

**BYLAWS
OF
THE ROCKLAND COUNTY CONTINUUM OF CARE
(approved September 8, 2020)**

**ARTICLE I
NAME**

- 1.1.1 The name of the organization is "The Rockland County Continuum of Care" (hereinafter referred to as the "RCCoC").

**ARTICLE II
MISSION**

- 2.1 The RCCoC is dedicated to preventing and eliminating homelessness while ensuring that an effective system of care and services is in place to respond to the needs of at risk and homeless families and individuals.

**ARTICLE III
PURPOSE**

- 3.1 The purpose the RCCoC is to serve as the Continuum of Care as described in the HEARTH Act and the regulations promulgated thereunder and to operate the Continuum of Care in compliance with HUD regulations in such a manner as to promote interagency coordination and collaboration.

**ARTICLE IV
RESPONSIBILITIES**

- 4.1 Hold meetings of the full membership in accordance with HUD regulations;
- 4.2 Invite new members to join in accordance with HUD regulations;
- 4.3 Adopt and follow a written process to select a board to act on behalf of RCCoC in accordance with HUD regulations;
- 4.4 Appoint additional committees, subcommittees, or workgroups;
- 4.5 Develop, follow and update as needed this governance charter in accordance with HUD regulations;
- 4.6 Consult with recipients and subrecipients of HUD (CoC, ESG, STEHP) funds through RCCoC to establish performance targets, monitor performance, evaluate outcomes and take action against poor performers, as per HUD regulations;
- 4.7 Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD;

- 4.8 Establish and operate either a centralized or coordinated assessment system that provides an initial comprehensive assessment of the needs of individuals and families for housing and services. Such centralized or coordinated system shall be formally reviewed by RCCoC at least annually and updated as necessary;
- 4.9 Establish and consistently follow written standards for providing Continuum of Care assistance in accordance with HUD regulations;
 - (a) The RCCoC will annually review the written standards for funded programs in compliance with HUD regulations.
 - (b) The Executive Board will be responsible for ensuring the annual review of the RCCoC Written Standards includes the following:
 - i) Policies and procedures for evaluating individuals' and families' eligibility for assistance;
 - ii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
 - iii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
 - iv) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance;
 - v) There will be an annual review of policies and procedures to guide the operation of the coordinated entry system to comply with any requirements established by HUD by Notice.
 - vi) Standards that determine what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
 - vii) Standards will be reviewed in consultation with Emergency Solutions Grants program funds within the geographic area.
- 4.09a Operate a HMIS in accordance with HUD regulations;
- 4.09b Develop a RCCoC plan in accordance with HUD regulations;
- 4.12 Develop a plan for the coordinated implementation of a housing and service system that meets the needs of homeless individuals and families including annual PIT count, needs and gaps analysis and targeted goals for system improvement;
- 4.13 Design, operate and follow a collaborative process for the development and submission of funding applications to HUD, including the approval of applicants and the application;
- 4.14 Facilitate dialogue and strategic action among public, private and non- profit sectors to prevent and end homelessness and to promote affordable housing.

**ARTICLE V
MEMBERSHIP**

- 5.1 Membership in RCCoC will be open to individuals and organizations committed to ending homelessness in Rockland County.
- 5.2 At least annually, the RCCoC will issue a public invitation for new members.
- 5.3 The RCCoC will endeavor to include members of all relevant organizations in Rockland County including but not limited to nonprofit homeless assistance providers, victim service providers, faith-based organizations, governmental agencies, businesses, housing advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve veterans, and homeless or formerly homeless individuals.

- 5.4 Organizations can have more than one member. In such instances, the organization will have one vote.
- 5.5 Voting Members must be members in good standing. A member in good standing is a member who has completed a RCCoC membership application, signed the RCCoC Code of Conduct and has attended 75% of membership meetings within the previous twelve (12) months.
- 5.6 Membership shall have the right to vote on the Executive Board as well the Board recommendations for the Annual Continuum of Care Grant Competition for final submission.

ARTICLE VI MEETINGS

- 6.1. The RCCoC will hold meetings of the full membership monthly.
- 6.2 A meeting agenda will be prepared and distributed prior to each meeting, along with a draft of the minutes from the prior meeting. Any changes to meeting dates or times will be announced in advance, and members will be notified by e-mail.
- 6.3 Special meetings may be called by request in writing by five members of the RCCoC or a majority of the officers. As much advance notice of special meetings as possible will be provided.
- 6.4 The Annual Meeting of RCCoC following the adoption of these bylaws shall be held in March of each year.

