

# NY-501 CoC Bylaws

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## ARTICLE I: Name

The name of this organization shall be the Southern Tier Entry to Programs and Services (STEPS). The jurisdiction includes the City of Elmira and the Counties of Allegany, Chemung, Livingston, Schuyler, and Steuben.

## ARTICLE II: Mission and Purpose

### Section 2.1 – Mission & Values

The Mission of the NY-501 Regional Continuum of Care (CoC) is to identify persons in the region, and assess the needs of those persons, who are either homeless or most at risk of becoming homeless, and to channel the resources and efforts of public and private community agencies to strategically plan and meet the needs of these individuals in a collaborative fashion, with a focus on racial equity and social justice.

#### Value Statement:

To accomplish this mission, the CoC is adopting a set of values that will guide its actions and will orient the CoC in specific ways towards its mission. The CoC (through the Board and its committees) will endeavor to make funding, program, and policy actions that are aligned with its stated values. These values will guide the actions of all CoC bodies established under this Charter:

- Recommendations and decisions will reflect the diversity of people experiencing homelessness.
- The CoC will promote equity for communities of color disproportionately affected by homelessness.
- Decisions and recommendations made by the Board and Committees will reflect a cross-sectional and regional approach.
- The CoC will operate with transparency and inclusiveness.
- The CoC will take responsibility and accountability for addressing unconscious bias within the CoC at both the individual and agency level.
- CoC leadership will establish clearly defined roles and responsibilities and communicate decisions openly.

**Authorization and Coordination:** The mission, values, purpose, and general operation of a CoC is set through local priorities to end homelessness—under the regulatory authority and guidance of the following documents:

- McKinney-Vento Homeless Assistance Act of 1987
- HEARTH Act
- CoC Program Interim Rule (24 CFR 578)
- Annual U.S. Department of Housing and Urban Development (HUD) CoC Program Notice of Funding Opportunity (NOFO)
- Opening Doors: Federal Strategic Plan to Prevent and End Homelessness

### Section 2.2 – Purpose

STEPS is dedicated to addressing and reducing homelessness by ensuring that an effective system of care and services is in place. The purpose of STEPS is to:

- i. Serve as a CoC as described in the Homeless Emergency Assistance and Rapid

- Transition to Housing Act and implement regulations.
- ii. Operate the CoC in compliance with HUD regulations noted in 24 CFR Subpart B 578.7 in such a manner as to promote inter-agency coordination and collaboration by doing the following:
    - i. Hold meetings of the General Membership, with published agendas, at least semi-annually;
    - ii. Appoint additional committees, subcommittees, or workgroups;
    - iii. Facilitate dialogue and strategic action among public, private, and non-profit sectors to prevent and end homelessness and promote affordable housing.
  - iii. Conduct all business necessary to implement the mission and purposes of STEPS.
  - iv. Conduct an annual review of the STEPS Governance Documents including the:
    - i. NY-501 Bylaws
    - ii. Written Standards of Performance and Operation (more information can be found in Section 2.3 – Written Standards & Policies and Procedures)
    - iii. HMIS Policy and Procedures
    - iv. Coordinated Entry Policy and Procedures
    - v. Letters of Support Policy
    - vi. NY-501 Code of Conduct/Conflict of Interest Policy
    - vii. Board Officer Election Policy
  - v. Designate a Collaborative Applicant, delineate its responsibilities to STEPS, review performance annually and conduct an annual review of and approve the Scope of Work.
  - vi. Designate an HMIS Lead to operate an HMIS, enter into an MOU and review periodically.
  - vii. Develop and submit annual funding application in conformance with annual NOFO.
  - viii. Consult and coordinate with the State of New York, the counties of Allegany, Chemung, Livingston, Schuyler, and Steuben, the City of Elmira, and other municipalities in developing, updating and implementing their plans and programs to reduce and end homelessness and to provide an effective system of care and services responsive to the needs of at-risk and homeless individuals and families (for example Consolidated Plans).
  - ix. Develop and annually revise a STEPS Action Plan that includes:
    - i. Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following:
      - i. Outreach, engagement, and Coordinated Entry;
      - ii. Shelter, housing, and supportive services;
      - iii. Prevention strategies.
    - ii. Planning for and conducting, at least annually, a HUD Point-in-Time (PIT) count of homeless persons within the geographic area;

- iii. Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;
- iv. Providing information required to complete the Consolidated Plan(s) within the Continuum's geographic area;
- v. Supporting policies and procedures for the Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking;
- vi. Consulting with State and local government Emergency Solutions Grants program recipients within the Continuum's geographic area on the plan for allocating Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and subrecipients.

