

Rensselaer County Homeless Services Collaborative

Governance Charter

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Contents

Mission & Value Statement	3
I. Purpose and Responsibilities	3
II. Membership	4
A. Open Membership	4
B. Membership Meetings	4
C. Voting	4
D. Dues	5
III. RCHSC Board	6
A. Establishment of the Board	6
B. Board Composition	6
C. Officers/Executive Board	6
D. Terms and Vacancies	7
E. Roles and Responsibilities of the Board	7
F. Meetings	7
G. Voting on the Board	8
IV. Committees	9
A. Conflict of Interest Statement	10
B. Code of Conduct	10
VI. RCHSC HMIS	10
VII. Planning, Written Standards, Policies and Procedures, Coordinated Entry	10
A. Planning	10
B. Written Standards & Policies and Procedures	11
C. Applying for HUD Funds	12
D. Coordinated Entry System	12
VIII. Amendments	12
Appendix 1	13
Appendix 2	15

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Mission & Value Statement

The mission of the Rensselaer County Homeless Services Collaborative (RCHSC), the Rensselaer County Continuum of Care, is to work to eliminate homelessness across Rensselaer County through a coordinated system of housing and supportive services.

The mission serves to achieve the RCHSC's vision of a community where every person is embraced and has a safe, stable, and dignified place to call home, empowered by community, advocacy, inclusivity, and unwavering support.

To accomplish the 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.

The CoC:

- Operates with transparency and inclusiveness.
- Promotes equity for communities of color disproportionately affected by homelessness.
- Accepts responsibility and accountability for addressing unconscious bias within the Continuum of Care at both the individual and agency level.
- Utilizes a cross-sectional approach in our decision-making and recommendations.

I. Purpose and Responsibilities

In order to fulfill its mission, the RCHSC takes on the following responsibilities for Rensselaer County, New York:

1. Hold meetings of the full membership in accordance with HUD regulations;
2. Invite new members to join in accordance with HUD regulations;
3. Adopt and follow a written process to select a board to act on behalf of RCHSC in accordance with HUD regulations;
4. Appoint additional committees, subcommittees, or workgroups;
5. Review, follow, and approve at least annually this governance charter in accordance with HUD regulations;
6. Consult with recipients and subrecipients of HUD funds through RCHSC to establish performance targets, monitor performance, evaluate outcomes, and take action against poor performers as per HUD regulations;
7. Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD;
8. Establish and operate either a centralized or coordinated assessment system that provides an initial comprehensive assessment of the needs of at-risk and homeless individuals and families for housing and services, which will be updated as necessary;
9. Establish and consistently follow written standards for providing Continuum of Care assistance in accordance with HUD regulations;
10. Designate and operate an HMIS in accordance with HUD regulations;
11. Designate a Collaborative Applicant in accordance with HUD regulations;
12. Develop a Continuum of Care plan in accordance with HUD regulations;

13. Prepare an application in response to HUD Continuum of Care Notice of Funding Opportunity (NOFO); using a process that complies with HUD regulations.
14. Facilitate dialogue and strategic action among public, private and non-profit sectors to prevent and end homelessness and promote affordable housing.

II. Membership

A. Open Membership

1. Membership in RCHSC will be open to individuals and organizations committed to ending homelessness in Rensselaer County.
2. At least annually, the RCHSC will issue a public invitation for new members.
3. RCHSC's membership year shall begin on the first day of October and continue through the last day of September. Should an application be submitted after the first of October, that membership will be valid through the last day of September.
4. New members will complete an application and submit it to the Collaborative Applicant who will confirm membership. The Collaborative Applicant will retain RCHSC member application records. Membership applications can be found on the CARES website: [512 – Membership & Governing Documents | CARES of NY, Inc. \(caresny.org\)](#).
5. Renewal of membership will be completed on an annual basis.
6. The RCHSC will endeavor to include members of all relevant organizations in the covered counties, including but not limited to nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, 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.
7. Organizations can have more than one member. In such instances, the organization will pay only one dues fee and will have one vote.
8. 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.