ARTICLE VII VOTING

- 7.1 A quorum is defined as a majority of membership.
- 7.2 Each organization will have one vote.
- 7.3 A motion will be passed by a majority of the vote.
- 7.4 Where a matter of procedure is in question, RCCoC shall defer to Robert's Rules of Order.
- 7.5 In the event that a quorum is not present, the chair must announce the absence of a quorum and a make a motion to adjourn a vote. Informal discussion on the topic may continue and carry over until there is a quorum.

ARTICLE VIII EXECUTIVE BOARD

- 8.1 The Executive Board shall implement the RCCoC mission and purpose by adopting plans and strategies for preventing and eliminating homelessness; by setting objectives and plans for implementing HUD requirements, including but not limited to selecting the collaborative applicant and applicants or unified funding agency; selecting the HMIS lead; designing and implementing a collaborative process for the development, submission and approval of the annual application for HUD funding; and ensuring that planning, systems development and implementation and program performance reviews occur in a collaborative and constructive manner.
- 8.2 The Executive Board shall report to the membership at the membership meetings.
- 8.3 The Executive Board may appoint ad hoc committees composed of members and nonmembers of RCCoC.

- 8.4 The Executive Board shall be composed of an odd number of members, no less than three and no more than nine members elected by a majority vote of the members at the Annual Meeting.
- 8.5 The Executive Board shall be representative of relevant organizations and of projects serving homeless subpopulations and shall include one homeless or formerly homeless person to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under HUD requirements and these bylaws.
- 8.6 The Executive Board shall be composed of persons who live in Rockland County or work for an organization committed to ending homelessness in Rockland County.
- 8.7 The Executive Board shall petition the Secretary of Housing and Urban Development for a waiver if the RCCoC is unable to meet the requirements under 8.5 of these bylaws ensuring that the applicant agrees to otherwise consult with homeless or formerly homeless individuals in considering and making such policies and decisions.
- 8.8 The Executive Board shall be elected at RCCoC's Annual Meeting.
- 8.9 The Executive Board takes office at the close of each the Annual Meeting at which new Executive Board members have been elected.
- 8.10 Executive Board members shall serve 2-year staggered terms of office with the exception of the first term following the adoption of these bylaws. At the first annual meeting following the adoption of these bylaws no less than two and no more than five members of the Executive Board shall be elected for a one-year term.
- 8.11 Special meetings of the Executive Board may be called by a majority of members of the Executive Board. The purpose of the meeting shall be specified in the call for the meeting, which shall be sent to all Executive Board members in writing at least 3 days prior to the meeting.
- 8.12 A majority of the Executive Board membership shall constitute a quorum.
- 8.13 Executive Board members may attend in person or telephonically.
- 8.14 Any Executive Board member who wishes to resign shall submit his/her resignation to the Secretary who shall present it to the Executive Board.
- 8.15 An Executive Board member may be removed for acting contrary to the mission and purpose of the RCCoC, for violating the Code of Conduct or the nondiscrimination policy, or for failing to disclose a conflict of interest, by a two-thirds majority vote of the Executive Board.
- 8.16 Executive Board members must be members in good standing. An Executive Board member in good standing is a member who has completed a RCCoC membership application, signed the RCCoC Code of Conduct and has attended 75% of the RCCoC membership meetings within the previous twelve (12) months, or has received a special dispensation by a two-thirds majority vote of the other Executive Board members.
- 8.17 At the meeting following a resignation or removal of an Executive Board member, a majority of the Executive Board shall appoint a member of the RCCoC to complete the remainder of the Executive Board member's term.
- 8.18 The Executive Board will meet, at a minimum, quarterly.
- 8.19 The Executive Board retains the right to vote electronically and/or telephonically.

ARTICLE IX EXECUTIVE BOARD OFFICERS

- 9.1 The Executive Committee shall have two Co-Chairpersons and a Secretary.

- 9.2 At the Executive Board meeting following the Annual Meeting, officers of the Executive Board shall be selected by a majority vote of the Executive Board to serve as Co-chairpersons and as Secretary.
- 9.3 Officers shall serve two-year terms. If an Officer resigns or is removed, the Executive Board shall appoint a member of the Executive Board to fill the unexpired term.
- 9.4 The Co-Chairpersons shall set agenda for and preside over membership and board meetings and ensure that the Executive Board and the standing and other committees are pursuing the mission and purpose of the RCCoC.
- 9.5 The Secretary shall serve to ensure the maintenance of the records of the RCCoC, including all agendas, minutes, and reports of any committee and Executive Board meetings and activities, shall ensure the keeping of the membership roll, taking of minutes of the Executive Board and membership meetings, maintenance of mailing/contact lists and ensure timely and proper agenda distribution. The Secretary of the RCCoC performs oversight of these functions as performed by CARES, in accordance with the Scope of Work contract between the CoC and CARES.

