

# **The Morris County Continuum of Care By-Laws**

## **Article I: Organization**

### **Section 1: Name**

The name of this body shall be the Morris County Continuum of Care (CoC), hereafter referred to as the Morris County CoC.

### **Section 2: Geographic Area**

The Morris County CoC will serve the homeless and those at-risk of homelessness in the Morris County, NJ geographic area.

### **Section 3: Address**

The principal address of the Morris County CoC shall be the County of Morris Department of Human Services at P.O. Box 900, Morristown, New Jersey 07963-0900.

## **Article II: Establishment and Structure**

The Morris County CoC is an independent body, established under the guidelines of the US Department of Housing and Urban Development (HUD), and is made up of a consortium of community providers, advocates, consumers, grant-makers and other stakeholders, both public and private, dedicated to eliminating homelessness in Morris County.

The Morris County CoC is a self-governing body composed of an Executive Committee that manages and directs the work of the Community Assistance Services Committee (CAS). These two committees will work in coordination to carry out the homeless system planning and implementation activities of the Morris County CoC

## **Article III: Mission & Purpose**

### **Section 1: Mission**

The mission of the Morris County CoC is to develop and implement comprehensive strategies to address and prevent homelessness in Morris County.

### **Section 2: Purpose**

The Morris County CoC is both a strategic planning body and a vehicle to carry out the responsibilities of a Continuum of Care as defined by HUD, which includes but is not limited to the following duties:

1. To develop and implement the Morris County ten year plan to end homelessness and other local activities associated with preventing and ending homelessness

2. To operate the Morris County CoC as prescribed by HUD in the continuum of care program regulations
3. To designate and operate the Homeless Management Information System (HMIS) for the purpose of collecting and analyzing data regarding homelessness
4. To coordinate and implement a system to meet the needs of the homeless population within the Morris County
5. To prepare and oversee the annual HUD Continuum of Care application for federal funds targeted to serve homeless individuals and families

## **Article IV: Morris County CoC Executive Committee**

### **Section 1: Executive Committee Structure and Membership**

The Morris County CoC shall be governed by an Executive Committee made up of no fewer than 12 and no more than 15 members. Executive Committee membership shall include voting and ex-officio members.

- a. Voting Executive Committee Members – The Executive Committee shall include a minimum of 9 voting members. The voting members must represent the larger Morris County community and must include homeless or formerly homeless individual(s). The Executive Committee may additionally include the following types of organizations:
  - a. Government Agencies/Funders
  - b. Homeless Service Providers
  - c. Community or Citizen representatives
  - d. Public Agencies
- b. Ex-Officio Members – The Executive Committee shall include a minimum of 2, Ex-officio members. Ex-Officio members will provide additional support to the Executive Committee in directing the planning process and may include both service providers (including HUD funded agencies) and CAS sub-committee chairs. CAS sub-committee chairs will be invited to Executive meetings by the Executive Committee on an as needed basis.

### **Section 2: Selection and Terms**

The Executive Committee Members (both voting and ex-officio) will be selected by the Nominating Committee and approved through a vote of the CAS Committee.

The Morris County Executive Committee voting members shall serve a 3-year term. Voting members may serve no more than two consecutive 3-year terms. Voting members may be re-elected to the Executive Committee after a one-year absence following the initial two consecutive 3-year terms.

The Morris County Executive Committee ex-officio members may serve a 1-year term. Ex-Officio members may be re-elected to the Executive Committee without limitation.

### **Section 3: CoC Lead Agency**

The Executive Committee shall appoint an organization to serve as the Lead Agency for the Morris County CoC. The Lead agency shall serve in that role for a 3-year term and may be re-appointed without limitation. The Lead Agency shall provide general administrative support and technical expertise for all activities of the Morris County CoC. The Executive Committee may identify specific duties of the CoC Lead Agency as it deems necessary to facilitate planning and implementation activities.

### **Section 4: Meetings**

The Executive Committee shall meet no fewer than 4 times in a year but may meet more often as needed. The Executive Committee meetings shall be closed to the public unless opened by a 51% vote of the voting members present. The Executive Committee Chair may invite guests, as necessary, to provide additional information to the Executive Committee to support the planning and decision making process.

The Lead Agency shall be responsible for sending meeting notifications along with the tentative agenda and previous meeting minutes at least 1 week prior to the Executive Committee meeting. Executive Committee meeting minutes shall be available for public review upon request after the minutes have been approved by the Executive Committee.