### **Section 2.3 – Written Standards & Policies and Procedures**

STEPS will review as needed the Written Standards for funded programs in compliance with HUD regulations. The STEPS Board of Directors will be responsible for ensuring the annual review of the STEPS Written Standards includes the following:

- a) Policies and procedures for evaluating individuals' and families' eligibility for assistance;
- b) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
- c) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
- d) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance;
- e) Policies and procedures for the Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking\*; and
- f) 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.
- g) Standards that determine what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
- h) Standards will be reviewed in consultation with Emergency Solutions Grants program funds within the geographic area.
- i) If the STEPS is designated a high-performing community, written standards as well as policies and procedures will be developed in accordance with HUD regulations.

*\*STEPS's Emergency Transfer Plan is clearly outlined in the CoC's Written Standards and meets the requirements under 24 CFR 578.99(j)(8). (24 CFR 578.7(d)).*

## **ARTICLE III: Committees and Task Forces**

### **Section 3.1 – County Level Homelessness and Housing Task Forces (HHTFs)**

Each of the five CoC counties must maintain an active HHTF whose purpose is to monitor, plan, advocate, and execute such initiatives as are necessary to shape local written policy and muster resources to assure the adequate provision of shelter and supportive services—and to integrate these measures into the overall regional strategic plan. The HHTF serves as a functional arm of the Regional CoC within each member county jurisdiction. In

addition, each HHTF is responsible for selecting and appointing 3 members from their county to serve on the CoC Board of Directors.

**Membership:** Refer to chart in Article IV Section 1.

### **Section 3.2 – Rank and Review Committee**

The Rank and Review Committee oversees the annual HUD NOFO Rank and Review process. It is responsible for the design, operation, and following a collaborative process for the development of funding applications, including funding priorities. Each year the Rank and Review Committee reviews and revises the Rank and Review Process and Rank and Review Application to reflect changing priorities. The Rank and Review Committee is responsible for establishing a Review Team of non-funded county representatives to score Applications. The Rank and Review Written Process, the Application and the Review Committee are submitted annually for approval by the Board. The Rank and Review committee will also be responsible for the analysis of data provided by the annual CE evaluation tool and making recommendations to CE based on these results.

**Membership:** Representatives from each of the five counties.

### **Section 3.3 – Coordinated Entry Committee**

The Coordinated Entry Committee is responsible for creating the Coordinated Entry process in NY-501. The Committee is expected to (1) develop a county Coordinated Entry process that is accessible by all in need (2) review all stages of the assessment, referral, application, vacancy posting and acceptance/denial processes (3) develop a policy and procedure manual and user guide to ensure community and agency understanding of the system.

**Membership:** one County Coordinated Entry Lead from each county in addition to other relevant providers.

### **Section 3.4 – HMIS Committee**

The Homeless Management Information System (HMIS) Committee will develop plans and recommendations for review and approval by the Board of Directors and carry out action plans approved by the Board of Directors with respect to:

- a) Preparing and providing data and reports to the Collaborative Applicant for analyzing performance targets and outcomes in consultation with program recipients and sub-recipients.
- b) Conducting evaluations and monitoring data quality including review of reports from HMIS, and taking action as warranted.
- c) Ensuring compliance with HUD designation and operation of HMIS requirements.
- d) Coordinating through the participating agency leads to prepare and submit data for Annual Homeless Assessment Report (AHAR), Housing Inventory Count (HIC), PIT and system performance.

**Membership:** HMIS Administrator plus one member from each agency operating a CoC Project.

### Section 3.6 – Persons with Lived Experience Committee

The Person with Lived Experience Committee is dedicated to integrating the voices and perspectives of individuals who have firsthand experience with homelessness. This committee ensures that their insights and expertise are meaningfully incorporated into the decision-making processes at both the system and program levels. Members of this committee will:

- Attend and actively participate in scheduled meetings.
- Provide valuable feedback on homelessness programs, services, and policies.
- Advocate for system reforms and necessary funding.
- Educate the community about the realities of homelessness.
- Identify gaps and suggest improvements in current housing and service systems.

The committee aims to foster a collaborative environment where the lived experiences of its members guide and inform the development of effective solutions to prevent and end homelessness.

