

Title: Bylaws 2.1: Mission and Description

Prepared By: Community Alliance

Reviewed By: Governing Council

Approved By: MSCHC Consortium

Date Approved: September 15th, 2018

Purpose:

This document serves to outline the mission and description of the Memphis/Shelby County Homeless Consortium and its decision-making body, hereafter referred to as the Governing Council.

Policy:

Mission: The mission of the Consortium is to develop, sustain and coordinate a comprehensive continuum of care for citizens of the City of Memphis and Shelby County who experience homelessness in order to establish pathways to self-sufficiency and ultimately to eliminate homelessness.

Description: The Consortium is the voluntary association that provides leadership, services, advocacy and information related to Memphis and Shelby County's homeless population. The principle office of the Consortium shall be the elected CoC Lead Agency.

- a. Services coordinated through the Consortium within Memphis and Shelby County:
 - i. Needs Identification
 - ii. Prevention of Homelessness
 - iii. Emergency Shelter/Services
 - iv. Day Services
 - v. Transitional Housing
 - vi. Support Services
 - vii. Permanent Housing
 - viii. Outreach
- b. The Consortium agencies will provide these services through the acquisition of funding from city, state, federal and private sources. The Consortium effectively collaborates with other agencies, local government, the faith community and other concerned organizations and individuals.

Title: Bylaws 2.2: Membership

Prepared By: Community Alliance

Reviewed By: Governing Council

Approved By: MSCHC Consortium

Date Approved: September 15th, 2018

Purpose:

This section covers the policies and procedures surrounding membership within the Memphis & Shelby County Homeless Consortium (MSCHC). For policies and procedures surrounding membership on the MSCHC Governing Council, please refer to section 2.4 of the MSCHC Charter.

Policy:

Members and individuals on this Consortium represent and may include human services agencies, businesses, faith organizations, persons who are homeless, advocates, education, and public agency representatives. Meetings are open to the public. The Consortium categorizes membership as described below. These will be defined by the current membership and updated in our Bylaws as needed:

1. Associations: human service agencies, businesses, faith organizations, education organizations, and other public agencies are examples of associations.
2. Individuals and Advocates: persons who are currently or formerly homeless and persons not affiliated with other member organizations

Representation and Voting: Consensus of the group as a whole is considered by this consortium to be the most useful and healthy means of making a decision. However, in the event that a consensus is not forthcoming, the following voting regulations will be called upon:

- A. Associations: Each association (human service agency, business, faith organization and public agency) shall have at least one representative who attends meetings. Each agency/organization/unit of government in good standing with the Consortium has one vote. "Good standing" refers to an individual or association that has a current membership in the Consortium



and has paid annual dues. One designee of the official representative may vote in the absence of the official representative.

- B. Individuals and Advocates: Homeless or formerly homeless persons and persons not affiliated with other member organizations may join as individuals. Each individual who is in good standing with the Consortium has one vote.

Continuum of Care Grantees: All Continuum of Care Programs (CoC) grantees, either Executive Directors or program decision makers, are required to actively participate on the Continuum of Care Committee, have an additional representative actively participating on another working committee, and attend all quarterly Consortium membership meetings in order to maintain or receive new funding. Specific requirements will be determined and voted on each year by the full Consortium.

1. Other Associations: In order to fairly distribute the work of the Memphis and Shelby County Homeless Consortium, each association shall have at least one official representative actively participating on at least one working committee.
2. Individuals: In order to fairly distribute the work on the Memphis and Shelby County Homeless Consortium, all individual members are expected to actively participate on one working committee.

Fees:

1. Associations: Each association (human service agency, business, faith organization and public agency) shall have a fee (amount to be set by the Consortium membership) due in full in July of each year. NEW Associations (does not include those who have previously been attending/members, but who have not paid dues) joining during the year may have their fees pro-rated. Fees will be nominal, not to exceed \$100, and used to cover the cost of incidental expenses such as meals or publications.
2. Individuals: The fee for individuals is the same as for associations; however, a scholarship fund will be established to assist individuals with fee payment upon request by the individual to the Governing Council.

Meetings: The Consortium shall meet quarterly and as scheduled by the Consortium as a whole. Special meetings of the members may be called by a majority of the Consortium. The Consortium will hold an annual meeting each year in June at which time new officers will take their positions.