### **Section 5: Officers**

The Executive Committee shall elect a chair and vice chair from among the Executive Committee voting members. The chair and vice chair will serve in this capacity for a 1-year terms not to exceed 3 years. The chair and vice chair will serve in these roles for the Executive Committee meetings and may serve, or designate another person to serve, as chair of the CAS meetings. The chair or vice chair of CAS, if not the Executive Committee chair or vice chair, may serve as a member of the Executive Committee.

### **Section 6: Voting**

A quorum shall be 51% of the Executive Committee voting members. While the Executive Committee will strive to achieve consensus, the affirmative vote of a simple majority of voting members shall be required for the approval of any matter. Presence includes in person, by telephone or video conference provided the member has heard the full discussion of any matter to be eligible to vote on that matter.

E-mail voting is permitted if there is unanimous consent to allow a vote by email. The vote should be reported at the next meeting and recorded in the minutes. If in the email vote there is not unanimous consent by the voting members the motion fails.

### **Section 7: Duties**

The Executive Committee is charged with oversight and management of all Morris County CoC activities. The Executive Committee may solicit input from CAS and any of the CAS ad-hoc/sub-committees while making decisions. The responsibilities of the Executive Committee shall include but not be limited to:

1. Set priorities for homelessness services and housing based on analysis of

- community data and need, in accordance with HUD and the State of New Jersey
2. Set system performance standards including written standards for homeless programs operating in Morris County in consultation with providers
  3. Approve funding recommendations for the HUD Homeless Assistance Program
  4. Where applicable participate in other funding recommendation processes for funds directed towards homeless housing and services to the extent possible
  5. Provide oversight for the development and implementation of the system and program monitoring process
  6. Oversee the development and implementation of a ten year plan to end homelessness
  7. Provide oversight of all local Homeless Management Information System (HMIS) requirements
  8. Coordinate the development of community-wide coordinated assessment process
  9. Supervise, or delegate supervision of, all CAS meetings and any special meetings

### **Section 8: Standing Committees of the Executive Committee**

There shall be two standing committees of the Executive Committee. The standing committees of the Executive Committee are as follows:

- a. Nominating Committee:
  1. Nominating Committee Membership - The Nominating Committee shall be made up of at least 3 and no more than 5 members. At least one member of the Nominating Committee must represent the CoC Lead Agency, and one member must be a sitting member of the Executive Committee. The remaining nominating committee seats are open to voting members of the Morris County CoC (both Executive Committee and CAS members).
  2. Selection & Terms – The Executive Committee voting members will approve the nominating committee membership by a majority vote no later than September of each year. Nominating Committee members will serve a 1-year term and may be re-selected to the nominating committee without limitation
  3. Responsibilities – The nominating committee shall be responsible for developing a slate of candidates to serve as voting and non-voting members of the Executive Committee. Activities of the nominating committee may include identifying appropriate representatives to sit on the Executive Committee, securing support from prospective Executive Committee members and providing the recommended slate to the Executive Committee and CAS. The nominating committee must prepare the slate of candidates no later than November 30<sup>th</sup> of each year in order to allow for the CAS committee to vote on the nominations prior to the end of the calendar year.

4. The Nominating Committee will follow practices found in the police and procedures manual.
- b. Allocation Committee:
    1. Allocation Committee Membership – The Allocation Committee shall be made up of at least 5 and no more than 9 members. At least one member of the Allocation Committee must represent the CoC Lead Agency, and one member must be a sitting member of the Executive Committee. The remaining Allocation Committee membership may include Morris County CoC members or other non-affiliated community stakeholders that do not have a direct conflict of interest.
    2. Selection and Terms – The Executive Committee voting members will appoint the Allocation Committee membership by a majority vote. Allocation Committee members will serve a 2-year term and may be re-appointed to the allocation committee without limitation.
    3. Responsibilities – The Allocation Committee shall be responsible for making funding recommendations for HUD Continuum of Care Program funds and other funding streams to the greatest extent possible. The Allocation Committee duties shall include but not be limited to design of the local application process, review completed applications and make funding recommendations to be approved by the Executive Committee.
  - c. Community Assistance Services Committee - see Article V.
  - d. Ad hoc committees will be formed as needed and approved by the Executive Committee.

