

**BYLAWS OF THE
NORTH CENTRAL OKLAHOMA CONTINUUM OF CARE**

ARTICLE I: ORGANIZATION

- A. Name: The name of this affiliation shall be the North Central Oklahoma Continuum of Care (NCOCoC); hereinafter referred to as the Continuum.
- B. Service Area: The NCOCoC will provide services to the geographic area. This includes Creek, Grant, Garfield, Kay, Noble, Osage, Pawnee, and Payne Counties.

ARTICLE II: MISSION

The Mission of the North Central Oklahoma Continuum of Care (NCOCoC) is to form a seamless system of services and resources that will insure housing and community support for homeless individuals and families throughout its eight-county area.

ARTICLE III: PURPOSE

The purpose of the Continuum is:

- 1) Provide a network that shares ideas, concerns, and resources applicable to homeless issues and foster collaboration in addressing their needs.
- 2) Increase community awareness of the causes of homelessness, the needs of public education and advocacy.
- 3) Participate in developing and supporting public policy to assist homeless people and end homelessness.
- 4) Research and develop funding sources to support Continuum projects.

ARTICLE IV: CONTINUUM BOARD MEMBERSHIP AND RESPONSIBILITIES

- A. Any organization or individual that subscribes to the purpose and basic policies of the Continuum and whose admission will contribute to the Continuum's ability to carry out its purposes may become a member of the Continuum Board. At least seventy-five percent of the membership must represent nonprofit and private sector. Meetings of the Continuum are open to all whether or not a member.
 - a. Membership is open to the following:
 - 1. Persons with current and past lived experience of homelessness and/or at-risk of homelessness
 - 2. Interested and concerned members of the community
 - 3. Providers of the full array of services to persons who are /at risk of homelessness
 - 4. Representative (Lived / Providers) of Homelessness High Risk Populations (Youth, Family, Veterans)
 - 5. Local and State government Agencies

6. Public Housing Authority (Local and State)
 7. Mainstream Benefit /Social Services Providers
 8. Healthcare Providers
 9. Behavioral Healthcare Providers
 10. Educators
 11. Faith Community
 12. Funders/Foundations/Development Specialists
 13. Business Community / Financial Institutions
 14. Employment Agencies and Potential Employers
 15. Public Policy Experts / Advocates
 16. Judicial System/Law Enforcement Agencies
 17. Tribal Entities
- B. Decision making authority is the responsibility of the Continuum of Care board members. Any decisions recommended by Standing and Ad Hoc committees shall be brought before the Continuum at scheduled board meetings for approval.
- C. Representatives and Voting: Each agency/organization/unit of government shall have at least one official designated representative and shall have one vote regardless of the number of representatives present at any given meeting, except for the HMIS Coordinator regardless of what organization the HMIS Coordinator is a member of. The HMIS Coordinator will be a full voting member. (A memorandum of understanding between the Continuum and the agency/organization/unit of government, etc., must be signed and kept updated annually.)
- a. Section 1: Membership Rights Active Members are entitled to:
 1. Have voting rights (one vote per agency or individual membership, HMIS Coordinator is a full voting member)
 2. Receive letters of support for grants indicating length of membership and level of participation
 3. Receive information and updates via a NCOCOC email list
 4. Serve on committees
 5. Apply for state and federal fund if:
 - a. New members must attend meetings for nine (9) months prior to applying for funding.
 - b. Be a member in good standing.
 - c. Participate in the annual point-in-time count.
 - d. Use the Homeless Management Information System (HMIS) or if a Domestic Violence Agency other approved system.
 - e. Meet the requirements of the Grantor.
 - b. Section 2: Active Membership
 1. Membership in NCOCOC will be updated annually, on the calendar year. Inactive members will be removed from the membership list.
 2. A person/agency will be considered a member in good standing, or Active Member, by attending 75% of any/all full membership meetings and serving on one or more committees.