1. Quorum:
 - A. Regular Meetings: The presence of 40% of the Consortium's members at any meeting, including the annual meeting, shall constitute a quorum if the meeting is a regularly scheduled meeting. The act of a majority of the members present or who have voted by timely written or electronic submission shall be the act of the full membership except as may be otherwise specifically provided by statute or these Bylaws.
 - B. Special meetings: not on the regular schedule, require a 50%-member attendance for the purpose of voting or handling any official business of the Consortium and must provide a minimum of one-week prior notice in writing (fax, mail, or e-mail).
3. Absentee Voting: Votes may occur through a proxy with written, electronic or pre-selected representation.
4. Minutes of Meetings: Minutes shall be kept of every meeting and shall include, at a minimum, the date, time, and place of the meeting, the names of all who are in attendance, the topics discussed, the decisions reached and actions taken, any reports made, and any other information as may be deemed necessary by the Chair. Community Alliance for the Homeless, Inc. will keep official copies of the minutes for a minimum of five years or as is standard for HUD documentation.
5. Written Agendas: Written agendas shall be kept of every meeting and shall document the topics and meeting points covered during each Governance Council meeting. Community Alliance for the Homeless, Inc. will keep official copies of the minutes for a minimum of five years or as is standard for HUD documentation.

Title: Bylaws 2.3: Governance

Prepared By: CAFTH

Reviewed By: Governing Council

Approved By: Governing Council

Date Approved: December 17th, 2019

Purpose:

The purpose of the Consortium governance structure is to ensure orderly operations of the Consortium. The governance structure consists of two main bodies: the full Consortium and the Governing Council.

Policy:

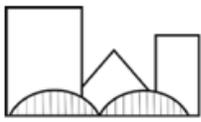
Section I- Election of Officers and Filling Positions:

1. Terms:

- A. Governing Council members shall serve for terms of two years, beginning on July 1st. All Council members shall hold office until their successors have been duly elected and qualified. An individual may serve up to two consecutive two-year terms in any one position on the Governing Council, but they must be approved for each term. Elections will be held each year in a staggered manner, but never will all positions be up for re-election at any one time.
- B. The Governing Council shall have the following officers: Chair, Vice Chair, Secretary, and Treasurer. Officers shall be chosen annually by the affirmative vote of a majority of the members of the Governing Council.

2. Filling Positions:

- A. Vacancies on the Governing Council: Vacancies occur by the expiration of the normal term, resignation, death, removal by the Consortium, or by failure to attend required meetings. In the event that a position is vacated before the end of the term, Governing Council will immediately fill the position by majority vote. Such appointments will be for the remainder of the unexpired term.
- B. Nominations: Nominations will be presented, as requested, to the Consortium by the Governing Council. Members shall elect two At-Large positions and the Representatives described below at the Annual Meeting of the Consortium. The Governing Council will present its recommended slate



to the Consortium at the annual meeting. The terms for these positions begin on July 1st after they have been approved by the Consortium at the annual June meeting.

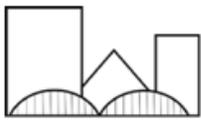
- C. Appointments: All appointments for vacant Chair positions on the Governing Council shall be made by the Governing Council Chair with assistance from the members of the Governing Council. All appointments shall begin on July 1st, unless a vacancy described above is needed to be filled immediately.

Section II - Governing Council Membership: The Governing Council shall conduct the business of the Consortium. It shall determine the general policies and guidance of the affairs of the Consortium. All Governing Council members (except for the Community Alliance for the Homeless liaison) shall have one vote.

1. **Immediate Past Chair:** The Immediate Past Chair also serves on the Governing Council for a term of two years.
2. **Liaisons:** Liaisons on the Governing Council will be appointed by the agencies they represent and fulfill the role of communicating information between the agency they represent and the Governing Council. The Governing Council will have liaisons from the following agencies or groups: City of Memphis Government, Shelby County Government, VA Medical Center, Community Alliance for the Homeless, Department of Children's Services, Shelby County Schools, Memphis Housing Authority, and Memphis Police Department.
3. **Chairs:** Committee Chairs will be appointed by the Governing Council Chair and will serve as a member of the Governing Council. Chairs will be representatives of the following committees: Youth Committee, CoC Planning Committee, Emergency Housing Partnership, and the Youth Housing Partnership Board.
4. **Representatives:** Representatives on the Governing Council will be voted in by the Consortium and will fulfill the role of a decision-making authority for the area of interest that they are serving. The Governing Council will have representatives from the following areas: LGBTQ, For- Profit, Philanthropy, Legal, Domestic Violence, Multicultural Affairs, and Consumers. Representatives will serve a term of 2 consecutive years which will begin on July 1st and will end on June 30th.
5. **At Large:** Two At-Large positions will be elected by members of the Consortium at the annual consortium meeting.

