

# MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

## Diversity, Equity, and Inclusion Subcommittee

### CHARTER

#### A. PURPOSE

The purpose of the Diversity, Equity, and Inclusion Subcommittee is to advance strategies and actions to the Board, committees, and workgroups that create opportunities for people from diverse backgrounds, including those with lived experience in homelessness to participate throughout the CoC structure.

- Recommend, coordinate, and/or implement the kinds of support systems, training, and tools the CoC would need to provide to ensure a positive, meaningful, and welcoming experience; and
- Help develop partnerships with organizations effectively doing diversity, equity, and inclusion work.

#### B. MEMBERSHIP

**MEMBERSHIP.** Members of the Subcommittee include representatives of agencies participating in the Collaborative Committee and other stakeholders within the CoC's region. The Subcommittee is authorized by the CoC Collaborative Committee.

**TERMS.** Subcommittee members shall have unlimited terms of membership.

**CHAIR.** The 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.

**RESIGNATION.** Resignations by Subcommittee members shall be submitted in writing to the group's chair(s) and CoC staff.

#### C. MEETINGS

**MEETINGS.** Subcommittee meetings will occur monthly, or more frequently at the call of the chair. The 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.

**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 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. A group shall not meet if there is not a quorum.

**VOTING.** 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 appointed, voting workgroup membership.

#### **D. CODE OF CONDUCT**

1. **GENERAL PROVISIONS.** Subcommittee 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.** Subcommittee 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.

#### **E. 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 the CoC Collaborative Committee meeting at which the proposed amendments are considered. The CoC Collaborative Committee will seek review and recommendation by the Subcommittee 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 meeting.
2. **FREQUENCY OF REVIEW.** The Subcommittee will review this charter annually and submit any recommended revisions to the CoC Collaborative Committee.