

**THE LENAWEE COUNTY CONTINUUM OF CARE ORGANIZATIONAL
BY-LAWS**

The Lenawee County Continuum of Care serves as an advocacy, awareness, and planning workgroup of the Lenawee Essential Needs Council. Our mission is to meet the needs of the homeless population in Lenawee County.

PURPOSE

The Lenawee County Continuum of Care was established to provide the homeless with access to shelter, resources, and services and to raise public awareness about homelessness in Lenawee County, Michigan. To this end, we are committed to becoming more aware of existing needs for shelter and related services offered within the community and to connecting the homeless with services and resources. We strive to meet the needs of the homeless and work towards providing, identifying and satisfying the needs of the homeless in an effort to eliminate homelessness in Lenawee County.

ACTIVITIES

- i. The Continuum of Care will conduct outreach, develop short term resources and long term solutions to alleviate homelessness in Lenawee County. Identify existing resources, gaps, and engage in the Continuum of Care development process.
- ii. The Continuum of Care will facilitate activities as mandated by the Michigan State Housing Development Authority (MSHDA) and the Department of Housing and Urban Development (HUD).
- iii. The Continuum of Care planning body is responsible for development, implementation, and monitoring of the annual Continuum of Care plan, as well as evaluating the initiatives and programs that are endorsed by and included in the Continuum of Care plan including designation of funding.

MEMBERSHIP

Membership in the Lenawee County Continuum Care shall encourage attendance by persons who are homeless or who have experienced homelessness and is open to agencies, governmental departments, churches, and others who are interested in working on issues surrounding homelessness and who support our mission. We shall strive to ensure that membership represents all populations within Lenawee County.

PROCEDURES

- i. Meetings will be held monthly. The Chairperson may call special meetings with concurrence of the elected officers. There will be an annual meeting in April to elect the executive committee for the upcoming year, review and report on current initiatives, and to review the progress to end homelessness.
- ii. Agenda items will be developed by the chairperson with input from the members.
- iii. Minutes will be written and will be mailed, e-mailed, posted on line or distributed at each meeting, and must have the approval of the members.
- iv. Each individual, agency, or organization who is a member in good standing of the Continuum of Care shall be permitted to vote and each shall have only one vote. To maintain membership in good standing, member organizations must attend at least 75% of scheduled meetings per year and maintain a current Memorandum of Understanding. All members are encouraged to be an active member of at least one workgroup.
- v. Members who have a conflict of interest with a funding or other programmatic decisions shall be required to abstain from the vote.
- vi. A quorum shall consist of seven voting members being present at the meeting. No formal action shall be taken in the absence of a quorum; however, business matters of the Continuum of Care may be discussed.

- vii. Electronic meetings and voting: Members that are not able to physically attend a meeting shall be allowed to participate via phone or similar equipment as long as all members participating in the meeting can hear each other. Participating in a meeting pursuant to this section constitutes presence in person at the meeting. Electronic voting via email is permitted when an emergency vote is needed. In order for an electronic vote to pass, all voting members must vote unanimously. If a unanimous vote doesn't occur then the motion does not pass.
- viii. Any funds of the Continuum of Care shall be maintained and distributed by the treasurer. The balance of said funds shall be reported to the continuum of Care on a quarterly basis or upon request of the members. Funds of the Continuum of Care may only be expended upon items related to the mission of the Continuum of Care. No expenditure may be made unless approved by a quorum of the Continuum of Care membership.