Section III - Governing Council Duties:

1. **Duties:** The Governing Council shall have the power to act on behalf of and in the best interest of the Consortium. A minimum of 60% of the Council must



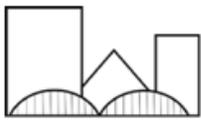
participate in the decision-making process for the transaction of business and for the acts of the Council to be considered valid. Conference calls or the use of other telecommunications equipment is acceptable. The Governing Council shall keep regular minutes of its proceedings and report such proceedings at the next regularly scheduled meeting of the Consortium. The Governing Council will have the power and authority to act on behalf of the Consortium, including designation of the CoC administrative agent, fiscal agent, and HMIS lead. The Governing Council will meet as called by the Chair. A member of the Governing Council (selected by the Governing Council) serves on the Memphis and Shelby County Consolidated Plan Advisory Council.

A. Meetings: The Governing Council shall meet monthly. Special meetings of the Governing Council may be called by the Chair. All officers are required to attend no less than 80% of the Governing Council meetings and no less than 80% of all Consortium membership meetings.

Section IV - Financial Benefit to Members: No financial benefit (earnings) of the Consortium may inure to any members, founders, or contributors. Members receive no compensation as a condition of their membership to the Consortium.

Section V- Code of Conduct:

1. The Governing Council is committed to teamwork and effective decision-making. Towards this end council members will:
 - Endeavour to represent the broader interests of members and/or stakeholders.
 - Seek to balance their contribution as both an advisor and learner.
 - Refrain from trying to influence other council members outside of board meetings that might have the effect of creating factions and limiting free and open discussion.
 - Be willing to be a dissenting voice, endeavor to build on other director's ideas, offer alternative points of view as options to be considered and invite others to do so too.
 - On important issues, be balanced in one's effort to understand other council members and to make oneself understood.
 - Not disclose or discuss differences of opinion on the council with those who are not on the council. The council should communicate externally with "one voice".
 - Respect the confidentiality of information on sensitive issues,



especially in personnel matters.

- Be an advocate for the Consortium and its mission wherever and whenever the opportunity arises in their own personal and professional networks
- Disclose one's involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest (see Conflict of Interest Policy, Section 2.4).
- Refrain from giving direction, as an individual council member, to the executive director or any member of staff from any participating agency.

Section VI - Duties of the Chair:

1. Preside at all Consortium meetings;
2. Make all committee appointments deemed necessary for the operation of the Consortium;
3. Serve as a member ex-officio of all committees;
4. Provide reports to the Consortium as needed;
5. Execute all papers, documents, and instruments ordered to be executed by the Consortium;
6. Perform all other such duties usually pertaining to the office of Chair and as determined by the Consortium;
7. Publicly represent the Consortium; and
8. Call meetings of the Governing Council.

Section VII - Duties of the Vice Chair:

1. Preside at meetings in the absence of the Chair and serve as otherwise needed in absence of the Chair;
2. Assist the Chair in making committee appointments deemed necessary for the operation of the Consortium;
3. Provide reports to the Consortium as needed;
4. Perform all other such duties usually pertaining to the office of the Vice Chair as determined by the Consortium.

Section VIII- Duties of the Secretary/Treasurer:

1. Ensure that minutes and attendance are recorded at all meetings of the membership and the Governing Council and ensure that the original is archived with The Community Alliance for the Homeless Liaison.

Title: Bylaws 2.4: Code of Conduct/Conflict of Interest

Prepared By: Community Alliance

Reviewed By: Governing Council

Approved By: Consortium

Date Approved: September 15th, 2018

Purpose:

The purpose of this policy is to outline the Code of Conduct and Conflict of Interest that the Governing Council members of the Memphis/Shelby County Homeless Consortium must adhere to.

Policy:

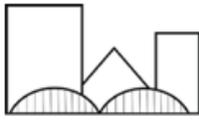
Conflict of Interest: The Consortium follows the Federal Regulations for Title 24- Urban and Housing Development for matters relating to conflict of interests.

§ 578.95 Conflicts of Interest.

