

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

Point-In-Time (PIT) Count Workgroup

CHARTER (10/13/2022)

A. PURPOSE

The purpose of the PIT Count Workgroup is to organize and conduct the Point-in-Time Count, including recruitment, training, and support of volunteer outreach workers for the event (CoC Governance Charter, Article II).

B. MEMBERSHIP

MEMBERSHIP. The CoC PIT Count Workgroup is comprised of a minimum of five (5) voting members. Key volunteers, and other interested individuals may participate fully in planning meetings but do not hold voting positions on the workgroup or count towards a quorum. The CoC board appoints members representing the CoC Board of Directors and organizations participating in the CoC Collaborative Committee to the PIT Count Workgroup.

STAFF ROLE. CoC staff supports the chair or co-chairs in organizing the annual PIT Count. Staff coordinates workgroup meetings and ensures that CoC policies and processes are followed. CoC staff also maintains a list of workgroup membership and posts the list to the CoC webpage. In addition, CoC staff may be assigned coordination roles in preparing for and executing the PIT Count event.

TERMS. PIT Count Workgroup members shall serve one-year terms of membership to align with the PIT Count conducted in January each year. Members are encouraged to seek reappointment each year for continuity, expertise, and training.

CHAIR. The CoC board will designate a chair or co-chairs to lead PIT Count Workgroup meetings. The chair or co-chairs will facilitate the work of stakeholders in organizing, recruiting, training, and supporting volunteers leading up to the annual PIT Count. Chairs or co-chairs will serve one-year terms and may be reappointed annually by the board.

RESIGNATION. Resignations by PIT Count Workgroup members shall be submitted in writing to CoC staff and chair, who will forward the resignation notice to the CoC board of directors at the next regularly scheduled board meeting.

TERMINATION. The board may remove any member when it determines it is in the interest of the CoC to do so. Member terminations require a 2/3 vote. Reasons for removal include excessive absences from meetings, conduct that is contrary to the CoC's code of conduct, or noncompliance with Conflict of Interest or other policies.

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C. MEETINGS

MEETINGS. PIT Count Workgroup meetings will occur at the call of the chair or co-chairs, in preparation for the annual PIT Count of homeless individuals in Marion and Polk counties. The PIT Count Workgroup is a public body subject to the public meetings law (ORS Chapter 192). All meetings are open to the public. The meeting agenda will be distributed to members and through public notice at least 24 hours prior to a workgroup meeting. Accommodations will be made, pursuant to the Americans with Disabilities Act.

QUORUM. A majority, defined as 50% plus one, of the appointed, voting workgroup membership will constitute a quorum for the transaction of all business at meetings. Members may attend either in person, virtually, or by conference call so long as persons in attendance and on the telephone can both hear and communicate with each other. Members attending by telephone or similar contemporaneous means may be counted towards achieving a quorum.

VOTING. Workgroup meetings shall operate on a consensus basis. However, members may request a majority vote on specific issues. A majority is defined as 50% plus one of the appointed, voting membership.

D. CONFLICT OF INTEREST

GENERAL PROVISIONS. A conflict of interest is a situation in which a workgroup member or a member's family member has a personal or financial interest that compromises or could compromise the workgroup member's independence of judgment in exercising CoC responsibilities. It is the position of this CoC that conflicts of interest shall not compromise the CoC's work, and that even the appearance of a conflict shall be avoided in all circumstances.

E. CODE OF CONDUCT

GENERAL PROVISIONS. Workgroup members are expected to observe the highest standards of ethical conduct in the execution of their responsibilities, to conduct themselves with courtesy and respect, and to refrain from harassment, intimidation, discrimination, and physical or verbal abuse.

ANNUAL DECLARATION. Workgroup members are to annually receive a copy of the Code of Conduct, acknowledge receipt by signing a form, and submit a copy of the signed form to CoC staff.

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F. CHARTER AMENDMENTS

PROCESS. This charter may be amended at any CoC board meeting. Copies of proposed amendments will be available for review at least one week prior to the board meeting at which the proposed amendments are considered. The board will seek review and recommendation by the PIT Count Workgroup of any amendments to the charter, unless circumstances require an immediate change. In the latter situation, CoC staff will provide an explanation of the circumstances and provide opportunity for comments and input prior to and as part of the board meeting.

FREQUENCY OF REVIEW. The PIT Count Workgroup will review this charter annually and submit any recommended revisions to the CoC board of directors.