3. If the agency is not in good standing, the Governance Committee will notify them.
 4. A Board member must attend three consecutive meetings, a combination of membership and board meetings, to return to good standing.
 5. Members not on the board must attend two consecutive membership meetings to return to good standing.
 6. Members should participate in the annual point and time count.
- D. Meetings: The full Continuum Board shall meet monthly. Special meetings of the members may be called by the Executive Board or by a majority of the Continuum board members by indicating in writing or by telephone to a member of the Executive Board. The Executive Board shall meet and discuss reason for special meeting prior to giving notice to the board members of date, time, and place of all board meetings.
- a. The Agenda shall be emailed to the membership no less than three business days prior to the monthly meeting
 - b. Meeting Agendas shall be posted in a conspicuous place at the Lead Agencies normal place of business, and the host agency. The agenda will also be posted on the NCOkCoC Web Site.
 - c. The agenda shall be posted no less than two business days prior to the meeting.
- E. Quorum: Those members present at any meeting will constitute a quorum. The act of most of the members present shall be the act of the full membership except as may be otherwise specifically provided by statute or these Bylaws.
- F. Minutes of Meetings: Minutes shall be kept of every meeting and shall include, at a minimum, the date, time and place of the meeting, the names of the attending organizational members, the topics discussed, the decisions reached, and actions taken any reports made, and any other information as may be deemed necessary by the Executive Board.
- a. Minutes of the prior months minutes shall be emailed to the membership no less than two business days prior to the meeting.
 - b. Digital copies of meeting minutes are available to anyone requesting a copy at no charge.
 - c. Paper copies of the minutes are available for a fee of fifty cents per page.

ARTICLE V: COMMITTEES

The Continuum shall have the following standing committees:

- A. Governance Committee: The CoC Board shall insure the business of the Continuum is conducted in a proper manner. It shall determine the general policies and guidance of the affairs for the Continuum and shall be comprised of the Lead Agency, Emergency Solutions Grant Recipient, the HMIS Coordinator, Homeless or formally Homeless and one other elected board member.

- B. Ratings and Ranking Committee/Collaborative: The Rating and Ranking Committee/Collaborative shall review proposals submitted by providers. The Rating and Ranking Committee shall use a rating criterion reviewed and approved by the entire Continuum.
- C. Data Quality Committee/Collaborative: The Data Quality Committee/Collaborative (DC) meets monthly provides input and makes recommendations to the CoC Board on policies related to HMIS. DC minutes should be submitted to the Collaborative Applicant by the last calendar day of the month. DC shall be comprised of an ESG recipient, a community member with data/evaluation experience, two members of the CoC with HMIS background, and a representative from the HMIS Lead Agency. Membership will be renewed annually each March. The objectives of the DC are to:
- a. Ensure data is an asset by ensuring the quality and availability of data and that it is used in performance evaluation, strategic planning, and CoC decisions.
 - b. Encourage the use of accurate information with appropriate context in communications with the wider public.
 - c. Ensure community values and mission are imbedded in how data is collected, shared, and used, including equity and client voice
- D. Youth Action Committee/Collaborative: The Youth Action Committee/Collaborative (YAC) meets monthly and provides input and makes recommendations to the CoC Board on how principles and guidelines for the Continuum of Care affect youth and young adults, aged 18-24, experiencing homelessness. YAC minutes should be submitted to the Collaborative Applicant by the last calendar day each month. YAC will be comprised of six members. Members should currently reside within the CoC and will be solicited by an invitation extended by the Collaborative Applicant to stakeholders requesting potential members to submit an application. The Collaborative Applicant will prepare a list of people who submitted applications and will select 7 members each September. Members are limited to three consecutive terms. YAC requires members to be active and engaged. In addition, the 7 seats should attempt to have at least one member from Kay County, Garfield County, Payne County, and Creek County and should demonstrate inclusion by attempting to have at least one member representing racial and ethnic diversity and one member representing LGBTQIA+. After three consecutive absences, the seat will be vacated and the seat will be filled at the next Board meeting with applications on file.
- Lived Experience Committee/Collaborative:
- E. The Lived Experience Committee/Collaborative (LEC) meets monthly provides input and makes recommendations to the Continuum of Care Board on how principles and guidelines for the Continuum of Care affects individuals experiencing homelessness. LEC minutes should be submitted to the Collaborative Applicant by the last calendar day each month. Membership should be comprised of 7 seats, of which each of the following should be represented: Single representative, Family representative, Youth representative, Formerly Homeless, and Currently Experiencing Homelessness. In addition, the 7 seats should attempt to have at least one member from Kay County, Garfield County, Payne County, and Creek County and should demonstrate inclusion by attempting to have at least one member representing racial and ethnic diversity and one member representing LGBTQIA+. Membership terms are limited to three years.
- F. Standing and Ad Hoc Committees: The Continuum Board may establish standing and ad hoc committees as the need arises.

G. Selection of Committees and Chairpersons: The Continuum Board shall select each committee and its chairperson.

H. Committee Activities: Business conducted within established committees will follow the same rules established herein for the overall Continuum activities.

I. Limitations on Committee Authority: The Continuum Board must approve all recommendations of the Standing and Ad Hoc Committees before action can be taken. Commitments on behalf of the Continuum by any committee chairperson or any member of a committee must be approved by the Continuum.

ARTICLE VI: CONTINUUM OF CARE BOARD

A. Duties of the E Board: The Board shall insure the business of the Continuum is conducted in a proper manner. The Executive Board shall determine the general policies and guidance of the affairs of the Continuum.