1. Procurement. For the procurement of property (goods, supplies, or equipment) and services, the recipient and its subrecipients must comply with the codes of conduct and conflict-of-interest requirements under 24 CFR 85.36 (for governments) and 24 CFR 84.42 for private nonprofit organizations).
2. Continuum of Care board members. No Continuum of Care board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.
3. Organizational conflict. An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or subrecipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when a covered person's, as in paragraph (d)(l) of this section, objectivity in

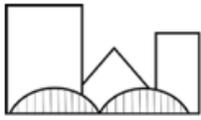
performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in decision of the applicant concerning the award of a grant, or provision of other financial benefits, to the organization that such member represents. It would also arise when an employee of a recipient or subrecipient participates in making rent reasonableness determinations under § 578.49(b)(2) and § 578.51(g) and housing quality inspections of property under § 578.75(b) that the recipient, subrecipient, or related entity owns.

4. Other conflicts. For all other transactions and activities, the following restrictions apply:
 - A. No covered person, meaning a person who is an employee, agent , consultant , officer , or elected or appointed official of the recipient or its subrecipients and who exercises or has exercised any functions or responsibilities with respect to



activities assisted under this part, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under this part, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure.

- B. Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of this section on a case-by-case basis, taking into account the cumulative effects of the criteria in paragraph (d)(2)(ii) of this section, provided that the recipient has satisfactorily met the threshold requirements of paragraph (d)(2)(ii) of this section.
- i. Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation:
- Disclosure of the nature of the conflict, accompanied by a written assurance, if the recipient is a government, that there has been public disclosure of the conflict and a description of how the public disclosure was made; and if the recipient is a private nonprofit organization, that the conflict has been disclosed in accordance with their written code of conduct or other conflict-of-interest policy; and
 - An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law, or if the subrecipient is a private nonprofit organization, the exception would not violate the organization's internal policies.
 - Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the threshold requirements under paragraph (c)(3)(i) of this section, HUD must conclude that the exception will serve to further the purposes of the Continuum of Care program and the effective and efficient administration of the recipient's or subrecipient's project, taking into account the cumulative effect of the following factors, as applicable:
 - ii. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
 - iii. Whether an opportunity was provided for open competitive bidding or negotiation;
 - iv. Whether the affected person has withdrawn from his or her functions, responsibilities, or the decision-making process with respect to the specific activity in question;
 - v. Whether the interest or benefit was present before the affected person was in the position described in paragraph (c)(1) of this section;
 - vi. Whether undue hardship will result to the recipient, the



- subrecipient, or the person affected, when weighed against the public interest served by avoiding the prohibited conflict;
- vii. Whether the person affected is a member of a group or class of persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
 - viii. Additional relevant considerations

Title: Bylaws 2.5: CoC Committees

Prepared By: Community Alliance

Reviewed By: Governing Council

Approved By: MSCHC Consortium

Date Approved: December 17th, 2019

Purpose:

This policy serves to give an overview of the CoC Committees, along with the mission and responsibilities of each committee and any work groups operating under them. Each committee has specific goals, responsibilities, and mission statements based on the respective scope of their work.

Scope:

This policy applies to all operating CoC Committees, including their Chairs and members.

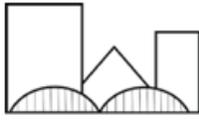
Policy:

The following is a breakdown of each CoC committee, including committee mission statements, committee responsibilities, and committee Chair responsibilities. The Governing Council may establish standing and ad hoc committees as the need arises. All standing and ad hoc committees shall consist of sufficient numbers to provide broad representation of the Consortium as appropriate.

Overview of CoC Committees and Roles

CAFTH Staff Roles and Responsibilities: For each of the following committees, a CAFTH staff member will be assigned to provide support to the committee chair in the following ways:

- Assisting with meeting planning and preparation, including the creation of agendas, minutes, and additional documents/handouts
- Assisting with meeting facilitation when needed or requested
- Collecting and organizing meeting documentation and putting them on the CAFTH website
- Sending e-mail communications for meeting reminders and meeting follow-up items
- Communicating professionally and timely with committee members and Committee Chairs regarding committee matters



Committee Chair Roles and Responsibilities: CoC Committee Chairs will serve as leads of CoC committees in order to help further specific goals of the CoC. Committee Chairs will:

