



MUSKEGON COUNTY HOMELESS CONTINUUM OF CARE NETWORK

Governance Charter

ARTICLE 1 – NAME

Section 1. Name

The name of this organization shall be The Muskegon County Homeless Continuum of Care Network, hereinafter referred to as the Network.

ARTICLE 2 – MISSION, PURPOSE, AND RESPONSIBILITIES

Section 1. Mission

The mission of the Network is to coordinate community efforts to prevent and end homelessness in Muskegon County.

Section 2. Purpose

The Network serves as the Continuum of Care (CoC) for Muskegon County. Under the HEARTH Act, administered by HUD, the CoC Program is designed to assist individuals (including unaccompanied youth) and families experiencing homelessness and to provide the services needed to help such individuals move into transitional and permanent housing, with the goal of long-term stability. More broadly, the program is designed to promote community-wide planning and strategic use of resources to address homelessness; improve coordination and integration with mainstream resources and other programs targeted to people experiencing homelessness; improve data collection and performance measurement; and tailor its program to the particular strengths and challenges within Muskegon County.

Section 3. Responsibilities

In accordance with CoC program rules, the Network shall carry out responsibilities in the following seven areas:

1. Hold meetings of the membership, with published agendas, at least semiannually.
2. Issue a public invitation for new members from within Muskegon County at least annually
3. Adopt and follow a written process to select a CoC Steering Council, and review, update and approve the selection process at least once every five years.
4. Appoint additional committees, subcommittees, or work groups as needed.
5. In consultation with the collaborative applicant and the Homeless Management Information System (HMIS) lead, develop, follow, and update annually:
 - a. A governance charter
 - b. A code of conduct and recusal process for the Steering Council, its chairperson and any person acting on behalf of the Steering Council
6. Monitor recipient and sub-recipient performance, evaluate outcomes, and take action to rectify poor performance.
7. Establish performance standards appropriate for population and program type in consultation with recipients and sub-recipients and take action to rectify poor performance.
8. Establish and operate a coordinated assessment system, in consultation with the recipients of Emergency Solutions Grants program funds.
9. Establish and consistently follow written standards for providing CoC assistance, in consultation with the recipients of Emergency Solutions Grant program funds.



ARTICLE 3 - MEMBERSHIP

Section 1. Membership

As provided in the Governance Charter, the business of the Network shall be managed by the membership. There shall be two categories of membership; Organizational and Individual. The Nominating & Elections Committee shall maintain a roster of all Members.

Section 2. Organizational Membership

Any public or private agency, business, or organization that supports the mission, purpose, and responsibilities of the Network is eligible to become an Organizational Member.

Organizational Membership requires completion of the standard membership form annually.

An Organizational Member may have more than one employee, volunteer or representative attend Membership Meetings but will have only one vote as specified in the Governance Charter.

An employee of an Organizational Member will not be eligible to become an Individual Member.

Section 3. Individual Membership

Any person who supports the mission, purpose, and responsibilities of the Network is eligible to become an Individual Member.

Individual Membership requires completion of the standard membership form annually.

Section 4. Duties of Membership

Organizational and Individual Members are required to perform the following duties.

- a. Sign a Conflict-of-Interest Disclosure Statement.
- b. Collaborate with other Members to work toward the Network mission, purpose, responsibilities, goals, and objectives.
- c. Abide by the Network Governance Charter, policies, and procedures.
- d. Actively serve on at least one committee, sub-committee or work group per calendar year. Attend Membership Meetings of the Network.
- e. Endeavor to recruit and retain Network Members.
- f. Work to ensure accountability of programs financed by the Network funds.
- g.
- h. Work, in collaboration with the Steering Council, to ensure proper data collection of the homeless population to realize gaps in services, new programming, effectiveness of current programming and towards the development of a comprehensive Continuum of Care plan.
- i.
- j. Sign the Code of Conduct in order to fully participate in the Network activities.
- k. Sign and agree to the functions and duties outlined in the membership application of the Network.

Section 5. Powers of the Network Membership

- a. Elect Members to undesignated seats on the Steering Council.
- b. Adopt and amend the Network Governance Charter.
- c. Review and comment on Network policies and procedures.
- d. Participate in the development of, and review and comment on, Network plans, including goals, objectives, and priorities which are consistent with applicable laws, regulations, policies and funder requirements.

Section 6. Members Rights



- a. As provided in the Governance Charter, the business of the MCHCCN shall be managed by the Membership.
- b. Members are entitled to participate as a voting Member, to receive minutes and other related material, and to participate in Network activities.
- c. Members have the right to run for the Steering Council, officer, and to serve on committees and in other functions.
- d. Members have the right to file grievances about the Network policies, procedures, plans, or activities, utilizing the grievance procedures adopted by the Membership.
- e. Members who have disclosed their conflicts of interest have the right to vote.

Section 7. Voting Members

For the purpose of the Governance Charter, “voting” means voting in the Membership Meetings.

