

Youth Action Board (YAB) CHARTER

A. PURPOSE

The CoC acknowledges the crucial importance of youth collaboration to ending and preventing homelessness. The purpose of the Youth Action Board (YAB) is to imbed youth with lived experience into system and program design and implementation.

B. MEMBERSHIP

MEMBERSHIP. The YAB is comprised of voting youth members, ages 11-to-24 years. Members shall have lived experienced with any form of homelessness or housing instability, including residing in emergency shelters, couch surfing, transitional living, runaway, and human trafficking. Members shall, to the best of the community's ability, be reflective of the population of youth and young adults experiencing homelessness. The YAB shall consist of no fewer than five and no more than 20 members. Members shall primarily reside in Marion and Polk counties.

In special circumstances, YAB members may request a leave of absence, in writing by the member or by a caseworker on behalf of the member. During the leave of absence, the member will not be counted for quorum or voting purposes. Upon resolution of the special circumstances, the YAB member may resume full voting status.

APPOINTMENT. The CoC board appoints youth and young adult members to the YAB, with recommendations from the YAB. The YAB will use a board-approved application form and review process to screen and recommend prospective applicants.

STAFF SUPPORT. CoC staff ensure that notes are taken at all meetings, notice is provided, and that CoC policies and processes are followed. Staff maintains a list of membership with ages. Staff will post the names of members to the CoC webpage per the CoC Governance Charter, Article II.E.1. Staff will arrange for translation services, upon request.

TERMS. YAB members shall have one-year terms of membership. Members are encouraged to seek reappointment if still within the approved age range for members.

OFFICERS. The YAB shall nominate a chair, or chair and vice-chair, to the CoC board for appointment. Chair shall facilitate YAB meetings. Chairs will serve one-year terms and may be reappointed annually by the board. The YAB may appoint other officers as needed.

COMPENSATION. Members' personal and basic needs are assessed and met regularly through personalized resource navigation and shared partnerships in the system. Incentives for engagement include raffle items, meals at each meeting, and gift cards. YAB youth members may be compensated for their time spent attending meetings via monetary stipends.

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

RESIGNATION. Resignations by YAB members shall be submitted in writing, by the YAB member or a caseworker on behalf of the member, to CoC staff and YAB chair, who will forward the resignation notice to the CoC board of directors at the next regularly scheduled board meeting.

TERMINATION. The CoC board may remove any member when it determines it is in the interest of the CoC to do so.

C. MEETINGS

MEETINGS. Meetings shall occur at least monthly. The YAB may meet more frequently at the call of the chair. The YAB 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 one week prior to a meeting. Accommodations will be made, compliant with the Americans with Disabilities Act, as requested.

QUORUM. A majority, defined as 50% plus one, of the appointed, voting YAB 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. Members on leave of absence status will not be counted towards a quorum.

VOTING. YAB decisions shall operate on a consensus basis. However, members may request a majority vote on specific issues. Each member has one vote. A majority is defined as 50% plus one of the appointed, voting membership. Members on leave of absence status will be considered nonvoting until full membership status is resumed.

D. CONFLICT OF INTEREST AND CODE OF CONDUCT

YAB members and advisors shall adhere to CoC Conflict of Interest and Code of Conduct standards as described in the CoC Governance Charter Article III, sections A and B:

CONFLICT OF INTEREST GENERAL PROVISIONS. A conflict of interest is a situation in which YAB members or one of their family members have a personal or financial interest that compromises or could compromise the YAB 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.

CODE OF CONDUCT GENERAL PROVISIONS. YAB 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.

ADHERENCE TO CONFLICT OF INTEREST POLICY. YAB 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.

ANNUAL DECLARATION. YAB members are to annually receive a copy of the Conflict of Interest Policy. YAB members are to annually receive a copy of the Code of Conduct and acknowledge receipt.

F. CHARTER AMENDMENTS

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 review and recommendation by the YAB 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 YAB will review this charter annually and submit any recommended revisions to the CoC board of directors.

Revised December 9, 2021

Approved July 8, 2021