**Rensselaer County Homeless Services Collaborative (RCHSC)**

**Committee Officer (Chairperson)  
Election Policy**

The following is the process by which Rensselaer County Homeless Services Collaborative (RCHSC) Committee chairs/co-chairs are selected. This Committee Officer Election Policy may be amended and/or restated from time to time by the Board in accordance with the CoC Bylaws and as provided herein.

**1. Term of Office**

a. Term of office shall be two years. Term begins at the first meeting of the new year.

b. In the event a chairperson is unable to complete a term of office, a new chair shall be elected to serve for the remainder of the unexpired term. In such a case, the timelines below will be adjusted accordingly.

**2. Eligibility and Declaration of Candidacy**

a. All committee members whose organization is a registered member of RCHSC shall be eligible to run for chair of the committee.

b. Committee shall announce election of officers at least one meeting prior to election.

c. Interested member/s shall declare their candidacy via email to the Collaborative Applicant who will share with the Committee.

**3. Voting**

a. Elections shall be conducted at the first meeting following the Annual Meeting, officers will assume office immediately.

b. All election/voting dates shall be shared with committee in advance via emails from the Collaborative Applicant.

c. Only committee members whose organization is a registered member or those registered as an individual member are eligible to vote.

d. There are no proxy votes for chairperson elections.

e. The Collaborative Applicant shall assist the CoC in conducting the election.

**4. Selection**

a. If no committee member submits written intent to run for chairperson positions, nominations may come from the floor at the committee voting meeting.

b. If no one chooses to run for chairperson positions, the Board of Directors (in consultation with current committee chairs) shall recruit a committee member to serve.

c. Results of the election shall be reported to the Board and full Membership at the next scheduled meetings.

**5. Election Disputes**

Any disputes regarding the election process shall be forwarded to the Board of Directors to be addressed at the next scheduled meeting.

**6. Committee Officer Removal**

In the event a Committee Chair misses two (2) consecutive meetings (without proper notification), is not fulfilling their duties as officer (per the CoC Chair Position Description) or resigns, the Committee must notify the Board of Directors in writing. The Board will determine a plan of action, which may include directing the committee to hold an election to fill the vacated position.