**Membership:** Members will include individuals with previous experience of homelessness. The committee will strive for representation from each county as well as those with lived experience who participate in the county specific HHTF meetings.

## Article IV: General Members

### Section 4.1 – General Membership

- a) Members of each of the five HHTF's are General Members of the CoC and required to complete a Membership Commitment Form and complete the Diversity Assessment Annually.
- b) In accordance with the CoC Program Interim Rule (24 CFR 578), the CoC encourages relevant individuals and all public and private agencies who provide services to individuals or families who are homeless or are at risk of becoming homeless, as well as any homeless or formerly homeless individuals, to actively participate in CoC planning and activities. Relevant individuals and public and private organizations may include nonprofit providers of assistance to persons who are homeless and/or at risk of homelessness victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, legal services providers, mental health agencies, hospitals, other health care providers and related entities, universities, nonprofit and public affordable housing developers, law enforcement, veterans service organizations, Department of Social Services, Emergency Solutions Grant program providers, and employment and workforce development agencies.
- c) Active participation in the CoC is required for an agency to be eligible to submit proposals in the annual HUD/NOFO. Participation is defined as participating on a county HHTF, the CoC Board, or participation in a committee of the CoC. Participants must also have an active membership application on file to be considered an active participant of the CoC.
- d) No fees or dues are assessed for membership in the CoC.
- e) STEPS's membership applications will be accepted on a rolling basis. Membership is good for one year from

the date that the application was received.

- f) All members will be encouraged to complete the Diversity Assessment Tool as part of their onboarding. All members will be asked to retake the Diversity Assessment Tool annually on a date of the Board's choosing.
- g) Membership Meetings will be held at least two times per year, one held in the Spring and the Annual Membership Meeting held in the Fall.

#### **Section 4.2 – Public Invitation**

STEPS shall make an annual public invitation for new members to join.

#### **Section 4.3 – Voting**

- a) A quorum is the minimum number of Members with an active membership application, who must be present at a properly called meeting in order to conduct business in the name of the group. A quorum is defined as a majority of members.
- b) Each agency or organization shall delegate a single representative entitled to one vote in the affairs of STEPS.
- c) Only one representative of an organization shall have one vote.
- d) A motion will be passed by a majority vote of those cast votes.
- e) STEPS may host an electronic meeting and vote (i.e. via email, telephone, or video conference) to pass a motion during the meeting. A meeting conducted by electronic means must be a deliberative assembly, providing at a minimum a condition of opportunity for simultaneous communications among all participating members equivalent to those meetings held in one room or area. Under such conditions, an electronic meeting is treated as though it were a meeting at which all the members who are participating are actually present. Additionally, motions may be proposed via email and may be voted on by membership via email/virtual ballot, providing, at a minimum, conditions for members to participate in communications and engage in debate before casting a vote (such as an email thread). When a vote is held electronically, it will be recorded at the following meeting by announcement and in the minutes to appropriately capture the vote.
- f) Where a matter of procedure is in question, the Membership shall defer to Robert's Rules of Order.
- h.) STEPS Members are entitled to vote on items such as, but not limited to amendments to these Bylaws.
- i.) Refer to Article V for CoC Board of Director voting rules.

## ARTICLE V: The Executive Board

### Section 5.1 – Board of Directors

The General Membership shall maintain a Board to act on its behalf.

