

Board of Governance Charter

County of Riverside Continuum of Care

ADOPTED: AUGUST 23, 2017

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**BOARD OF GOVERNANCE CHARTER (BOG)
OF THE COUNTY OF RIVERSIDE CONTINUUM OF CARE**

Article I. NAME

The name of this organization shall be "The County of Riverside Continuum of Care" and shall hereinafter be referred to in this charter as the "CoC."

Article II. CONTINUUM OF CARE

Section 2.01 Mission

The CoC is comprised of public and private agencies along with community residents including homeless and formerly homeless individuals. The CoC was designed to assess the need for homeless and affordable housing services and to develop and implement a Continuum of Care Plan for the region on behalf of individuals and families who are currently living in homelessness or at risk of becoming homeless.

Section 2.02 Specific Purpose of the CoC

The County of Riverside CoC is the planning body that coordinates the community's policies, strategies and activities toward ending homelessness.

In addition to the purposes of the CoC as stated in 24 Code of Federal Regulations 578.1, the CoC shall endeavor to:

- a. Make possible for homeless, at-risk for homelessness, very low, low and moderate-income individuals and families the ability to attain and maintain safe, decent, affordable housing and supportive services.
- b. Review and make recommendations regarding proposed homeless services projects through the U.S. Department of Housing and Urban Development (HUD) NOFA process.
- c. Be responsible for the coordination of the census of homeless persons in the County as required by the U.S. Department of Housing and Urban Development (HUD) or as defined by the CoC to meet the needs of the county.

Section 2.03 Limitations

No substantial part of the activities of this CoC shall consist of lobbying or propaganda, or shall otherwise attempt to influence legislation, except as provided in section 501(h) of the Internal Revenue Code of 1986. This CoC shall not participate in or intervene in (including publishing or distributing statements) any political campaign on behalf of or in opposition to any candidate for public office.

Article III. PRINCIPAL OFFICE

The principal office of the CoC shall be located in the State of California, County of Riverside in the City of Riverside.

Article IV. ORGANIZATIONAL STRUCTURE

The CoC shall be composed of three main bodies – the CoC membership, the Board of Governance (BOG) and HMIS Administrators' Council– as well as subcommittees and workgroups as created by the CoC.

Article V. THE CONTINUUM OF CARE

Section 5.01 CoC Roles

The CoC will address housing and supportive services issues for individuals and families who are currently living in homelessness or at risk of becoming homeless within the County of Riverside on a regional level. The CoC will be responsible to:

- a. Administer CoC directives;
- b. Implement U.S. Department of Housing and Urban Development (HUD) and CoC program rules and regulations;
- c. Implement CoC projects and activities;
- d. Advance activities and concerns relative to identified housing and supportive service needs of individuals and families who are currently living in homelessness or at risk of becoming homeless within the County of Riverside;
- e. Develop and coordinate a regional CoC service network;
- f. Provide a forum for the full CoC membership to discuss issues and propose resolutions relative to the advancement of homeless issues.

Section 5.02 CoC Composition

The CoC shall consist of members of the public who reside in Riverside County and/or representatives from relevant organizations within the County of Riverside ("County") organized to carry out the duties provided for pursuant to rules and regulations promulgated by HUD. Relevant organizations include, but are not limited to: 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.

Section 5.03 Becoming a Member of the CoC

Any interested stakeholder within the County of Riverside may request to become a member of the CoC. All membership shall be voted on by the CoC. There are two forms of membership, membership of an organization or agency and membership as an individual. CoC members obtain and retain voting privileges through attendance and participation in accord with established policies.

To become a member of the Riverside County CoC, either as an agency/organization or an individual the following is required:

- Complete a membership application;
- Attend three consecutive meetings, and on the fourth meeting the membership request will be placed on the meeting agenda as a consent item for a vote.

In order to maintain membership in good standing, members are required to attend fifty percent plus one (50% +1) meetings per year. Paid employees/volunteers of a voting agency, who are the designated representative for that agency, are not allowed to also join the CoC as an individual member. Each agency or individual must select a delegate that will vote for the organization. An Individual identified as the delegate for an agency cannot hold a dual membership as a public member. Each agency or organization shall also select an alternate delegate who will vote in the absence of the assigned voting delegate. The designation of the delegate and alternate for an agency/organization should be submitted in writing to the CoC Chair on agency letterhead.

