shall be approved by a majority vote of the Committee, and submitted to the BoS CoC Board of Directors for final approval.

Open Meetings:

Special Populations meetings are open to the public for attendance. A public comment session shall be held at the end of each Special Populations meeting.

Committee Leadership

Each committee and sub-committee will elect a Chair, Vice-Chair, and Secretary from its membership through a nomination and election process. Workgroup Chairs will be appointed by the Board Chair. Any member of a committee is eligible to be elected to a leadership position, including Collaborative Applicant and/or HMIS Lead Agency staff.

Chair:

With the Vice-Chair and Secretary, the Chair shall lead the development of the committee’s work plan; Committee and sub-committee Chairs will be responsible for administering the Board approved work plan for the committee. This includes developing meeting agendas, scheduling and facilitation of meetings, oversight of goals, anticipated outcomes and timelines for addressing issues or problems, as applicable. The Chair shall submit meeting reports and action items with supporting committee reports for Board consideration to the Collaborative Applicant prior to





each board meeting. Workgroup Chairs or their designees will also be responsible for taking attendance and documenting meeting notes.

Vice-Chair:

The Vice-Chair is responsible for managing committee membership rolls and annual membership commitment process, submitting to the Collaborative Applicant after the last regularly scheduled committee meeting each calendar year. The Vice-Chair shall fulfill the duties of the Chair in their absence at any meeting.

Secretary:

Committee and sub-committee Secretaries will be responsible for taking meeting attendance, documenting meeting notes and voting actions, and submitting them to the Chair and Collaborative Applicant for recordkeeping and any necessary dissemination to the CoC Board.

Election and Terms

Election of committee leadership shall occur annually at the last committee meeting scheduled each calendar year. Nominations for leadership positions may be offered in advance of or at the meeting. Current committee vice-chairs may transition to the committee chair role upon the vice-chair’s consent and a vote of ratification by the committee, in lieu of an election. In the event the vice-chair declines the chair position, or is not ratified by the committee, the committee shall elect from its membership a new chair. Terms of office for Committee Chair, Vice-Chair, and Secretary are one year, beginning on January 1 and ending on December 31. There are no limits to the number of terms any individual may serve in an elected committee leadership position.

Voting and Quorum

A simple majority of the current membership of a committee shall constitute a quorum. If a quorum is present when a vote is taken, the affirmative vote of a majority of committee members will constitute an act of the committee. Any voting member of a Committee may vote upon any issue presented at a Committee meeting. Votes by email may occur only so long as the topic has been discussed at a scheduled meeting of the committee, and an approved motion recorded at said meeting consenting to a vote by email.

Committee Proceedings

Meetings of Committee, sub-committees, and workgroups shall occur at least quarterly. All committee meetings are open to the general public for participation and comment. Meetings may be conducted by any means of communication whereby all persons participating in the meeting can simultaneously hear each other and fully participate, including telephone, webinar, conference, or other





telecommunications. Participation in such a meeting applies as “in attendance” for that meeting. Minutes of committee meetings shall be posted on the website of the MO BoS CoC.

Notice of Meetings

Committee meeting notifications shall be disseminated by a member of committee leadership in any or all of the following manners, at least 1 business day prior to the meeting:

1. Email to members of the committee;
2. Email to the membership of the entire CoC;
3. Posting on the MO BoS CoC website

Regularly scheduled meetings of committees may be posted on the MO BoS CoC website by the Collaborative Applicant. Agendas of committee meetings are not required to be posted in advance of any meeting.

Good Standing

To be a committee member in good standing, you must actively participate in committee meetings, discussions, and activities; use the membership of the CoC and committees as a platform to engage with peers; and attend at least seventy-five percent (75%) of your regularly scheduled committee meetings over the previous twelve (12) month period. Individuals who have served on a committee for fewer than twelve months are considered in good standing if they have attended 75% of regularly scheduled committee meetings since the date they joined the committee.