#### **Board Membership:**

- a) Each county HHTF shall select and nominate 3 (three) members from its HHTF – one person from a public agency (usually the Department of Social Services) and two people from private agencies to represent them. One Board seat will also be reserved for a person that identifies as having lived expertise of homelessness. Board members serve at the will of the county HHTF that seated them. Board applications are available year-round and are accepted on a rolling basis.
- b) In addition, the Board shall include one individual representing a public agency of the City of Elmira, a HUD special district under the designation of Entitlement Community (EC) and Participating Jurisdiction (PJ).
- c) Based on the requirements above, the Board will consist of a total of 17 voting members.
- d) As stipulated by 24 CFR 578.5 (b)(2), the membership of the Board must include at least one homeless or formerly homeless individual who serves at large.
- e) There are no term limits; however, a Board member may be asked to resign if four or more meetings are missed in an any given year.
- f) The General Membership may also move to seat one or more ex officio members to its Board council. Such members are to advise the Board and represent vital entities such as the Department for Veteran's Affairs or the Lead Agencies. Ex officio members do not have a vote on the Board.
- g) The CoC Board strives to maintain no greater than a 35% ratio of public to private sitting members for any future enlargements of the CoC Board.
- h) The Board will strive to achieve and maintain a level of diversity within its membership that is proportional to the population it serves. Annually all Board members will complete a survey to build the Board Matrix. The Board Matrix is a strategic tool designed to document the demographics, knowledge, skills, and abilities of current board members. This tool helps identify gaps in board representation and informs the recruitment process to ensure a diverse and competent board. It is the responsibility of the Board of Directors to complete and maintain the Board Matrix annually. Each board member is expected to provide accurate and up-to-date information regarding their demographics, professional background, skills, and areas of expertise that they represent in the space. The Board Matrix shall be reviewed and updated with the appointment of each new board member. The insights gained from the Board Matrix will be used to guide the recruitment and nomination process, ensuring that new board members bring the necessary diversity and expertise to the board. All personal information collected through the Board

Matrix will be kept confidential and used solely for the purpose of board development and recruitment.

- **Meetings:** The Board shall meet monthly as a body (including combined Board/Membership meetings). Members of the Board may participate in meetings by conference telephone, electronic video screen communication or similar communications equipment. Participation by such means shall constitute presence in person at a meeting of the Board. The Board of Directors shall hold an organizational meeting at the Board meeting following the Annual Membership meeting and shall hold monthly additional meetings via conference call or face to face, at a time as fixed by the Board. Officer seats will be set during this meeting.
- **Special Meetings:** Special meetings of the Board of Directors may be called by any four members of the Board. The purpose of the meeting shall be specified in the call for the meeting, which shall be sent to all Board members in writing at least three days before the meeting, A quorum of the BOD must be present in order to take action on any item. A majority of members of the Board shall constitute a quorum. Special meetings may be called to address business of a special circumstance outside of regularly scheduled board meetings.
- **Vacancies:** Vacancies on the Board of Directors which occur prior to the expiration of the normal term shall be filled by appointment from the HHTFs following a report from the Board.

## Section 5.2 – Voting as a Board

- A quorum is the minimum number of Board members who must be present at a properly called meeting in order to conduct business in the name of the group. A quorum will defined as a simple majority of all currently seated Board Members.
- Each Board Member will have one vote. Proxy votes, by a designated proxy, are allowed. Ex-officio members of the Board do not have a vote.
- A motion will be passed by a majority of those casted votes.
- The Board may host a vote via email to pass a motion when necessary, providing, at a minimum, conditions for members to participate in communications and engage in debate before casting a vote (such as an email thread). When a vote is held electronically, it will be recorded at the following meeting by announcement and in the minutes to appropriately capture the vote. Votes taken place outside of a formal meeting must have a majority among all seated Board members in order for the issue being considered to be approved.
- Where a matter of procedure is in question, the Board shall defer to Robert's Rules of Order.
- The Board will have the right to vote on items such as, but not limited to:
  - Annual Officer Slate
  - Rank & Review Application Tiering
  - The annual application for CoC funds including the Priority Listing and Planning Grants.

## Section 5.3 – Activities and Role of the Board

Duties of the CoC Board shall include, but not be limited to:

- Monitoring all opportunities and correspondence from HUD and other funding organizations to ensure that the Regional CoC is positioned for maximum success;
- Overseeing the development and submission of the Regional CoC's annual HUD CoC Application;
- Coordinating a minimum of two joint Membership meetings per year, including the communication of the time and place of the meeting to all current Members and the community at large;
- Reviewing the Regional CoC's Bylaws as needed, at least annually, to ensure that the policies enable the CoC to be conducted in a fair, impartial, and legal manner;
- Reviewing the annual HUD CoC Application NOFO, and assessing the Operating Policies in light of any changes in the annual Application to ensure the maximum consistency between the Regional CoC's application and HUD's expressed preferences and requirements;
- Facilitating recommendations for the revision, addition, or deletion of specific operating policies, as needed, including preparing a recommendation for the changes to be presented to the CoC membership and preparing the membership for a vote at a general meeting to approve the recommended changes;
- Leading a strategic planning effort;
- Annually designating entities to be responsible for acting as HMIS Lead, Collaborative Applicant, and administration agent as necessary, and executing an annual MOU with the same.
- Working collaboratively with each member county to ensure the necessary funding to operate the CoC administrative and general business operations.
- Appointing such workgroups and standing committees as necessary to effect Continuum business.
- Reviewing performance of each project and the full CoC on the participation of mainstream programming and making recommendations for improving participation as needed including monitoring systems performance measures (SPM's) and developing strategies to improve these measures. The Board will work collaboratively with the HMIS committee to regularly review and analyze SPMs and the effectiveness of developed strategies, specifically regarding the following measures: Reduction in the Number of First-Time Homeless, Length-of-Time Homeless, Successful Permanent Housing Placement and Retention, Returns to Homelessness and Job/Income Growth.
- The Board will address Bylaws-related issues to ensure compliance with HUD requirements, including but not limited to CoC membership and Board of Directors composition.
- The Board reviews and approves letters of support.
- Complete the Diversity Assessment and Board Matrix annually