Section 5.04 Duties of the CoC

The CoC is required to perform the following duties:

V.04.01 Operation of the CoC

- a. Designate and monitor a collaborative applicant, which shall include review of the MOU at least bi-annually;
- b. Conduct meetings of the CoC membership at a frequency agreed to by CoC membership but no less than semiannually;
- c. Issue public invitations at least annually for new members within the geographic area to join;
- d. Appoint committees, subcommittees, or workgroups;
- e. Update this charter to ensure compliance with federal regulations at least annually;
- f. Establish performance targets of the CoC, monitor the performance of recipients, evaluate outcomes of programs, and take appropriate action to achieve the goals of the CoC;
- g. Evaluate outcomes of projects funded under the Emergency Solutions Grants (“ESG”) program and the CoC program, and report to HUD;
- h. Establish written standards and policies for providing assistance to the homeless population, including policies to determine who is eligible for assistance from the CoC funded programs.
- i. Provide direction and oversight to the regional working groups and standing committees of the CoC;
- j. Develop guidelines and provide oversight to the annual HUD application process;
- k. Responsible for all matters pertaining to CoC membership;
- l. Conduct an annual planning process that fulfills the vision and mission of the CoC;
- m. Ensure that annual election of BOG members is undertaken;
- n. Educate the community on homeless issues;
- o. Provide advice and input on the operations of homeless services.

V.04.02 Operation of the HMIS

The CoC is accountable for the County of Riverside’s Homeless Management Information System (HMIS), even if another organization is designated to operate it. The CoC is responsible for the following HMIS functions:

- a. Designate a single HMIS vendor for its geographic area.
- b. Designate and monitor a single eligible applicant to serve as the HMIS lead to manage HMIS, which shall include a review of the MOU at least bi-annually. Eligible applicants include nonprofits, state or local governments, or instrumentalities of State or Local governments.
- c. Ensure that HMIS is administered in compliance with requirements prescribed by HUD.
- d. Review, revise, and approve an HMIS privacy plan, security plan, and data quality plan.
- e. Ensure the consistent participation of recipients and sub recipients in HMIS.

V.04.03 CoC Planning

- a. Coordinate the implementation of housing and service systems within the County containing outreach, shelter and support services, and prevention strategies;
- b. Conduct a point-in-time count of individuals and families who are currently living in homelessness or at risk of becoming within the County as required by HUD;
- c. Conduct an annual gaps analysis of the homeless needs and services available within the County
- d. Research, identify and develop additional sources of funding;
- e. Provide information required to complete the Consolidated Plan(s);
- f. Consult with ESG recipients within the County regarding the allocation of ESG funds.
- g. Develop annual goals and work plans for the CoC, including the evaluation of those goals, objectives, and programs (work plans).

Section 5.05 CoC Officers

The CoC Officers should be comprised of a chairperson, a vice-chairperson, and a secretary.

V.05.01 Chairperson

The Chairperson shall be elected by the CoC membership and shall serve for a term of two years. The Chairperson shall have the following responsibilities:

- Conduct all CoC meetings;
- Ensure the actions of the CoC/BOG are consistent with this Charter, the laws of the State of California and HUD rules and regulations;
- Review and protect the mission of the CoC;
- Speak or assign someone to speak on behalf of the CoC, as requested;
- Ensures that individual standing committees' performance is regularly reviewed and identifies the process for CoC renewal through recruitment of new members for the CoC and for standing committees;
- Sets the CoC meeting schedule and agenda with assistance of the collaborative applicant;
- Guides the CoC to move forward in addressing or implementing activities, issues, regulations, etc. that address issues of individuals and families who are currently living in homelessness or at risk of becoming homeless;
- Guides the CoC in short- and long-range planning;
- Ensures all CoC members are involved in the decision making process;
- Advocates for the mission of the CoC;
- Acts as liaison to the BOG by serving as an ex-officio BOG member;
- Ensures the CoC is in compliance with the Brown Act (California Government Code section 54950 et seq.).

