
ALBANY COUNTY COALITION ON HOMELESSNESS: MEMBER ATTENDANCE POLICY

POLICY EFFECTIVE 4/21/16. PENALTIES EFFECTIVE 9/27/16

Member in Good Standing: To be considered a “member in good standing”, all members, funded and non-funded agencies/individuals, must have a membership application and code of conduct on file. They must also attend a minimum of 75% of all membership meetings within the past twelve (12) consecutive months. Fulfilling these requirements will qualify the agency/individual as a member in good standing, which enables them to be a voting member.

Active Participation is defined as: Being a member in good standing and attending 75 percent of meetings. A member is an individual/agency, funded or non-funded, who has completed a membership application and a code of conduct.

Continuum of Care Grantees: All HUD CoC funded agencies are required to be members of and actively participate in the Continuum of Care (CoC) in order to maintain funding or be included in the rank and review process for the combined HUD application to receive new funding. Members without a completed membership application and a signed code of conduct on file with the collaborative applicant will **not** have their projects ranked and reviewed.

- a. **CoC Letters of Support:** In addition to having a membership application and code of conduct on file, members must meet the required attendance. The CoC will sign Letters of Support for funded **and** non-funded agencies that are members in good standing. Exceptions to this policy can be made by agreement of the Governance Committee.
- b. **Rank and Review Process:** During the rank and review process, the review team will award one point *per committee* to agencies *actively serving* on a standing committee (including the BOD). To be considered “actively serving”, an agency needs to attend 75% of the meetings over the last twelve (12) consecutive months. A maximum of five (5) points can be awarded in this section. Example: agency ED serves on the BOD, agency AED serves on the Systems Committee. Total is 2 points. This serves to recognize the increased work load for agencies committing team members to committee work. Committee co-chairs (in partnership with CARES) will track attendance and the Board Secretary will track attendance at Board meetings.