

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

Veteran Subcommittee

CHARTER

A. PURPOSE

The purpose of the Veteran Subcommittee is to coordinate CoC Veteran resources in Marion and Polk counties with the intention of achieving functional zero; identify and reduce barriers related to Veteran services; work with community partners in pursuit of reaching an effective end to Veteran homelessness as defined by the United States Interagency Council on Homelessness; and coordinate with other CoC subcommittees as appropriate.

The Veteran Subcommittee is authorized by the Mid-Willamette Valley Homeless Alliance's CoC Collaborative Committee.

B. MEMBERSHIP

1. **MEMBERSHIP.** The membership of the Veteran Subcommittee is comprised of representatives of the region's Veteran services organizations. The initial slate of members is appointed by the CoC Collaborative Committee and additional members are approved by the Subcommittee members.
2. **TERMS.** Veteran Subcommittee members shall have 2-year terms of membership.
3. **CHAIR.** The Veteran Subcommittee shall designate a chair or co-chairs responsible, at a minimum, for facilitating meetings, establishing meeting locations and times, preparing agendas, notifying the membership and CoC staff of meetings at least one week in advance, and providing minutes to CoC staff within one week following the meeting.
4. **RESIGNATION.** Resignations by Veteran Subcommittee members shall be submitted in writing to the group's chair(s) and CoC staff. In the alternative, members will be considered "resigned" if they fail to attend three consecutive meetings.

C. MEETINGS

1. **MEETINGS.** Veteran Subcommittee meetings will occur at least monthly, or more frequently at the call of the chair. The Veteran Subcommittee is a public body subject to the public meetings and record laws as stated in ORS Chapter 192. All meetings will be open to the public. The meeting agenda will be distributed to members and through public notice at least one week prior to a workgroup meeting. Accommodations will be made, compliant with the Americans with Disabilities Act.
2. **QUORUM.** A majority, defined as 50% plus one. Membership will constitute a quorum for the transaction of all business at meetings. Members may attend either in person 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. The Subcommittee shall not meet without a quorum.

3. **VOTING.** Veteran Subcommittee 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 members present at any meeting.

D. CONFLICT OF INTEREST

1. **GENERAL PROVISIONS.** A conflict of interest is a situation in which a group member, one of his or her family members has a personal or financial interest that compromises or could compromise the group member's independence of judgment in exercising his or her responsibilities to the CoC. 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.
2. **ADHERENCE TO CONFLICT OF INTEREST POLICY.** Group members are expected to adhere to the CoC Conflict of Interest Policy, as described in Article III of the CoC Governance Charter and in a separate policy document, which requires the member to minimize conflicts of interest; disclose ethical, legal, financial, and other conflicts; and remove themselves from decision-making if they would otherwise be called on to act on a conflict involving themselves, their family members or entities with which they or their family members are closely associated.

E. CODE OF CONDUCT

1. **GENERAL PROVISIONS.** Group 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.
2. **ANNUAL DECLARATION.** Group 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.

F. CHARTER AMENDMENTS

1. **PROCESS.** This charter may be amended at any CoC Collaborative Committee meeting. Copies of proposed amendments will be available for review at least one week prior to meeting at which the proposed amendments are considered. The CoC Collaborative Committee will seek review and recommendation by the Warming Shelter Network 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 CoC Collaborative Committee.
2. **FREQUENCY OF REVIEW** The Veteran Subcommittee will review this charter annually and submit any recommended revisions to the CoC Collaborative Committee.