OFFICERS AND EXECUTIVE COMMITTEE

- i. The election of officers shall occur at the annual meeting in April. Special elections can occur when a vacancy exists. The membership shall elect a Chairperson, Vice Chairperson, Secretary, Treasurer, and three to five at large officers to the executive committee. Each officer elected to the Executive Committee shall serve a one-year term; there are no term limits.
- ii. Nominations of the executive committee shall be accepted from the voting members at the March Continuum of Care Meeting.
- iii. The Executive Committee is empowered to act on behalf of the membership on emergent issues.
- iv. DUTIES OF THE OFFICERS:
 - a. The Chairperson is responsible for setting the agenda, ensuring the orderly conduct of meetings, signing written communications that have been approved by the Continuum of Care membership and representing the Continuum of Care in community affairs.
 - b. The Vice-Chairperson shall participate in meetings of the Executive Committee and assume the duties of the Chairperson in his/her absence.
 - c. The Secretary shall record and allow members to have access to all minutes and maintain a record of all signed Memorandum of Understandings.
 - d. The Treasurer shall maintain Continuum of Care financial records, make approved disbursements and submit quarterly Treasurer's reports to the membership.
 - e. Officers at Large shall participate in meetings of the Executive Committee.

CODE OF CONDUCT

- i. The Lenawee County Continuum of Care (CoC) is committed to establishing a culture of public service and awareness that provides services to the homeless in a manner that is ethical, respectful, honest, and safe. To this end, members of the CoC shall act in a manner consistent with the CoC's code of conduct.
 - a. CoC members shall:
 - i. Behave professionally in all manners of business.
 - ii. Strive to be ethical, respectful, honest, and courteous.
 - iii. Ensure fairness and objectivity in all activities related to the CoC.
 - iv. Report any potential conflict of interest to the Executive Committee as soon as a potential conflict is identified.

COMPLAINT PROCEDURE

- i. Complaints against the CoC shall be made in writing. The complaint shall include the name and contact information of the complainant and shall briefly state the basis for the complaint.

- ii. Complaints shall be submitted to the Chairperson or other Executive Committee member if complaint is against the Chairperson and may be delivered via mail, email, or in person.
- iii. The Chairperson shall respond to the complainant within 15 business days of receiving the letter. If the complainant is satisfied with the decision the process ends. If the complainant is dissatisfied proceed to the next step.
- iv. The Chairperson shall call a meeting of the Executive Committee to review the original complaint and the initial resolution response within 15 business days of receiving notice of a continued complaint. The Executive Committee will inform the complainant in writing of their decision. If the complainant is satisfied with the decision the process ends. If the complainant is dissatisfied proceed to the next step.
- v. Any complainant that remains dissatisfied with the decision of the Executive Committee shall have the right to present the complaint at the next regularly scheduled meeting of the CoC.
- vi. If the complainant remains dissatisfied after the CoC meeting then the complainant may present its written complaint to the Lenawee County Collective Impact Core at its next regularly scheduled meeting. The decision of the Core is final.

STANDING COMMITTEES AND THEIR DUTIES

- i. The standing committees of the Continuum of Care shall consist of:
 - a. The Executive Committee: The Executive Committee is responsible for the overall planning, direction, and oversight of the Lenawee County Continuum of Care. In addition this committee acts as the initial funding review committee per the Lenawee County CoC Funding Review and Application Process (Attachment A).
 - b. Workgroups: The CoC will maintain workgroups that address the community's current needs and priorities around homelessness and housing. These workgroups will develop and implement advocacy plans to increase awareness of their focus area, as well as engage members to promote a successful living, working, and thriving experience within Lenawee County as it relates to their focus area. Members are encouraged to be an active member of at least one workgroup.

REVISIONS and REVIEWS

- i. The Bylaws may be amended by a vote of two thirds of the membership presented provided written notice is given at least thirty days prior to the date of the meeting at which the revisions were voted upon.
- ii. The Bylaws shall be reviewed bi-annually and shall be revised as necessary
- iii. The Bylaws shall be signed and dated to indicate that they have been reviewed and approved by the Lenawee Essential Needs Council (LENC).

Signed:

_____ Date: _____
CoC Chair

_____ Date: _____
CoC Vice-Chair

_____ Date: _____
CoC Treasurer

_____ Date: _____
CoC Secretary

_____ Date: _____
LENC Representative

History:

Created 5/23/16
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Approved 4/9/19