- Plan for meetings and coordinate with CAFTH staff assigned to the committee for meeting planning including delegating tasks such as agenda making, typing minutes, printing meeting materials, etc.
- Facilitate committee meetings and ensure meetings are orderly, stay on topic, and actively engage committee members
- Actively recruit new committee members within the CoC and the community, especially in regard to agencies or persons who play a vital role in furthering the mission of the committee
- Address committee members in the event there is a violation of the code of conduct or repeated instances of meeting disruption
- Maintain active attendance in the committee meetings, and in the event they may be unable to attend, must give as much notice as possible to CAFTH staff if they cannot attend
- Communicate professionally and timely with CAFTH staff and committee members regarding committee matters

Committee Chair Elections and Terms: CoC Committee Chairs will be appointed on a yearly basis by the Governing Council Chair. Committee Chairs may serve no more than 2 years, consecutively or non-consecutively, and must be re-appointed by the Governing Council Chair for their second year.

Committee Meeting Code of Conduct: All CoC Committee meetings will adhere to the following code of conduct to ensure that meetings are respectful, constructive, and productive:

- Committee members will treat others with respect and will address issues or concerns in a constructive way during the meeting and/or address them with the Committee Chair in private.
- Committee members will strive to actively participate in all meetings and will refrain from behaviors that are distracting to other members including side conversations and off topic conversations.
- Committee members will keep any confidential information disclosed during meetings about clients or other topics and will not share with those outside of the meeting.
- Committee members will strive to be prepared for all meetings, which includes actively participating in discussions and coming with questions or topics for discussion when applicable.

Code of Conduct Violations: Committee members who violate the Code of Conduct will first be addressed by the Committee Chair. If a member continues to violate the Code of Conduct, the Committee Chair reserves the right to ask that the committee member recuses themselves from the committee.

If a Committee Chair violates the Code of Conduct, the violation should be reported to the CAFTH staff representative on the committee. The violation will be reported to the Governing Council, who will meet to discuss what action is needed to be taken based on the severity of the violation. The Governing Council reserves the right to have a Committee Chair recused from their position and a new chair immediately elected in the event the chair has made a severe violation or has repeatedly violated the Code of Conduct.

Limitations on Committee Authority: The Consortium or the Governing Council must approve all recommendations of the standing and ad hoc committees before action may be taken. No commitments on behalf of the Consortium may be made by any committee chair or members of any committees without the approval of the Consortium or the Governing Council.

CoC Committees

Child Welfare Housing Initiative (Closed Committee/Invitation Only)

The mission of the Child Welfare Housing Initiative Committee is to further partnerships and coordination between child welfare agencies and the CoC by pursuing new housing initiatives, collaborating on current housing programs, and working to improve how the child welfare system and CoC operate together.

Committee Responsibilities: This committee is responsible for coordinating the efforts of child welfare and CoC housing initiatives, collaborating on applications for additional housing resources and/or programs, and monitoring the progress of active housing programs serving child welfare involved families.

Continuum of Care (CoC) Planning

The mission of the CoC Planning committee is to support the planning and development of the CoC to provide effective programming and service coordination for persons experiencing homelessness. This committee will work in collaboration with the CoC Lead Agency to develop all aspects of the Collaborative Application for the CoC Competition NOFA, assist with training and updates to the community,

Committee Responsibilities: The CoC Planning Committee will be responsible for the timely, accurate presentation of Memphis and Shelby County's annual Continuum of Care Consolidated Application to HUD to accompany agency applications in conjunction with the CoC Lead Agency. This committee is also responsible for supporting overall planning efforts and development of the CoC, including providing information for funding opportunities, hosting training for CoC members, and staying up to date on HUD regulations and changes.

Committee Chair Responsibilities: The Committee Chair is responsible for planning for monthly meetings, facilitating meetings, communicating needs to the CAFTH staff support, and upholding the mission of the committee. The Committee Chair is also responsible for collaborating with the CoC Lead Agency on CoC Competition NOFA needs and assisting with finding training opportunities within the community.

Employment

The mission of the employment committee is to develop strategies to increase income and gain meaningful employment opportunities for persons experiencing homelessness. This committee will work to educate the community on employment resources and programming available while working to increase the job readiness skills of clients.

Committee Responsibilities: The Employment Committee is responsible for developing strategies to increase employment opportunities for clients and working to strengthen partnerships with employment agencies or providers in the community. The Employment Committee is also responsible for disseminating employment opportunities and employment resources to the CoC and community on a monthly basis.