### **Section 9: HMIS**

The Executive Committee shall endorse the organization that will serve as the HMIS Lead Agency and provide recommendations on HMIS software that will be used in the Morris County geographic region. The Executive Committee Chair, or Vice Chair, shall sign all agreements with the HMIS Lead Agency governing the implementation of HMIS in the region. The Executive Committee will work with the HMIS Lead Agency to develop HMIS requirements in accordance with HUD Continuum of Care regulations.

## **Article V – Community Assistance Services Committee**

### **Section 1: Structure**

The Community Assistance Services Committee is a committee of the Morris County CoC that reports to the Executive Committee.

### **Section 2: Eligibility**

Membership is open to all interested community members and organizations. The Morris County CoC encourages participation from all community stakeholders interested in addressing issues of homelessness in Morris County.

### **Section 3: Membership Application Process**

- a. Application Content - Agencies and individuals wishing to become formal members of the CAS Committee must complete the Morris County CoC

- application, which shall include contact information, role in the community and identify a designated voting representative. The voting representative from an agency must be an individual authorized to speak for the agency on matters related to homeless planning. The Lead Agency will provide applications to interested parties upon request.
- b. Application submission - Membership applications must be submitted to the CoC Lead Agency. Applications will be accepted on a rolling basis.

### **Section 3: Voting**

1. The CAS Committee is responsible for voting on the nominations for the Executive Committee members and may occasionally vote on other items as prescribed by the Executive Committee.
2. Each individual having been accepted as a participating member of the CAS shall have one vote. Only one individual from any one organization can be a voting member.
3. A quorum shall be 51% of voting members present at the meeting.
4. Simple majority is required for a motion to pass.

### **Section 4: Meetings**

1. CAS meetings are open to all individuals, agencies, advocates and stakeholders interested in participating in homeless planning activities. Official CAS members and non-CAS members may attend meetings and participate in sub-committee work.
2. CAS voting members are expected to participate in the regularly scheduled meetings held at least 4 times per year. The CAS Committee may meet more often as determined by the Executive Committee.
3. CAS voting members are expected to participate in at least one sub-committee that has been authorized by the Executive Committee.
4. A voting member will be removed from the CAS committee after missing half of the meetings in a calendar year.
5. The Lead Agency will notify CAS members of the time and place of each meeting one week ahead of the meeting and include an agenda and minutes of the previous meeting.
6. Minutes shall be kept for every meeting. Minutes from the most recent previous meeting must be approved by the CAS voting members. Minutes will be kept by the Lead Agency and will be made available for public review on the Morris County Human Services website and by request after the minutes have been approved by the CAS committee.

## **Article VI: Committees**

### **Section 1: Committees**

- a. The Executive Committee may establish sub-committees and/or ad-hoc workgroups of the CAS committee in order to address specific aspects of the homeless planning process. The CAS Committee and/or Executive Committee

may identify sub-committees and/or ad-hoc workgroups necessary for the completion of homeless planning and implementation activities. Any recommended sub-committee and/or ad-hoc workgroup must be approved by the Executive Committee by a majority vote before any action can be taken.

- b. Sub-committees and/or ad-hoc workgroups must report activities and progress to both the CAS Committee and the Executive Committee. The Executive Committee must approve any recommendations for action by a majority vote before any action can be taken.

### **Article VII: Conflict of Interest**

Any individuals or representatives of an organization who has a financial interest in the funding streams for which the Allocation Committee is making recommendations may not participate in the Allocation Committee or the Executive Committee meeting regarding the approval of recommendations. Board members, employees and individual former employees of organizations (defined as employed within the past 364 days) seeking funding through the applicable funding streams shall be prohibited from participating in the project selection or approval process. All Morris County CoC members and Allocation Committee members must adhere to the conflict of interest policy as contained in the Morris County CoC policies and procedures manual. The Conflict of Interest Statement of Acknowledgement form, as contained in the policies and procedures manual, must be signed by all Executive Committee and Allocation Committee members.

### **Article VIII: Amendments**

#### **Section 1**

The By-Laws may be amended by a majority vote of the voting members present at an Executive Committee meeting. Proposed amendments to the By-Laws will be presented in writing to the CAS Committee at their next regularly called meeting. The following meeting of the Executive Committee will receive and review recommended amendments and the Executive Committee will vote on any changes to the By-Laws.

#### **Section 2**

The Executive Committee will review the By-Laws regularly for necessary additions and/or adjustments.

#### **Section 3**

A majority vote of the voting members of the Executive Committee is required to change the By-Laws.