V.05.02 Vice-Chairperson

The Vice Chairperson shall be elected by the CoC membership and shall serve for a term of two years. The Vice Chair shall act when the Chairperson is unavailable to act.

V.05.03 Secretary:

The Secretary shall be a non-voting officer represented by the Collaborative Applicant. The Secretary shall be responsible for ensuring the records and minutes of the membership meetings are properly recorded, reviewed, and distributed in a timely manner. He/she will ensure maintenance of records of meeting attendance and performs other such duties as may be delegated.

Section 5.06 Voting

Each voting member of the CoC is able to vote on any actionable item that is presented to the CoC for a vote. Each voting member shall designate a delegate and an alternate delegate who would be present to cast the member's vote.

Any member who has a financial interest in any outcome of any voting issue must declare a conflict and not cast a vote.

Article VI. THE BOARD OF GOVERNANCE

A Board of Governance will be comprised of elected members who will advocate for and provide information and/or recommendations to the County of Riverside Board of Supervisors, local government and other elected officials will monitor the overall effectiveness of the CoC planning processes and activities.

Section 6.01 BOG Membership

BOG Members are public and private entities, cities, agencies, non-profits, etc. who have been voted into office by the full CoC.

Section 6.02 BOG Membership Structure and Election of members

The CoC BOG will be made up of 15 members of the BOG, with two members as Ex-Officio members: the CoC Chair and Secretary represented by the Collaborative Applicant. The Board will maintain an odd number of members and/or representatives from various groups or organizations as outlined below:

Private Sector: 7 Seats

- 3 seats representing the private sector (For example: Banking, Health Care, and Housing)
- 3 seats representing the non-profit sector
- 1 seat representing an individual currently living in homelessness or who has formerly experienced being homeless.

Public Sector: 6 Seats

- 5 seats representing government agencies (For example: Public Housing Authority, Dept. of Mental Health, Veterans' Affairs, law enforcement, and probation)
- 1 seat representing the County of Riverside Board of Supervisors

Ex-officio: 2 seats (non-voting)

- 1 seat representing the CoC membership Chairperson
- 1 seat is the Collaborative Applicant, which serves as Secretary

Section 6.03 Term and Election of BOG members

Each BOG member will hold office for a term of three (3) years from date of election to office. Consistent with the Riverside County Board of Supervisors Board Policy A-21, elections shall take place so that new board members will take office beginning on July 1 of the calendar year, with terms expiring on June 30th.

With the exception of election of BOG members in 2015, the CoC will hold elections for approximately 1/3 of the BOG members annually, so that every year 3 or 4 new BOG members are appointed.

Due to the fact that in 2015, the BOG will be all new appointees, the initial terms of the members shall be staggered so that four (4) members shall serve a one year term for the initial appointments and four (4) members will serve a two year term for the first appointments. Subsequent elections to fill each of those member's seats shall be for the full three-year term.

Section 6.04 Nomination Work Group

The CoC Chair shall call for volunteers to form a nominating work group for BOG members. The role of this work group shall be:

- Select a chair
- Vet out the nominees
- Educate nominees on their roles and responsibilities as a BOG member
- Present their work to the CoC
- Create a ballot for BOG nominees
- Present ballot for CoC approval
- Identify possible dates for the vote

Section 6.05 Resignation from BOG and elections to fill vacancies

A BOG member who desires to resign from office must submit a letter of resignation. Upon acceptance of a letter of resignation, a call for nomination through the full CoC membership will be undertaken through the normal election process, as outlined below, to fill the vacant position. Any BOG member who is appointed to fill a vacant seat shall serve out the term of the member who vacated.

Section 6.06 Duties of the BOG

The CoC delegates the following duties to the BOG:

- Advocates for and monitors the implementation of the 10-Year Plan to End Homelessness and any subordinate plans as appropriate;
- Monitors the overall effectiveness of the CoC planning processes and activities and provides guidance, feedback and advocacy as appropriate;
- Approves the annual HUD Consolidated Application Review Work Group recommendation on behalf of the CoC;
- Communicates concerns and recommendations to the County of Riverside Board of Supervisors regarding countywide homeless policies and issues;
- Provides information and/or recommendations to local governments and elected officials about regional affordable housing and homeless policies and issues;
- Performs other duties as established by the CoC.