Committee Chair Responsibilities: The Committee Chair is responsible for planning for quarterly meetings, facilitating meetings, communicating needs to the CAFTH staff support, and upholding the mission of the committee. The Employment Committee Chair is also responsible for assisting with making new partnerships and connections with employers within the community.

Families & Youth

The mission of the Families & Youth Committee is to advocate for resources and services for families and unaccompanied youth ages 18-24 who are facing housing

instability or homelessness. This committee will work to coordinate strategies for engaging with unaccompanied youth, identifying housing and shelter options for youth and families, and advocate for youth and families within the CoC.

Committee Responsibilities: This committee is responsible for creating strategies for assisting families and youth experiencing homelessness. This committee will work to educate the community and committee members on resources available for families and youth, along with educating members on housing strategies for working with these populations.

Committee Chair Responsibilities: The Committee Chair is responsible for planning for monthly meetings, facilitating meetings, communicating needs to the CAFTH staff support, and upholding the mission of the committee.

Healthcare

The mission of the Healthcare Committee is to advocate for and develop strategies for increasing healthcare access for persons experiencing homelessness, including ways to increase healthcare resources available to persons experiencing homelessness.

Committee Responsibilities: This committee is responsible for creating strategies for assisting persons experiencing homelessness with accessing healthcare and working to create strategies to develop partnerships with hospitals and emergency rooms. This committee will work to educate the community and committee members on resources available for accessing healthcare, along with educating members through research and data analysis on best practices for linking persons experiencing homelessness with healthcare.

Committee Chair Responsibilities: The Committee Chair is responsible for planning for monthly meetings, facilitating meetings, communicating needs to the CAFTH staff support, and upholding the mission of the committee. The Committee Chair is also responsible for working to create and maintain partnerships with hospital networks, healthcare providers, and other key stakeholders that can contribute to strategies for getting persons experiencing homelessness linked with healthcare services.

HMIS

The mission of the HMIS committee is to lead effective data management to ensure data standards and practices are met and help to ensure that community data is accurate and up to date.

Committee Responsibilities: The HMIS Committee is responsible for educating End Users on HMIS data practices, updates, changes, and training opportunities. The Committee also ensures that HMIS users meet the established Clarity Human Services User Policies and Responsibility Statement & Code of Ethics.

Committee Chair Responsibilities: The Committee Chair is responsible for planning for quarterly meetings, facilitating meetings, communicating needs to CAFTH staff, and upholding the mission of the committee. The Committee Chair is also responsible for keeping up to date on all HMIS trainings, updates, and needs in coordination with the HMIS Lead Agency staff.

Housing Prioritization Council

The mission of the Housing Prioritization Council is to advocate for client needs, coordinate housing placements through the By-Name List, and collaborate to operate an effective and engaged Coordinated Entry System. The Housing Prioritization Council is led by the Coordinated Entry Administrator, with input and active collaboration with outreach and housing providers.

Committee Responsibilities: This committee is responsible for coordinating housing referrals for individuals on the By-Name List, advocating for client needs through case conferencing, and upholding Coordinated Entry policies and procedures. This includes prioritizing those most vulnerable including veterans, unaccompanied youth, and domestic violence survivors, along with providing a place for outreach and housing providers to connect on concerns and needs for housing clients.

Committee Facilitator Responsibilities: The Coordinated Entry Administrator is responsible for facilitating the meetings, coordinating housing referrals, and collecting details on program openings for housing placements. The CE Administrator also organizes and manages the By-Name List, with input from outreach and housing providers on clients.

Committee Facilitator: CE Administrator, CAFTH

Single Adults

The mission of the Single Adults Committee is to bring together housing providers and outreach workers for the purpose of case conferencing, resource sharing, and advocating for resources and services for single adults experiencing homelessness.

Committee Responsibilities: The Single Adults Committee will host case conferencing time for providers to share and discuss client and program issues or concerns.

Committee Chair Responsibilities: The Single Adults Committee Chair is responsible for planning for monthly meetings (quarterly for Landlord Work Group), facilitating meetings, communicating needs to the CAFTH staff support, updating the Landlord List, and upholding the mission of the committee.

Veterans

The mission of the Veterans Committee is to advocate for veteran services and resources, collaborate to share resources available to veterans, and to operate an effective Veteran By-Name list to help veterans experiencing homelessness find housing.