B. Membership Meetings

1. The RCHSC will hold meetings of the full membership, with published agendas, at least 6 times annually. 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.
2. The RCHSC will hold an Annual Meeting each year to renew & promote membership, elect Board Members, review & join Committee(s); and for any other business that may arise.
3. Members will be notified at least two weeks in advance of the Annual meeting via email as well as via posting on the RCHSC website.
4. As necessary, the RCHSC budget will be presented to and approved by membership at the Annual meeting. Budget modifications which are not significant may be approved by the Board in between the membership meetings.
5. Special meetings may be called by request in writing by five members of the Continuum or a majority of the officers. As much advance notice of special meetings as possible will be provided.

C. Voting

1. A quorum is the minimum number of voting members 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.
2. Each member organization will have one vote.
3. In the case when the organization has more than one member, if the member is acting in a representative capacity, they must state the name of the organization they are representing and submit authorization from that organization of their representative capacity.
4. A motion will be passed by a majority vote of those cast votes.
5. Where a matter of procedure is in question, RCHSC shall defer to Robert's Rules of Order.
6. Members will have the right to vote on items such as, but not limited to:
 - a. Annual Board Slate
 - b. Annual CoC NOFO Application
 - c. Annual Bylaws review

Electronic Voting:

The membership may hold an electronic meeting and vote (i.e. via email or telephone) to pass a motion. A meeting conducted by electronic means must be a deliberative assembly, providing, at a minimum, conditions of opportunity for simultaneous communication among all participating members equivalent to those of 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 the membership via email or 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.

D. Dues

1. An individual or organization becomes a member of the RCHSC by completing a membership application, submitting it to the Collaborative Applicant, CARES of NY, and, if applicable, paying annual dues. Organizations with multiple members will only need to pay one dues fee.
2. The Board will make recommendations to the membership regarding the dues amount and how dues will be used, and the membership will vote on the recommendations. Dues will be established based on the RCHSC's anticipated expenses as provided in the annual budget.
3. The RCHSC Board will make accommodation for those individuals organizations unable to pay the full dues.
4. Non-dues paying members with Board approval may attend RCHSC meetings, sit on committees at any level, and vote on committee matters, but are not eligible for membership on the Board of Directors. Homeless or Formerly Homeless individuals are exempt from dues contributions and are eligible for membership on the Board of Directors.
5. The Board has identified CARES of NY to hold the dues.

III. RCHSC Board

A. Establishment of the Board

1. The RCHSC has adopted the process described below for selection of a Board to act on behalf of the Continuum.
2. The process will be reviewed, updated, and approved by RCHSC at least once every five years.

B. Board Composition

1. The RCHSC Board will be comprised of between 5 and 19 members.
2. The Board will include Officers (see next section).
3. The Board will include at least one currently or formerly homeless person.
4. The Board will include at least three elected officials, one representative of the business community, and two members of law enforcement or their designated representatives.
5. The homeless/formerly homeless person(s) and the Officers will make recommendations for the remaining Board seats, endeavoring to ensure that all relevant community partners and all geographical areas covered by the RCHSC are represented equitably.
6. The Board will strive to achieve and maintain a level of diversity within its membership **that is proportional to the population it serves**. The RCHSC membership will vote on all newly proposed Board members once annually.
7. This slate will be provided for the members one week prior to the Annual Meeting with all other materials for said meeting.
8. In the case of receiving more nominations than available seats, a paper ballot vote will be conducted at the meeting. In the case of an electronic or hybrid meeting, virtual votes will be cast.
9. Mid-term Board vacancies will be filled by individuals recommended by one or more remaining Board members and approved by majority vote of the Membership for the unexpired portion of term.