B. Vacancies: Vacancies on the Board occur by the expiration of the normal term, resignation, death, or removal by the Continuum. Vacancies shall be filled by nomination by the Continuum members in the same manner as original appointments. Such appointment shall be for the remainder of the un-expired term, and the member shall then be eligible for re-appointment by election.

C. Officers of the Board: The Officers shall consist of the Chairperson, Vice Chairperson, and Secretary elected by the Continuum Board and shall serve two (2) year terms.

D. Election of Officers: At the October meeting of the second year, the Continuum Board shall elect officers for the coming term. The term of leadership begins at the January meeting.

E. Resignation and Removal: Any Officer, except the Chairperson, may resign by tendering a written notice to the Chairperson. The Chairperson may resign by tendering written notice to the Continuum. Any Officer may be removed by the Continuum whenever, in the judgment of the Continuum, the best interests of the organization will be served thereby. A two-thirds (2/3) vote of the Continuum present and voting shall be required to remove an Officer.

F. Duties of the Chairperson (s):

1. To preside at all meetings of the Continuum and Board.
2. To be an ex-officio member of all committees.
3. To represent or appoint a representative for the Continuum for all meeting where representation may be required.

G. Duties of the Vice Chairperson:

1. In the absence of the Chairperson(s), preside at meetings of the Continuum and Executive Board.
2. To be an ex-officio member of all committees in absence of the Chairperson.

To perform all other such duties as assigned by the Chairperson(s) or Executive Board.

3. To assist and coordinate the activities of each Standing Committee and report back to the Executive Board and Continuum as required

H. Duties of the Secretary:

1. Attend all meetings of the Continuum and Executive Board, and individual committees as required.
2. To take minutes and keep record of all meetings of the Continuum Board Meetings.
3. To perform all duties as assigned by the Chairperson(s) or Executive Board.
4. To assist and coordinate the activities of each Standing Committee and report back to the Executive Board and Continuum as required.

I. Duties of the HMIS Coordinator:

1. Attend all meetings of the Continuum and Executive Board, and individual committees as required.
2. To perform all duties as assigned by the Chairperson(s) or Executive Board.

To assist and coordinate the activities of each Standing Committee and report back to the Executive Board and Continuum as required.

J. Duties of the Elected Board Member Serving on Executive Board:

1. Attend all meetings of the Continuum and the Executive Board, and individual committees as required.
2. To perform all duties as assigned by the Chairperson(s) or Executive Board.
3. To assist and coordinate the activities of each Standing Committee and report back to the Executive Board and Continuum as required.
4. To familiarize his/herself with the rules of Roberts Rules of Order.

K. Duties of the Chairpersons of Standing and Ad Hoc Committees:

1. Attend meetings of the Continuum regularly and individual committees as required.
2. To perform all duties as assigned by the Chairperson(s) or Executive Board.

L. Duties of the Lead Agency:

1. Attend all meetings of the Continuum and the Executive Board, and individual committees as required.
2. The entity designated by the CoC to submit the registration and application in the CoC Competition on behalf of the CoC.
3. The CoC lead agency is responsible for the coordination and oversight of the CoC planning efforts and has the authority to certify and submit the CoC homeless assistance funding application.

M. The Executive Board shall meet no less than once every quarter.

ARTICLE VII: CODE OF CONDUCT/CONFLICT OF INTEREST

The Continuum shall maintain a Code of Conduct for the Continuum Board.

- The Chairman and all members of the Continuum decision-making Executive Board shall not participate in decisions concerning awards of grants or provision of financial

benefits to such member or the organization that such member represents. Such members shall excuse themselves from considering projects in which they have an interest.

- All Continuum board members are prohibited from solicitation and/or acceptance of gifts or gratuities from officers, employees, and agents for their personal benefit.

The Continuum shall appoint a committee to investigate any allegations against members or officers for violation of the code of conduct/conflict of interest. The committee shall report their findings to the full Continuum with recommendations for administrative and/or disciplinary actions to remedy violations of such standards. The continuum shall act on the findings based on the evidence presented.

The Continuum shall review the Code of Conduct at regular intervals during the year at full meetings and provide a copy of the Code to all new members.

ARTICLE VIII: GENERAL PROVISIONS

- A. Fiscal Year: the fiscal year of the Continuum shall be January 1 to December 31.
- B. Parliamentary Authority: Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters of procedures not specifically covered by these Bylaws.

ARTICLE IX: ADOPTION AND AMENDMENT OF BYLAWS

These Bylaws may be amended at a regular or special meeting of the Continuum by a two-thirds (2/3) affirmative vote of the members present and voting.