#### **Section 5.4 – General Membership Meetings**

The Board shall convene at least two joint meetings of the Board and General Membership each year. Optimally these shall be in late spring and before the fall HUD CoC Program NOFO submission. To make these meetings as productive as possible, the Continuum shall adopt the following rules of order:

The Board and General Membership will meet in joint session. The role of the General Membership is to approve amendments to the Governance Charter. New business or discussion may be brought to the table in the appropriate segment of the agenda.

### **Section 5.5- Special Meetings**

Special meetings may be called by the Co-Chairs of the Board of Directors, or a majority of the Board of Directors, or written request by ten members of the STEP. The purpose of the meeting shall be specified in the call for the meeting, which shall be sent to all members at least three days before the meeting. A quorum of the full membership is required in order to take action on any item.

## **ARTICLE VI: Officers**

### **Section 6.1 – Officers and Terms**

The STEPS Board shall have two co-chairs and 3 executive officers serving two-year terms with a three-term limit, or a total of 6 years of service. Officers are to be elected by the Board on an alternating biannual basis (every two-years). Officers shall serve as Executive Committee members for the duration of their terms in office. The Officers shall be chosen from existing members of the STEPS board.

Co-chairs shall:

- i. Preside at all meetings of STEPS and of the Board of Directors;
- ii. Execute in the name of STEPS all agreements entered into by it and see that these agreements are properly carried out; and
- iii. Consult with Chairs of all committees, subcommittees, and workgroups that are active in the CoC and partner with the Collaborative Applicant to ensure that committee deliverables are carried out; and
- iv. Perform other duties as directed by STEPS.

**Special Meetings:** The Board of Directors, whenever called by the Co-Chairs, or any (2) Executive Officers, may convene Special Meetings in order to consider specific matters that may be confronted by the CoC, provided the order of business is limited solely to purposes specified in the Meeting Notice. Notice of Special Meetings, including purpose, date, time and location, shall be given by no less than three (3) days before the meeting. Special meetings may be called to address business of a special circumstance outside of regularly scheduled board meetings.

### **Section 6.2 – Voting, Selection, and Vacancies**

#### **Voting**

- Elections shall be conducted during the Board meeting that follows the Annual Meeting and officers will immediately assume their elected role.
- There are no proxy votes for officer elections.
- The Collaborative Applicant shall assist the CoC Board in conducting the election by providing ballots, tallying votes, and reporting results.

#### **Selection**

- If no Board member submits written intent to run for officer positions, nominations may come from the floor at the Board meeting prior to the vote.
- Results of the election shall be immediately reported to the Board, then shared with full Membership at the next scheduled meeting.

#### **Election Disputes**

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

### **Officer Position Removal or Resignation**

- In the event an Officer misses two (2) consecutive Board meetings without proper notification, is not fulfilling their duties, demonstrates a conflict of interest or resigns, the Board of Directors will determine a plan of action, which may include directing the Board to hold an election to replace the vacated position.

## **ARTICLE VII: Conflict of Interest Statement & Code of Conduct**

### **Section 7.1 – Conflict of Interest/Recusal Process**

STEPS is committed to maintaining the highest standard of conduct in carrying out its fiduciary duties of care, obedience and loyalty in pursuit of STEPS' mission. The Board must be aware of and fully abide by the bylaws and policies of STEPS. The purpose of this Board Conflict of Interest Policy is to protect STEPS' interests whenever contemplating entering into a transaction or arrangement that might benefit the private interests of the Board Member/Member Agency that might result in a possible excess benefit transaction.

