

# MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

## *Emergency Response Shelters Network*

### CHARTER

#### A. PURPOSE

The purpose of the Emergency Response Shelters Network is to build the capacity of the homeless services system to provide a safe place for individuals who are homeless to be during any type of emergency that requires sheltering people (e.g.; extreme heat, cold weather, wildfires, unhealthy air quality). The Network goals are 1) to expand cold weather shelters between October and March of each year, and 2) to develop a response system that provides emergency sheltering during extreme climate events (heat, flood, fire) and other humanitarian crises.

The Emergency Response Shelters Network will develop specific objectives and implement activities in support of its goals. Examples include:

- Establish a library of policies and procedures.
- Develop a tool kit of best practices.
- Create a set of “activation protocols” for the region.
- Identify mechanisms to rapidly communicate and engage clients in emergency shelter services.
- Conduct inter-agency training activities.

#### B. AUTHORIZATION

The Emergency Response Shelter Network is authorized by the Mid-Willamette Valley Homeless Alliance’s CoC Collaborative Committee.

#### C. MEMBERSHIP

1. **MEMBERSHIP.** Membership will be appointed by the Network chairperson and include a minimum of five individuals, include at least one individual officially representing each of the following:
  - a. The ARCHES Project
  - b. Church at the Park
  - c. Polk County shelters
  - d. Sheltering Silverton
  - e. Persons with lived expertise or a homeless housing advocate

Additional participation in the Emergency Response Shelter Network is open to representatives of the region’s shelters and supportive services, such as resources related to food, health, and transportation, as well as homeless services advocates and persons with lived expertise.

2. **TERMS.** Emergency Response Shelter Network members shall have a 1-year term of membership.
3. **CHAIR.** The Emergency Response Shelter Network members 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 two weeks following the meeting.

The Network may establish other positions, as it deems necessary.

***Emergency Response Shelters Network Charter approved 9/15/21 Revised 11/17/21***

4. **RESIGNATION.** Resignations by Emergency Response Shelter Network 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.

## D. MEETINGS

1. **MEETINGS.** Emergency Response Shelter Network meetings will occur at least quarterly, or more frequently at the call of the chair.

The Emergency Response Shelter Network 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 Network 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 Emergency Response Shelter Network shall not meet without a quorum.
3. **VOTING.** Emergency Response Shelter Network 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 members.

## 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 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 Shelter Network will review this charter annually and submit any recommended revisions to the CoC Collaborative Committee.