Section 6.07 BOG Officers

The BOG officers shall be comprised of a Chairperson, a Vice-Chairperson and a Secretary.

VI.07.01 Chairperson

The Chairperson shall be elected by the BOG membership and shall serve for a term of two years. The Chairperson shall have the following responsibilities:

- Conduct all BOG meetings;
- Ensure the actions of the CoC/BOG are consistent with this Charter, the laws of the State of California and HUD rules and regulations;
- Review and protect the mission of the CoC;
- Speak or assign someone to speak on behalf of the CoC/BOG, as requested;
- Set the BOG meeting agendas;
- Guides the BOG to move forward in addressing activities, issues, regulations, etc. that address issues of individuals and families who are currently living in homelessness or at risk of becoming homeless;
- Advocate for the mission of the CoC;
- Ensure the BOG is in compliance with the Brown Act (California Government Code section 54950 et seq.).

VI.07.02 Vice-Chairperson

The Vice Chairperson shall be elected by the BOG membership and shall serve for a term of two years. The Vice Chair shall act when the Chairperson is unavailable to act.

VI.07.03 Secretary

The Secretary shall be an Ex-Officio, non-voting officer represented by the Collaborative Applicant. The Secretary shall be responsible for keeping the BOG records, all correspondence, and other documents/papers as may be related to the business of the BOG.

Section 6.08 CoC Board of Governance Attendance/Absence

- BOG members shall not miss more than two (2) meetings during any calendar year.
- If unusual circumstances occur that may require a member to miss more than the two (2) meetings, a vote of the BOG shall be required to determine whether or not a member may retain their position on the Board.
- Vacancies shall be filled in accordance with Riverside County Board of Supervisors Policy A-21, Section 5(e)

Section 6.09 CoC Board of Governance Meetings

The BOG shall meet at least four (4) times a year (preferably once a quarter).

Unless otherwise noted, BOG meetings shall take place at a location to be determined by the BOG members.

Article VII. HMIS ADMINISTRATORS COUNCIL

A Council of HMIS Agency Administrators, HMIS lead staff and others gathered to provide oversight, guidance and data quality assurance within the chosen HMIS system, on behalf of the County of Riverside CoC.

Section 7.01 Membership is comprised of

- Designated HMIS Administrators of CoC programs (required participation)
- HMIS Lead Agency Staff
- Participating Agency staff
- Others as deemed appropriate by Council/CoC

Section 7.02 Council Essential Functions on behalf of the CoC

- Holds regularly scheduled meetings;
- Determines of policies/procedures governing the HMIS system for CoC;
- Provides oversight to HMIS lead agency;
- Governs and oversight of HMIS planning, participation, coordination of resources, coordination of data and data integration;
- Oversees of the security policies which supports and protects the rights and privacy of clients;
- Oversees of development and maintenance of a coordinated data system;
- Oversees of determination of the software application used in HMIS system;
- Reviews HMIS data for accuracy, reporting and compliance on a regular basis;
- Ensures HMIS lead agency provides regular training on ethics and client confidentiality;
- Ensures HMIS is governed in accordance with CoC and HUD expectations;
- Monitors HMIS lead agency on a regular basis;
- Ensures monitoring is conducted by lead agency of participating agencies for compliance;
- Ensures agencies are collecting all necessary data to produce required reporting;
- Ensures agency participation;
- Ensures accuracy of CoC NOFA and AHAR reporting;
- Develops and regular updating the HMIS charter;
- Assists in the CoC Lead agency planning of the Point-in-Time count;
- Provides education about the HMIS system to the COC and others as needed;

Article VIII. STANDING COMMITTEES

Section 8.01 Standing Committee Structure

VIII.01.01 The purpose of the Standing Committees are to:

- Follow the goals and mission of the CoC
- Establish a work plan
- Make recommendations to the CoC
- Carry out approved work plan
- Provide an annual report of outcomes to the CoC

VIII.01.02 The following Standing Committees are hereby established:

- a. Housing Committee
- b. Planning Committee
- c. Membership Committee
- d. Funding/Finance Committee
- e. Discharge Planning Committee
- f. Standards/Evaluation Committee
- g. Employment and Self-Sufficiency Committee

- h. Coordinated Entry Oversight Committee
- i. Youth Advisory Board

VIII.01.03 The roles of the Standing Committees are as follows:

- a. **Housing Committee:** To address the various housing needs and barriers of individuals and families who are currently living in homelessness or at risk of becoming homeless within the County of Riverside.
 - b. **Planning Committee:** Develop and recommend plans, goals and strategies that will achieve the mission and goals of the CoC. Implement, assign strategies, plans and goals.
 - c. **Membership Committee:**
 - Recommend and carry out a strategy to recruit new members and expand CoC capacity.
 - Recommend outreach strategies and develop membership recruitment tools.
 - Develop an orientation packet that includes material relevant to the Continuum of Care and the responsibilities for all members to review.
 - d. **Funding/Finance Committee:**
 - Develop a funding strategy that would expand on existing resources currently used for assisting individuals and families who are currently living in homelessness or at risk of becoming homeless.
 - Identify various funding sources that include, but are not limited to private, federal and state grants that would support the provision of homeless services in the County of Riverside.
 - e. **Discharge Planning Committee:** Develop and implement a strategy to successfully reintegrate persons leaving institutional care to community based living and self-sufficiency through effective use of community services.
 - f. **Standards/Evaluation Committee:**
 - Recommend baseline/performance standards for CoC in compliance with or in addition to funding guidelines/thresholds.
 - Develop a process to evaluate performance of CoC and Emergency Solutions Grant (ESG) projects.
 - Establish, train and support an annual funding application work group that consists of non-conflicted individuals.
 - g. **Employment and Self-Sufficiency Committee:** The committee shall address the employment and self-sufficiency aspects related to the individuals and families who are currently living in homelessness or at risk of becoming homeless within the County of Riverside.
 - h. **Coordinated Entry System Oversight Committee:** This committee is responsible for developing, monitoring the progress and impact of, and periodically recommending any necessary revisions to an implementation plan for a coordinated access and assessment system for all homeless and prevention resources.
 - i. **Youth Advisory Board:** The YAB advises the CoC on the preparation of the Youth Homelessness Demonstration Program application, the Youth Point-in-Time Count, and on issues and strategic planning activities related to ending youth homelessness.
- 1) Each Standing Committee shall elect a Chair, Vice Chair, and Secretary to serve on the respective Committee.
 - 2) The Chair of each Committee shall be responsible for reporting activities, programs, projects, concerns, etc. of their respective Committee to the CoC.
 - 3) The respective Standing Committee members shall undertake vacancy of all other Standing Committee officers through election.
 - 4) No term of office, membership, or attendance criteria shall be established by the CoC or the BOG for the committees. It shall be the responsibility of the members of the respective committees to establish these guidelines in accordance with the Brown Act.

Section 8.02 Standing Committee Meeting Criteria

All Standing Committees shall meet on a quarterly basis at minimum, unless unforeseen circumstances prevent such a meeting schedule. In this instance, documentation must be made as to why the schedule was modified.

Quorum requirements shall apply.

Article IX. GENERAL ITEMS PERTAINING TO THE CoC

Section 9.01 Compensation

There shall be no compensation from the CoC for any CoC member, BOG member, HMIS Administrators Council member or Standing Committee members as a result of their services provided in association with the CoC.

Section 9.02 Location of Meetings

Unless otherwise stated in this charter, meetings of the CoC membership, BOG, HMIS Administrator's Council, and any Standing Committee meetings shall be held at a location determined by the members of those respective committees; the Collaborative Applicant representative shall assist, if needed, in acquiring adequate meeting locations.

Section 9.03 Special and Emergency Meetings:

Special and/or Emergency Meetings of the CoC membership, BOG, HMIS Administrator's Council, and Standing Committees may be called at any time, subject to compliance with the Brown Act, as needed. Quorum requirements shall apply.

