BYLAWS OF

THE ROCKLAND COUNTY CONTINUUM OF CARE

(Approved by Membership 7/14/2026)

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

The purpose of the Rockland County Continuum of Care is to:

1) Serve as the Continuum of Care as described in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act and implement regulations.

2) Operate the Continuum of Care 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.

3) Facilitate dialogue and strategic action among public, private, and non- profit sectors to prevent and end homelessness and promote affordable housing.

4) Consult and coordinate with Rockland County and other municipalities in developing, updating, and implementing their consolidated 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.

5) Consult and coordinate with governmental entities in the allocation of Emergency Solutions Grant program funds, the development of performance standards, outcomes and evaluations of projects and activities assisted by Emergency Solutions Grant program and the development of funding, policies and procedures for the operation and administration of HMIS.

6) Conduct all business necessary to implement the mission and purposes of the RCCoC, including conducting an annual review of these Bylaws.

ARTICLE IV RESPONSIBILITIES

5.1 Hold meetings of the full membership in accordance with HUD regulations;

5.2 Invite new members to join in accordance with HUD regulations;

5.3 Adopt and follow a written process to select a board to act on behalf of RCCoC in accordance with HUD regulations;

5.4 Appoint additional committees, subcommittees, or workgroups;

5.5 Develop, follow and update annually the by-laws in accordance with HUD regulations;

5.6 Consult with recipients and subrecipients of HUD (CoC, ESG, STEHP) funds through RCCoC to establish performance targets, monitor performance, evaluate outcomes and provide technical assistance for projects that are not reaching performance targets, as per HUD regulations;

5.7 Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD;

5.8 Establish and operate a Coordinated Entry (CE) System to organize program participation intake, assessment, and provision of referrals, which 1) includes a comprehensive and standardized assessment tool; 2) is easily accessible to homeless households; and 3) is well advertised. The RCCoC Executive Board will oversee the operation of the CE system.

5.9 Establish and consistently follow written standards for providing Continuum of Care assistance in accordance with HUD regulations;

(a) The RCCoC will review the written standards as needed for funded programs in compliance with HUD regulations.

(b) The Executive Board will be responsible for reviewing the RCCoC Written Standards which 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 a review as needed 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.

5.09a Operate a HMIS in accordance with HUD regulations;

5.10 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;

5.11 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;

5.12 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

6.1 Membership in RCCoC will be open to individuals and organizations committed to ending homelessness in Rockland County.

6.2 At least annually, the RCCoC will issue a public invitation for new members.

6.3 Each year, members will fill out the annual membership application, this will include the Diversity Assessment Tool. All new members will be asked to complete the Diversity Assessment Tool as part of their onboarding.

6.4 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.

6.5 Organizations can have more than one member. In such instances, the organization will have one vote.

6.6 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.

6.7 Membership shall have the right to vote on the Executive Board, annual updates to By- Laws and Written Standards as well the Board recommendations for the Annual Continuum of Care Grant Competition for final submission.

ARTICLE VI MEETING

The RCCoC will hold meetings of the full membership monthly.

7.2 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.

7.3 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.

7.4 The Annual Meeting of RCCoC following the adoption of these bylaws shall be held in June of each year.

ARTICLE VIII VOTING

8.1 A quorum is defined as a majority of membership.

8.2 Each organization will have one vote.

8.3 A motion will be passed by a majority of the vote.

8.4 Where a matter of procedure is in question, RCCoC shall defer to Robert's Rules of Order.

8.5 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.

8.6 The RCCoC may host a vote via email to pass a motion when necessary. Votes taking place outside of a formal meeting must be unanimous among all seated Board members in order for the issue being considered to be approved.

8.7 RCCoC membership year shall begin on the first day of January and continue through the last day of December within that calendar year. Should an application be submitted after the first of January, that membership will be valid through the last day of December. Members will apply for or renew their membership annually by submitting an on-line application to the Board of Directors. All applications/renewals of membership will be reviewed and approved by the Board of Directors.

ARTICLE VII EXECUTIVE BOARD

9.1 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.

9.2 The Executive Board is responsible for setting the agenda for and presiding over membership meetings and ensuring that committees are pursuing the mission of RCCoC

9.3 The Executive Board shall report to the membership at the membership meetings.

9.4 The Executive Board is 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

9.5 The Executive Board will consult and coordinate 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.

9.6 The Executive Board may appoint ad hoc committees composed of members and nonmembers of RCCoC.

9.7 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.

Executive Board Members must be in good standing, attending a minimum of 75% of Board and Membership Meetings. Executive Board Members are also required to attend and support the Point in Time Committee and if board members are a CoC funded agency, they are required to attend Coordinated Entry Committee meetings. Executive Board members that do not meet these requirements may be subject to removal (8.18). In addition to the established Board members as described above, in order to be in compliance with 2025 HUD requirements, there will be six (6) special Board members appointed by the Executive Board for terms of no more than two (2) years with the following affiliation(s):

a) three (3) of these shall be elected or appointed officials serving either the County of Rockland and/or one of its municipal entities (town, village),
b) two (2) shall represent the law enforcement community, and
c) one (1) shall represent the Rockland for profit business community.

An established Board member who fits one of these three categories will be considered acceptable in meeting the 2026 HUD requirement. Special Board members, unlike "traditional" established Board members are required to attend 50% of the meetings and are permitted to designate a proxy, by Board approval, to represent themselves at meetings and to vote in their stead.

9.8 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. The CoC will strive to maintain a level of diversity among the membership of its Executive Board that is proportional to the population served in the CoC.

