

Title: 6. Policies & Procedures for Updating the Governance Charter

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Reviewed By: Governing Council

Approved By: Governing Council

Date Approved: 11/13/2019

Purpose:

This policy serves as a guide for updating and revising policies and procedures in the Memphis and Shelby County Homeless Consortium (MSCHC) Governance Charter. The Governance Charter will be reviewed annually, with additional policy and procedure updates occurring as necessary based on new HUD regulations and community need.

Scope:

This policy will outline the process for updating policies and procedures in the MSCHC Governance Charter. The MSCHC Governance Charter contains the Consortium Bylaws, as well as all formal policies and procedures that dictate the operation of the Memphis and Shelby County Homeless Consortium serving as the TN-501 Memphis/Shelby County Continuum of Care (CoC). This policy will cover the process for the annual review of the Charter, as well as how policy updates will be handled outside of the annual review.

Policy:

I. Consortium Bylaws

For amendments to policies in the Consortium Bylaws, the Full Consortium must vote for final approval. Revisions will be drafted by the Lead Agency, presented to the Governing Council for review, and then will be voted on by the Full Consortium for final approval. Each association member or individual member in good standing shall have one vote.

Proposed amendments to the Consortium Bylaws will be sent electronically to the primary contact listed on the association's Membership Application or the individual member at least two weeks prior to the next scheduled meeting. Electronic voting will occur during the two-week period before the meeting. Members who have not voted electronically prior to the meeting will have an opportunity to submit a vote in person at the meeting.

The Consortium must have a 2/3 affirmative vote of all votes cast, either in person or electronically, in order to approve amendments to the Bylaws. Additionally, the number of votes cast must meet quorum requirements (per the Bylaws, 40% of the Consortium members for a regularly scheduled meeting, or 50% of members for a special meeting).

II. All Other Policies & Procedures

To ensure the Continuum of Care (CoC) is operating in accordance with HUD regulations and community needs, the Governance Charter includes all formal policies and procedures dictating all aspects of the CoC operation. At minimum, the Governance Charter will be reviewed and updated annually in the spring. To ensure that community needs and provider input is also taken into account for the annual review, the CoC Planning Committee, Lead Agency staff, and additional stakeholders will be solicited for feedback for any necessary updates or revisions for policies. For updates to all policies outside of the Consortium Bylaws, the Lead Agency will draft the revisions and updates, and the Governing Council will review and vote for final approval. The Governing Council must have a 2/3 affirmative vote of all votes cast, either in person or electronically, in order to approve policies and procedures in their respective sections. Additionally, the number of votes cast must meet quorum requirements (per the Bylaws, 60% of the Governing Council).

Outside of the designated annual review, policies and procedures may also be updated in the event of time sensitive regulation changes or based on community need. Policies and procedures that are in need of updating will be reviewed and a

proposed update will be drafted by Lead Agency staff with feedback solicited from the CoC Planning Committee or other appropriate committee. Once completed, the final draft will be brought before the Governing Council for final review and approval. The individual policies and procedures reviewed will be updated with the revision date included and updated within the entirety of the Governance Charter.