C. Officers/Executive Board

1. Board officer positions will include Chair, Vice-Chair, Secretary and Treasurer.
2. Officer Responsibilities will be:
 - a. The Chair and Vice Chair will partner with the Collaborative Applicant to prepare and set agendas for all Board and Membership meetings.
 - b. Chair: The Chair will preside over all Board and Membership meetings.
 - c. Vice-Chair: The Vice-Chair will assume all of the Chair's duties in his/her absence.
 - d. Secretary: The Secretary will be responsible for ensuring notice of any meeting, distribution of minutes, and annual collection of membership applications. The Secretary in coordination with the Collaborative Applicant will track Board and general membership attendance.
 - e. Treasurer: The Treasurer will be responsible for establishing an annual budget, recommending annual dues amount, and collecting dues.
3. Officers will serve two-year, staggered terms, with the exception of the first term. There are no term limits on Officer positions.
4. Each Board will vote on all newly proposed Officers to establish the Executive Board once annually.
5. The Executive Board shall report to the membership at the monthly membership meetings.
6. The Executive Board shall appoint its own members to participate in standing committees.

D. Terms and Vacancies

1. Board members will serve two-year, staggered terms.
2. There will be no term limits for Board members.
3. The homeless representative may choose to serve a one-year term at their convenience.
4. New Board seats will become active the first day of the month following the Annual Meeting.
5. Vacancies on the Board of Directors which occur prior to the expiration of the normal term shall be filled by appointment from the Executive Committee. The Executive Committee may choose to leave the seat vacant until the next election unless the vacant seat leaves five or less Board members.

E. Roles and Responsibilities of the Board

1. The Board shall implement the RCHSC mission and purpose, including setting objectives and plans for the achievement of the RCHSC purpose and mission; implementing HUD CoC requirements; identifying the collaborative applicant, and HMIS lead; designing and implementing a collaborative process for the development, 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.
2. The Board will be responsible for identifying a Collaborative Applicant, which must be approved by the membership.
3. The Board will assist the RCHSC in coordinating efforts amongst RCHSC members to fulfill all CoC responsibilities.
4. The board may appoint ad hoc committees composed of members and nonmembers of the RCHSC and may also establish other standing committees upon a majority vote of the Board, and a majority vote of Membership.
5. The Executive Board shall determine annual dues and fees as may be required to accomplish the mission and purpose of the RCHSC.
6. Board members can be terminated by the Board for violating the Code of Conduct and/or excessive absenteeism. In considering absenteeism, participation in Board meetings, full membership meetings, and Committee meetings will be reviewed. After such a review, the Board may make a recommendation for the removal of that member from the Board. If such a recommendation is made, the Secretary will notify Board members of the need for a Special Meeting. Termination of a Board member will require a 2/3rd majority vote of the Board.
7. 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 at completion of the board slate vote. 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.

F. Meetings

1. The RCHSC Board will meet at least quarterly. 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.

G. Voting on the Board

1. 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 is defined as a majority of Board members.
2. Each Board member will have one vote.
3. A motion will be passed by a majority vote of those cast votes.
4. Attendance and voting by a designated alternate representative, named by the Board member in their membership application, is permitted.
5. The Board may host an electronic meeting (i.e. via email or telephone) to pass a motion. A meeting conducted by electronic means must be a deliberative assembly, providing, at a minimum, conditions of opportunity for simultaneous communication among all participating members equivalent to those of 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.
 - a. An electronic meeting is only valid if the invitation is sent to all current Board members.
 - b. A motion will be proposed by electronic means.
 - c. Discussion must be made available via electronic means.
 - d. A quorum is defined by a majority of Board members.
 - e. A motion will be passed by a majority vote of Board members.
 - f. Votes will be counted and/or verified by the Board Chair and/or Collaborative Applicant.
6. The Board may host a vote via email to pass a motion when necessary. Votes taken place outside of a formal meeting must be passed by the majority of all seated Board members in order for the issue being considered to be approved.
7. Where a matter of procedure is in question, the Board shall defer to Robert's Rules of Order.
8. The Board will have the right to vote on items such as, but not limited to:
 - a. Annual Officer Slate
 - b. Rank & Review Application Tiering & Priority Listing