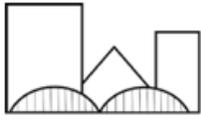
Committee Responsibilities: This committee is responsible for coordinating the Veteran By-Name List, along with coordinating housing resources and placements for veterans experiencing homelessness. This committee will ensure effective coordination between the VA, the CoC, and additional veteran programs that serve to

Committee Chair Responsibilities: The Committee Chair is responsible for planning for quarterly meetings, facilitating meetings, communicating needs to the CAFTH staff support, and upholding the mission of the committee. Additionally, the Committee Chair will assist with coordinating the Veteran By-Name List in conjunction with the Coordinated Entry Administrator.

Youth Action Board

The mission of the Youth Action Board (YAB) is to advocate for youth specific services, resources, and housing programs for youth 18-24 years of age who are experiencing housing instability or homelessness.

Committee Responsibilities: The YAB is responsible for advocating for youth specific services within the CoC and providing youth input at Governing Council meetings. The YAB also is responsible for working to engage youth in the community in need of services and/or housing and contributing youth input for federally funding opportunities such as the CoC Competition and YHDP grants.



Committee Chair Responsibilities: The YAB Committee Chair is elected by the YAB members, and is responsible for planning for monthly meetings, facilitating meetings, communicating needs to the CAFTH staff support, and upholding the mission of the committee. The Committee Chair is also responsible for actively working to recruit more youth as needed to the board and helping to plan events hosted by the YAB.

Workgroups

Landlord Workgroup

The mission of the Landlord Work Group, operating under the guidance of the Single Adults Committee, is to connect flexible landlords with programs and clients to help increase housing opportunities that are positive and have the capacity for clients to succeed in long term.

Work Group Responsibilities: This workgroup is responsible for updating and distributing the Landlord List for properties that have flexible landlords

Work Group Chair Responsibilities: The Single Adults Committee Chair will be responsible for coordinating the Landlord Workgroup, will manage and update the Landlord List on a continue basis, plan for and facilitate the Landlord Work Group quarterly meetings. The Committee chair will also distribute the landlord list to the community and maintain effective communication with landlords or properties to increase coordination with the CoC and flexible properties.

Ad Hoc Committees

There shall be special committees as the consortium may create, the membership and duties of which shall be as determined by the Consortium. A special committee shall limit its activities to the accomplishment of the task for which it is appointed and shall have no power to act except such as is specifically conferred by the Consortium. Upon completion of the task for which appointed, a special committee shall stand discharged.

Title: Bylaws 2.6: General Provisions

Prepared By: Community Alliance

Reviewed By: Governing Council

Approved By: MSCHC Consortium

Date Approved: September 15th, 2018

Purpose:

This policy outlines general provisions of the Memphis/Shelby County Homeless Consortium Bylaws, including terms and definitions and amendments.

Policy:

Section I - Fiscal Year: The fiscal year of the Consortium shall be from July 1 through June 30.

Section II - Parliamentary Authority: The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall be the parliamentary authority for all matters of procedures not specifically covered by these Bylaws.

Section III - Dissolution of the Consortium: In the event the Consortium is dissolved and the Consortium owns any assets in excess of those needed to discharge fully its obligations such assets shall be distributed exclusively to other non-profit human service organizations devoted to the health, welfare and well-being of citizens of Memphis and Shelby County.

Section IV – Terms and Definitions:

1. **Collaborative Applicant** means the eligible applicant that has been designated by the CoC to submit the annual CoC Consolidated Application for funding on behalf of the CoC. In addition, the Collaborative Applicant is the only entity that can apply for a grant for Continuum of Care planning funds on behalf of the Continuum.
2. **Continuum of Care** means the group organized to carry out the responsibilities required by the HUD CoC Program and that is composed of but not limited to representatives of organizations, including nonprofit

homeless providers and employment providers, domestic violence and sexual assault providers, faith-based organizations, governments , businesses, advocates, public housing agencies, school districts , social service providers, mental health agencies, hospitals, universities , affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.

3. **Homeless Management Information System (HMIS)** means the information system designated by the Continuum of Care to comply with the HMIS requirements prescribed by HUD.
4. **HMIS Lead** means the entity designated by the Continuum of Care in accordance with this part to operate the Consortium 's HMIS on its behalf.

Section V – Adoption and Amendment of Bylaws: These Bylaws may be amended at a regular or special meeting of the Consortium by a two-thirds (2/3) affirmative vote of the members present and voting. Amendments must be in written form and distributed to the members of the Consortium at least two (2) weeks prior to presentation and vote.