9.9 The Executive Board shall be composed of people who live in Rockland County or work for an organization committed to ending homelessness in Rockland County.

9.10 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.

9.11 The Executive Board shall be elected at RCCoC's Annual Meeting.

9.12 The Executive Board takes office at the close of each the Annual Meeting at which new Executive Board members have been elected.

9.13 Executive Board members shall serve 2-year staggered terms of office except for 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.

9.14 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.

9.15 A majority of the Executive Board membership shall constitute a quorum.

9.16 Executive Board members may attend in person or telephonically.

9.17 Any Executive Board member who wishes to resign shall submit his/her resignation to the Secretary who shall present it to the Executive Board.

9.18 An Executive Board member may be removed if they are not in good standing, and/or fail to meet attendance and committee participation requirements 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.

9.19 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.

9.20 At the meeting following the 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.

9.21 The Executive Board will meet, at a minimum, quarterly.

9.22 The Executive Board retains the right to vote electronically and/or telephonically.

ARTICLE VIII EXECUTIVE BOARD VOTING

10.1 A quorum is the minimum number of Board members who must be present at a properly called meeting to conduct business in the name of the group. A quorum is defined as a majority of Board members.

10.2 Each Board member will have one vote.

10.3 A motion will be passed by a majority vote of those casted votes.

10.4 Members may not vote by proxy.

10.5 The Board may host a vote via email to pass a motion when necessary. Votes taken place outside of a formal meeting must be unanimous among all seated Board members in order for the issue being considered to be approved.

10.6 Where a matter of procedure is in question, the Board shall defer to Robert's Rules of Order.

10.7 The Board will have the right to vote on items such as, but not limited to: Officer Board Slate and Rank & Review Application Tiering.

ARTICLE IX EXECUTIVE BOARD OFFICERS

11.1 The Executive Board shall have two Co-Chairpersons and a Secretary.

11.2 Officers of the Executive Board shall be selected by a majority vote of the Executive Board to serve as Co- chairpersons and as Secretary.

11.3 Election of Board officers shall be conducted during the Board meeting that follows the Annual Meeting and officers will immediately assume their elected role. The Collaborative Applicant shall assist the Board in conducting the election by providing ballots, tallying votes and reporting results.

11.4 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.

11.5 Results of the election shall be immediately reported to the Board, then shared with full Membership at the next scheduled meeting.

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

11.7 There are no proxy votes for officer elections.

11.8 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.

ARTICLE X DUTIES OF EXECUTIVE BOARD OFFICERS

12.1 Co-Chairpersons. The Co-Chairpersons shall be the principal volunteer executive officers of The RCCoC 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; to include setting agenda for and presiding over membership and board meetings and ensuring that the Executive Board and the standing and other committees are pursuing the mission and purpose of the RCCoC.

12.2 Secretary. 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. 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.

ARTICLE XI COMMITTEES

There will be five Standing Committees and other special, ad hoc, committees as established by the Executive Board. All Committees shall follow the directives of and report to the Executive Board on all matters assigned to them by these by-laws and the Board of Directors. Members of Standing Committees

shall be members of the community at large, shall be recruited by the Chair or Vice Chair and shall serve for the program year or until their successors are appointed. The Standing Committees shall be: Performance and Evaluation, Coordinated Entry, Membership, Point in Time, and Fiscal Advisory.

13.1 Performance & Evaluation Committee: responsible for reviewing the Notice of Funding Opportunity (NOFO), monitoring and evaluating project and system performance to facilitate project rating and rankings. Responsible to review funded programs and new submissions to provide recommendations to the Executive Board for ranking, tiering and reallocations. Members must not represent a funded agency. This Committee ensures projects are evaluated and monitored for program performance and take action, as warranted, in a constructive and positive manner. The Committee is responsible for the review and discussion of HMIS data quality issues, while working with the HMIS System Administrator to ensure proper and effective HMIS policies and procedures.

13.2 Coordinated Entry Committee: The Coordinated Entry Committee is responsible for ensuring an ongoing community-wide method for assessing and placing people into housing and assessing homelessness or risk of homelessness. This committee ensures that the Coordinated Entry process is followed and that all local agencies, advocates, etc. are participating and have access to the required forms.

13.3 Membership Committee: responsible for recruiting and supporting new members of the RCCOC.

13.4 PIT Committee: responsible for conducting the annual Housing Inventory Count (HIC); conducting the Point in Time (PIT) count; for aggregating and reporting the numbers with the help of the Collaborative Applicant. The PIT Committee works with identified local agency partners who host the HUD-required annual 'Point in Time Count' held each year during the last 10 days of January. Members assist in collecting giveaways, arranging for volunteers and peer guides, collect the PIT documents and calculate the number of identified homeless for each location.

13.5 Fiscal Advisory Committee: The role of the Fiscal Advisory Committee is to provide financial oversight for the Rockland County Continuum of Care on Homelessness.

Tasks areas include financial reporting, the development and monitoring of internal controls, and accountability policies.

13.6 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.

RCCoC 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 XII CONFLICT OF INTEREST STATEMENT & CODE OF CONDUCT

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

14.2 RCCoC 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 member of the RCCoC with the authority to vote must, on an annual basis, file in writing a conflict-of-interest statement with the Collaborative Applicant (CARES, Inc.).

14.3 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.

14.4 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.

14.5 RCCoC members shall annually agree to a Code of Conduct, as noted in the CoC Membership Application and Attachment 2 of these bylaws.

ARTICLE XIII PARLIMENTARY AUTHORITY

15.1 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.

15.2 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 two weeks in advance of the 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 Rockland County Coalition on Homelessness 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.*

Name Organization

Signature Date