MID-WILLAMETTE VALLEY HOMELESS ALLIANCE
Ad hoc Equity Workgroup
CHARTER

A. PURPOSE

The purpose of the Ad hoc Equity Workgroup is to assist the Mid-Willamette Valley Homeless Alliance Board of Directors in implementing the racial equity strategies outlined in the Long-Term Rent Assistance (LTRA) Plan. Specifically, to review racial disparity data along six data points to assess improvements in racial and ethnic disparities. Data points:

- referrals for CE assessments,
- completed CE assessments,
- referrals to housing services,
- enrollment in housing services,
- housing move-in dates, and
- housing retention

B. MEMBERSHIP

1. **APPOINTMENTS**. The Mid-Willamette Valley Homeless Alliance CoC Board of Directors is responsible for appointing members of the Ad hoc Equity Workgroup.

2. **TERMINATION.** The board may remove any member when it determines it is in the interest of the CoC to do so. Member terminations require a 2/3 vote. Reasons for removal include excessive absences from meetings, conduct that is contrary to the CoC's code of conduct, or noncompliance with other policies.

3. **RESIGNATION**. Resignations by workgroup members shall be submitted in writing to CoC staff and chair, who will forward the resignation notice to the CoC Board of Directors at the next regularly scheduled board meeting.

C. MEETINGS

1. **MEETINGS.** Ad hoc Equity Workgroup meetings will occur at least monthly, or as directed by the chair. A virtual meeting may occur so long as all parties can both hear and communicate with each other. The workgroup 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.

2. **QUORUM.** A majority, defined as 50% plus one, of the appointed, voting membership will constitute a quorum for any business requiring a vote at meetings. Members may attend either in person or virtually, so long as persons in attendance and virtually can both hear and

communicate with each other. Members attending virtually may be counted towards achieving a quorum.

3. **VOTING**. To the maximum extent possible, Ad hoc Equity Workgroup decisions shall be made by consensus. However, members can request a majority vote on specific issues.

C. DURATION

1. **GENERAL PROVISIONS.** The Ad hoc Equity Workgroup will exist until its task is completed, either requesting an extension or reporting findings to the Alliance Board of Directors within three months of formation.

D. CONFLICT OF INTEREST

1. **GENERAL PROVISIONS**. A conflict of interest is a situation in which workgroup 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**. Workgroup members are expected to adhere to the CoC Conflict of Interest Policy, 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

2. **GENERAL PROVISIONS.** Workgroup 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.

3. **DECLARATION**. Workgroup 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. 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 workgroup 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.