

# MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

## CoC Collaborative Committee

### CHARTER

#### A. PURPOSE

1. The purpose of the CoC Collaborative Committee is to assist the Mid-Willamette Valley Homeless Alliance Board of Directors in accomplishing the responsibilities of the Continuum of Care, as outlined in Article IV of the CoC Governance Charter. CoC Collaborative Committee duties include the following:
  - a. Recommend individuals who are homeless or have been homeless within the past seven years to serve on the CoC Board pursuant to Article II.A of the CoC Governance Charter;
  - b. Review, update, and recommend the written selection process for CoC board member appointments, described in Article IV.B.3 of the CoC Governance Charter, at least once every five (5) years;
  - c. Meet at least annually in conjunction with the CoC Board to conduct general CoC business pursuant to Article II.A of the CoC Governance Charter; and
  - d. Provide input to the Performance and Evaluation Committee on its recommendations to the CoC Board to improve system performance, pursuant to Article II.E of the CoC Governance Charter.

#### B. MEMBERSHIP

1. **OPEN MEMBERSHIP.** Participation in the Mid-Willamette Valley Homeless Alliance Continuum of Care is open through the CoC Collaborative Committee to interested organizations and to interested individuals representing the community at large. Member agencies will be responsible for identifying CoC representatives. Participating agencies may have more than one person identified as a CoC representative. Homeless and formerly homeless people are encouraged and supported to participate. A roster of CoC Collaborative Committee participants will be maintained and posted on the CoC website.
2. **OUTREACH.** Outreach will be conducted to obtain representation from the following groups, listed in 24 CFR part 578.5(a):
  - a. Nonprofit homeless assistance providers;
  - b. Victim service providers;
  - c. Faith-based organizations;
  - d. Governments;
  - e. Businesses;
  - f. Advocates;
  - g. Public housing agencies;
  - h. School districts;
  - i. Social service providers;
  - j. Mental health agencies;
  - k. Hospitals and health care organizations;

- l. Universities;
- m. Affordable housing developers;
- n. Law enforcement;
- o. Organizations that serve veterans;
- p. Homeless and formerly homeless individuals; and
- q. Other relevant organizations within the CoC's geographic boundaries, such as organizations and coalitions that serve unaccompanied youth, employment councils, substance abuse providers, and early learning hubs.

3. **TERMS.** Collaborative Committee members shall not have term limits on membership as the Committee is open to the public and stakeholders for membership.
4. **CO-CHAIRS.** The CoC board will appoint co-chairs to facilitate CoC Collaborative Committee meetings, based on nominations from the CoC Collaborative Committee. One co-chair will represent the public (governmental) sector and the other will represent the private (nongovernmental) sector. Co-chairs will serve for two-year terms and may be reappointed by the board.

### C. MEETINGS

1. **MEETINGS.** Collaborative Committee meetings will occur monthly, or as directed by committee co-chairs. A telephonic meeting may occur so long as all parties can both hear and communicate with each other. The Collaborative Committee is a public body subject to the public meetings and records 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 committee meeting. Accommodations will be made, compliant with the Americans with Disabilities Act.
2. **VOTING.** Each member organization and community at large member who has participated in at least two (2) meetings in the preceding twelve (12) months, after the initial year of CoC operations, shall have one vote at subsequent meetings on each matter submitted to a vote of CoC members. To the maximum extent possible, committee meetings shall operate on a consensus basis. However, members can request a majority vote on specific issues. Agencies with more than one representative in attendance will determine in advance which representative will vote. In all cases, each member organization has only one vote.

### D. CONFLICT OF INTEREST

1. **GENERAL PROVISIONS.** A conflict of interest is a situation in which CoC board or committee members, or one of their family members have a personal or financial interest that compromises or could compromise the board or committee members' independence of judgment in exercising their 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.** CoC board and committee 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.** CoC members (including all board and committee 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.** Board and committee 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 board meeting by a majority vote of the appointed, voting Board membership. 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 prior review and recommendation by the CoC Collaborative Committee 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.
2. **FREQUENCY OF REVIEW.** The CoC Collaborative Committee will review this charter annually and submit any recommended revisions to the CoC Board of Directors.

Last updated December 8, 2022