- STEPS must disclose all interest(s) that may result in a conflict. Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination. Every Board member of the CoC with the authority to vote must, on an annual basis, file in writing a conflict-of-interest statement with the Collaborative Applicant (CARES, Inc.).
- For any transaction in which a Board member or agency member has a financial or personal interest; the conflicted member shall recuse and abstain from participating in the Board's discussion and vote on the issue.
- The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.
- The Conflict of Interest form (Attachment 1) will be signed by Board members annually.

### **Section 7.2 – Code of Conduct**

STEPS members shall annually agree to a Code of Conduct, as noted in the CoC Membership Commitment Form and Attachment 2 of these bylaws.

## **ARTICLE VIII: Amendment of Bylaws**

### **Section 8.1 – Amendments**

The Bylaws may be amended at any regular meeting of the General Membership by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting and sent out 7 days before the General Membership meeting.

**Attachment 1: Continuum of Care Representatives Conflict of Interest Statement**

Representatives from relevant organizations within a geographic area shall establish a Continuum of Care for the geographic area to carry out the duties of this part. Relevant organizations include nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals.

The Continuum of Care must establish a Board to act on behalf of the Continuum using the process established as a requirement by § 578.7(a)(3) and must comply with the Conflict-of-Interest requirements at § 578.95(b). Board members will be required to sign the following Conflict of Interest statement on an annual basis, and/or at the start of their next term.

**Conflicts of Interest:**

(a) Procurement. For the procurement of property (goods, supplies, or equipment) and services, the recipient and its subrecipients must comply with the standards of conduct and conflict-of-interest requirements under 2 CFR 200.317 and 200.318.

(b) Continuum of Care board members. No Continuum of Care board member may participate in decision making concerning direct financial benefits to the organization that the member represents, or any personal benefits that financial decisions made by the CoC board may yield. Board members shall identify potential conflicts of interest that may arise at the start of each term year.

Please describe any potential conflicts of interest you anticipate in your role as a board member for the Southern Tier Entry to Programs & Services (STEPS) in the space below:

### Conflict of Interest Statement

*Check one in this section*

- I am not a recipient/subrecipient of CoC Funding. I will not influence discussions or resulting decisions concerning other financial benefits to the organization I represent.
- I am a recipient/sub recipient of CoC Funding. I will not influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization I represent.

*Check this box if you agree to the following statement*

- I will recuse myself from voting on matters that may be deemed as conflicts of interest for myself or my organization.

*\*Board members can participate in discussion and vote on issues related to CoC funding, including Ranking & Tiering, the Rank & Review process, and other funding decisions related to the CoC. Board members should recuse themselves from votes that pertain directly and/or solely to the organization they represent. If a Board member is unsure whether to recuse themselves from a vote, they should consult with the rest of the Board before voting.*

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Name

Organization

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Signature

Date

## Attachment 2: Membership Code of Conduct

STEPS Members shall maintain the highest standard of conduct; act with fairness, integrity and dignity, and in a manner not detrimental to the interest of the public, their employer or the STEPS. Members shall not violate any laws in the performance of their duties within the STEPS.

*STEPS (Coalition) Members shall:*

5. Serve their Coalition faithfully, respect confidentiality, and avoid conflicts of interest and activities for personal gain at the expense of the Coalition or fellow members
6. Communicate in a manner that is respectful and honest, and refrain from making disparaging remarks toward or about fellow Coalition members
7. Foster an environment where the interaction among members is conducted fairly, and avoid discrimination, harassment and/or abuse of any sort
8. Serve all members of the Coalition impartially, provide no special privilege to any individual member, and accept no personal compensation from a member except with the knowledge and consent of the Coalition's governing Board
9. Maintain competence in promoting Coalition objectives through continued professional development
10. Support the Coalition in its efforts to advance the profession of housing and services for the homeless
1. Advise the Coalition Board Co-Chairs regarding any contemplated actions or decisions which they know to be illegal or unethical; and shall further advise the Co-Chairs of the possible consequences of proceeding with such actions or decisions.

This Code of Conduct serves to enhance public confidence in the integrity and service of STEPS Members. Adherence to this Code is required for Membership in the Coalition, and the Coalition shall interpret and enforce the Code in the manner set out in the Coalition's formal discipline process (as specified in the Coalition's Bylaws).

As a Member of this Coalition, I agree to abide by this Code.

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Name

Organization

---

Signature

Date