Section 9.04 Meeting Notices and Agenda Packets

All notices and agenda packets for any regular, special or emergency meeting of the CoC, the BOG, the HMIS Administrator's Council and/or Standing Committees shall comply with the Brown Act.

Article X. CODE OF CONDUCT

- 1) The solicitation and acceptance of gifts or gratuities by officers, members and collaborative applicants for personal benefit is strictly prohibited. Gifts or donations, for the benefit of the CoC, and used to accomplish the mission and objectives of the CoC, are acceptable as per CoC and/or Collaborative Applicant policy.
- 2) Gifts or donations made to the CoC, BOG, HMIS Administrators Council, and Standing Committees shall be forwarded to the Collaborative Applicant for accounting and management (control).
- 3) Violations of this article will be remedied by appropriate administrative and/or disciplinary action(s) as defined herein. Administrative/disciplinary actions include suspension or termination of voting privileges. Administrative/disciplinary actions may be applied to a person, an agency or both and shall be determined by a CoC vote.
- 4) The CoC Secretary shall provide a copy of the Charter to existing and new members of the CoC and BOG. Revision of this Charter shall require that a copy of the approved Amended Charter be distributed to all CoC members by first-class and/or electronic mail. Members are bound by the Code of Conduct by virtue of having received a copy of the Charter.
- 5) The CoC Secretary shall certify in a written certification on CoC letterhead that a copy of the Charter and any Amendments have been provided to all CoC members and retained on file.

Article XI. QUORUM, VOTING, AND CONFLICT OF INTEREST POLICY

Section 11.01 Quorum

A quorum for the CoC, HMIS Administrators Council, and Standing Committees shall constitute fifty percent plus one (50% + 1) of members, organizations, persons, etc. present and without a conflict of interest. A quorum for the BOG shall be fifty percent plus one (50% + 1) of voting members present without a conflict of interest.

Section 11.02 Voting

At all meetings of the HMIS Administrators Council and Standing Committees, all duly authorized organization members and community-at-large members shall vote in person. Each organization and each community-at-large member shall have only one vote for any one motion, as per stated in the Charter. A vote may be made by proxy for any agenda item, however said proxy must state the time that the proxy applies to and is only valid for that specific item. A vote of fifty percent plus one (50+1%) of a quorum shall be required to carry a motion.

Section 11.03 Conflict of Interest

All members must declare any conflict of interest they or their organizations have on any voting issue. Members declaring a conflict shall not be counted towards determining a quorum for that particular action item. Organizations and Community-at-Large members are required to excuse themselves from voting on any issue in which they, or their organization, may have a financial interest.

Article XII. PARLIAMENTARY PROCEDURE

Robert's Rules of Order-Revised (2004) shall be the authority for all questions of procedure at all meetings.

Article XIII. MISCELLANEOUS

Section 13.01 Designation of Collaborative Applicant

The CoC designates Riverside County Department of Public Social Services as the Collaborative Applicant.

Section 13.02 Designation of the HMIS Lead Agency

The CoC designates Riverside County Department of Public Social Services as the HMIS Lead Agency.

Section 13.03 Fiscal Year

The fiscal year of the CoC shall be July 1st through June 30th.

Section 13.04 Amendment of the Charter

The Charter may be amended upon approval by fifty percent plus one (50%+1) of a quorum of the CoC members. The Collaborative Applicant shall mail or email to the full CoC a copy of any proposed Charter Amendment at least seven (7) days prior to the meeting at which Charter Amendment is to be considered for approval.

Section 13.05 Effective Charter Date

This Charter shall be effective on July 1, 2017, upon approval by the CoC.

CERTIFICATE

This is to certify that the foregoing is a true and original copy of the Amended Charter of the County of Riverside Continuum of Care named in the title thereto and that such Charter is duly adopted by the CoC on the 23 day of August, 2017.

Dated: August 23, 2017

For questions regarding this document, please contact: Jill Kowalski, Administrative Services Manager II, at JKowalsk@RivCo.org or (951) 358-6684.

County of Riverside
Department of Public Social Services, Homeless Programs
Collaborative Applicant for HUD CoC Programs
4060 County Circle Drive
Riverside CA 92503