IV. Committees

- A. **Systems Committee** is responsible for engaging, collaborating, and developing communication protocols with system partners to reduce homelessness and/or improve transitions from other systems of care, such as health, mental health, foster care, criminal justice, first responders, and the Department of Social Services.
- B. **Strategic Planning Committee** is responsible for the review, preparation, and formulation of the Rensselaer County plan to end homelessness with respect to system planning, review of data, needs, and gaps in the overall implementation and coordination of the housing and service system.
- C. **Rensselaer County Veterans Challenge to End Homelessness Committee** is responsible for utilizing comprehensive outreach and engagement strategies to identify Veterans experiencing homelessness. The Committee also works hand in hand with Coordinated Entry to ensure that Veterans are prioritized and housed appropriately.
- D. **Coordinated Entry Committee** is responsible for creating the coordinated entry process in Rensselaer County. It reviews all stages of the assessment, referral, application, vacancy posting and acceptance/denial processes.
- E. **Coordinated Entry Review Team** is responsible for supporting implementation of the coordinated entry process by hosting regular case conferencing meetings to review referrals, applications, the vacancy posting, and determine acceptance/denial in an effort to support the most vulnerable in finding the most appropriate housing.
- F. **NOFO/Applications Committee** is responsible for the design, operation and collaborative process for the development of relevant government funding applications, including funding priorities and the number and type of applicants through the Rank and Review Process.
Prevention Committee is responsible for building relationships between City of Troy Bureau of Code Enforcement and City of Rensselaer Building Department, and RCHSC to prevent avoidable code closures; engaging and collaborating with landlords to develop proactive strategies to address issues that lead to evictions/homelessness; together with the Coordinated Entry System, developing system to include Prevention Services in the Rensselaer County Coordinated Entry process; and coordinating an annual review of STEHP/ESG services in the county.
- G. **Youth Advisory Committee**- The CoC will maintain representation on the Regional Advisory Board on Youth Homelessness.
- H. **HMIS Advisory Committee** is responsible for working with the HMIS Data Administrator to ensure that all HMIS policies and procedures meet HUD standards and are being properly enforced. Two members of the Data & Goals Committee participate in the regional HMIS Advisory Committee.
- I. **Persons with Lived Experience Committee** are responsible for 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, and identify gaps and suggest improvements in current housing and service systems.

V. Code of Conduct & Conflict of Interest Statement

A. Conflict of Interest Statement

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

1. RCHSC 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.).
2. For any transaction in which a Committee member or agency member has a financial or personal interest; the conflicted member shall recuse and abstain from participating in the Committee's discussion and vote on the issue.
3. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

The Conflict-of-Interest form (Appendix 1) will be signed by Board members and their designated alternate representative annually.

B. Code of Conduct

RCHSC members shall annually agree to the Code of Conduct, as noted in the CoC Membership Application and Appendix 1 of these bylaws.

VI. RCHSCHMIS

A. The RCHSC will:

1. Designate a single Homeless Management Information System (HMIS) for the geographic area;
2. Designate an eligible applicant to manage the RCHSCHMIS, which will be known as the HMIS Lead;
3. Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.
4. Ensure consistent participation of recipients and subrecipients in the HMIS;
5. Ensure the HMIS is administered in compliance with requirements prescribed by HUD; and
6. Review and Approve an HMIS Charter (see Appendix 2)

VII. Planning, Written Standards, Policies and Procedures, Coordinated Entry

A. Planning:

Overseen by the Board, the RCHSC will annually review the process for the following:

1. Coordinating the implementation of the housing and service system within its geographic

area that meets the needs of the homeless individuals (including unaccompanied youth) and families. The Board will specifically focus on outreach, engagement, assessment, shelter, housing, supportive services, and prevention strategies.