OFFICERS AND DUTIES

- 9.6 ***Co-Chairpersons.*** The Co-Chairpersons shall be the principal volunteer executive officers of The CoC and shall in general monitor and supervise the business and affairs of the RCCoC. One or both shall preside at all meetings of the Board of Directors and shall be voting members of all Committees of the Board. In the absence of one Chairperson, or in the event of his/her inability or refusal to act, the remaining Co-Chairperson shall perform the duties of the Chairperson, and when so acting shall have all the powers of the Chairperson. The Co-Chairpersons shall perform such other duties from time-to-time that may be assigned by the Board.
- 9.7 ***Secretary.*** The Secretary shall generally be responsible for assuring that the records of the RCCoC are properly recorded, documented and stored and that all informal or formal notices that may be issued by the RCCoC are tendered in a manner in compliance with all applicable statutes, regulations, contracts, ethical obligations, as may be amended, and these By-Laws. The Secretary shall assure that the minutes of the meetings of the Board of Directors, and Committees of the Board or RCCoC, if any, are properly recorded, documented and stored; ensure that records are kept of the post office address, telephone number and, when possible electronic address of each Member, Director, Officer and member of a committee who does not serve on the Board, if any; ensure notification of Directors of election and members of committees of appointment; and, generally serve to ensure proper maintenance of the records of the RCCoC. He/she may delegate recording, documentation and storage and other duties, as deemed appropriate, to other Officers and/or contractors of the RCCoC, excepting the Co-Chairpersons, Directors, or employees of the RCCoC. The Secretary shall perform such other duties as from time-to-time may be assigned to him/her by the Co-Chairpersons and/or the Board. The Secretary of the RCCoC performs oversight of these functions as performed by CARES, in accordance with the Scope of Work contract between the CoC and CARES.

ARTICLE X COMMITTEES

- 10.0 RCCoC shall have the following permanent committees:

- Executive Committee: responsible for setting the agenda for and presiding over membership meetings and ensuring that committees are pursuing the mission of RCCoC;
 - Systems Collaboration Committee: responsible for ensuring that data from HMIS informs the planning process and that this is in line with HUD’s priorities; facilitates dialogue and strategic action among public, private and nonprofit sectors to prevent and end homelessness and promote affordable housing; for conducting the annual Housing Inventory Count (HIC); conducting the Point in Time (PIT) count; for aggregating and reporting the numbers; consulting and coordinating with the State in developing, updating and implementing their Consolidated Plans, including establishing goals, objectives and action steps for reducing and ending homelessness, the allocation of ESG program funds, development of performance standards, outcomes and evaluations of projects and activities assisted by ESG program funds.
 - Project Performance Evaluation Committee: responsible for reviewing the Notice of Funding Availability (NOFA), monitoring and evaluating project performance and system performance to facilitate project rating and rankings. Responsible to review funded programs and new submissions to provide recommendations to the CoC Board for reallocations. Members must not represent a funded agency.
 - Coordinated Entry Committee: responsible for establishing and maintaining an effective coordinated entry system to provide a comprehensive assessment of the needs of the establishment individuals and families in RCCoC to establish a community-wide method for evaluating and placing people into appropriate housing while assessing ongoing homelessness or risk of homelessness.
 - Membership Committee: responsible for recruiting and supporting new members of the RCCOC.
- 10.1 The removal, duties and responsibilities of RCCoC’s committees shall be specifically defined by RCCoC’s membership at the first Annual Meeting following the adoption of these bylaws. These bylaws may be amended to reflect RCCoC’s committees’ roles, duties and responsibilities as approved by membership at the aforesaid annual meeting.
- 10.2 RCCH shall have such other committees as may be formed and disbanded upon the majority vote of those present at an Executive Board or a Membership meeting.

**ARTICLE XI
PARLIMENTARY AUTHORITY**

- 11.0 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the RCCoC in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

**ARTICLE XII
AMENDMENTS**

- 12.0 These bylaws will be reviewed annually and updated as needed. Amendments or changes to these bylaws may be adopted by a majority of those present at any meeting of RCCoC’s membership provided that any proposed changes or amendments shall be mailed to the RCCoC’s membership at least three weeks in advance of the membership meeting