2. Planning for and conducting an annual point-in-time count of homeless persons within the geographic area that meets the following requirements:
 - a. Homeless persons who are living in a place not designed or ordinarily used
 - b. As a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.
 - c. Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.
 - d. Other requirements established by HUD by Notice.
3. Conducting an annual gaps analysis of the homeless needs and services available within the RCHSC geographic area;
4. Providing information required to complete the Consolidated Plan covered by the RCHSC geographic area;
5. Consulting with State and local government Emergency Solutions Grants (ESG) program recipients within the RCHSC's geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and subrecipients.

B. Written Standards & Policies and Procedures

The RCHSC will review the *Written Standards* as needed and update at least every 5 years for funded programs in compliance with HUD regulations. The RCHSC Board will be responsible for ensuring the *Written Standards* include the following:

1. Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part: -
2. Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
3. Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
4. Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance;
5. Policies and procedures for the Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking*; and
6. Standards that determine what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;

Standards will be reviewed in consultation with Emergency Solutions Grants program funds within the geographic area. There will be an annual review of the *Written Standards* to guide the operation of the coordinated entry system to comply with any requirements established by HUD. If the RCHSC is designated a high-performing community, the written standards will be developed in accordance with HUD regulations.

*RCHSC'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)).

C. Applying for HUD Funds

The RCHSC will:

1. Design, operate, and follow a collaborative process for the development of applications and approve the submission of applications in response to NOFOs published by HUD.
2. Establish priorities for funding projects;
3. Determine if one application for funding will be submitted for all RCHSC projects or if more than one application will be submitted;
 - a. If more than one application will be submitted, RCHSC will designate an eligible applicant to be the collaborative applicant that will collect and combine the required application information from all applicants and for all projects that the RCHSC has selected for funding. The collaborative applicant will also apply for Continuum of Care planning activities. If the Continuum is an eligible applicant, it may designate itself;
 - b. If only one application will be submitted, that applicant will be the collaborative applicant and will collect and combine the required application information from all RCHSC projects that the Continuum has selected for funding and apply for Continuum of Care planning activities;
4. Retain all of its responsibilities, even if it designates one or more eligible applicants other than itself to apply for funds on behalf of the Continuum. This includes approving the Continuum of Care application.
5. Establish performance targets appropriate for population and program type, monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers.

D. Coordinated Entry System

1. The RCHSC will operate a coordinated entry system that will provide a comprehensive assessment of the needs of individuals and families for housing and services. It is designed to be easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool. The system is designed to coordinate program participant intake, assessment, and provision of referrals. The RCHSC Board will oversee the operation of the coordinated entry system.

VIII. Amendments

1. This Charter will be reviewed annually and updated as needed.
2. Amendments or changes to this Charter will be recommended by the Board to the Membership at the as needed. A majority vote of membership will be required for passage. The RCHSC will notify members of any proposed changes to this Governance Charter at least two weeks in advance of the Annual meeting.

Appendix 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 Rensselaer County Homeless Services Collaborative 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/subrecipient 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.

Name _____

Organization _____

Signature _____

Date _____

Appendix 2
Membership Code of Conduct

RCHSC 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 RCHSC. Members shall not violate any laws in the performance of their duties within the RCHSC.

RCHSC (Collaborative) Members shall:

- Serve their Collaborative faithfully, respect confidentiality, and avoid conflicts of interest and activities for personal gain at the expense of the Collaborative or fellow members
- Communicate in a manner that is respectful and honest, and refrain from making disparaging remarks toward or about fellow Collaborative members
- Foster an environment where interaction among members is conducted fairly, and avoid discrimination, harassment and/or abuse of any sort
- Serve all members of the Collaborative 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 Collaborative's governing Board
- Maintain competence in promoting Collaborative objectives through continued professional development
- Support the Collaborative in its efforts to advance the profession of housing and services for the homeless
- Advise the Collaborative 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 the Rensselaer County CoC members. Adherence to this Code is required for Membership in the Collaborative, and the Collaborative shall interpret and enforce the Code in the manner set out in the Collaborative's formal discipline process (as specified in the Collaborative's Bylaws).

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

Signature

Printed Name

Agency Name (if applicable)

Date