- a. Each Organizational Member of the Network shall have one vote to be exercised by either the voting representative or alternate voting representative.
- b. Each Organizational Member may designate in their membership application a voting representative and an alternate voting representative.
- c. Each Individual Member will be eligible to vote but cannot designate an alternate voting representative.
- d. Names of Individual Members, Organizational Members, Organizational Member voting representatives and Organizational Member alternate voting representatives, shall be on file and maintained by the Nominating & Elections Committee.

ARTICLE 4 - VOTING

Section 1. One Vote

Each Member of the Network shall have one vote in Membership Meetings at which they are present.

Each Individual Member, or representative of an Organizational Member, serving on a committee shall have one vote on that committee. Committees may develop their own procedures that permit absentee, proxy, phone, other electronic, or mail votes, including such votes cast following a meeting, to effectively conduct their work.

Section 3. Majority Carries

Except as otherwise provided in the Governance Charter a simple majority of votes cast shall carry a motion in all Network meetings.

ARTICLE 5 – MEETINGS OF THE MEMBERSHIP

Section 1. Open Meetings

Except as otherwise provided for in the Governance Charter, Membership Meetings shall be open to non-voting representatives of Members and the general public.

Section 2. Notice and Agenda

Notice of Membership meeting will be posted to the Muskegon CoC site at minimum of 7 days prior to the meeting. Membership meetings will be called by the Chair of the Network and shall be distributed and posted within 7 days in advance. Items requiring action shall be put on the agenda distributed to Members. Additional items may be added to the agenda at the beginning of the meeting by a vote of the Membership.

Section 3. Conduct of Meeting

The Network Chairperson shall conduct Membership Meetings of the Network. A meeting shall be ordinarily conducted in an informal manner but may be conducted by Robert’s Rules of Order (revised edition), as deemed appropriate by the



Chairperson. The Network Secretary or delegated representative shall take minutes of every meeting.

Section 4. Frequency

The Membership must meet a minimum of twice a year as scheduled by the Steering Council. Additional meetings may be held as needed.

Section 5. Special Meetings of the Membership

Special meetings beyond regularly scheduled meetings may be called by the Steering Council. Special meetings shall cover only matters of business, which have been stated in the call to meeting. Members shall be provided with a minimum of 48 hours notice of a special meeting.

Section 6. Executive Session

General and special meetings of the Network may be closed to the public at the discretion of the Chairperson, or upon majority vote of the Members.

ARTICLE 6 – Steering Council

Section 1. Members of the Steering Council

The members of the Steering Council shall consist of the following designated or elected seats:

- A. Up to three seats designated for persons with lived experience, elected by the Network Membership.
 - 1. Persons with lived experience must have experienced homelessness within the last seven years or are currently program participants.
 - 2. If multiple seats are held by persons with lived experience, at least one should be held by a person who came from an unsheltered situation.
- B. Seats designated for the following entities that are responsible for selecting their representative:
 - 1. Units of Government in Muskegon County that are HUD Participating Jurisdictions (PJs)
 - a. The City of Norton Shores/City of Muskegon
 - b. The City of Muskegon Heights
 - 2. The HARA (Housing Assessment and Resource Agency)
 - 3. The Muskegon County CMHSP (HealthWest)
 - 4. The Muskegon County DHHS Office
 - 5. The Network Collaborative Applicant
- C. Permanent non-voting seats assigned to the following positions:
 - 1. The Network Coordinator
 - 2. The Network HMIS Administrator
- D. Seven seats consisting of Network Members elected at the Annual Membership Meeting.
- E. Seats designated for the Chairperson of the following Network Committees:
 - 1. Coordinated Entry System Committee
 - 2. Nominating & Elections Committee
 - 3. Youth Action Board
 - 4. Review Committee
 - 5. Data Committee
 - 6. Outreach Committee

Terms for elected seats on the Steering Council shall be for two years, staggered so that half are elected each year. The Voting Rules and Procedures shall be developed by the Nominating & Elections Committee and be reviewed each year by the Network Membership.



Section 2. Responsibilities of the Steering Council

- A. The Steering Council is responsible for ensuring that the nine major HUD defined responsibilities in Section 3 are carried out. In addition, the Steering Council is authorized by the Network to serve as the policy-making entity for matters not otherwise delegated to the Network Membership in the Governance Charter.
- B. The Steering Council is responsible for the appointment of the Network Coordinator. The term of the appointment, as well as the responsibilities of the Coordinator, will be determined by the Steering Council.
- C. HMIS Lead – The Steering Council shall designate a legal entity to serve as the HMIS Lead and serve as the employer of the Network Homeless Management Information System (HMIS) Administrator. The HMIS Administrator will maintain the community's HMIS in compliance with HUD standards and coordinate all related activities including training, maintenance, and the provision of technical assistance to contributing organizations. Responsibilities required by the Continuum of Care Interim Rule are outlined in this Governance Charter, the MOU executed between the Network and the HMIS Lead, and the HMIS policies adopted by the Network and HMIS Lead. Designated responsibilities include developing an HMIS privacy plan, security plan, and data quality plan.

ARTICLE 7 – ELECTED OFFICERS

Section 1. Title of Elected Officers

The Officers elected by the Network Steering Council shall be Chairperson, Co-Chairperson, and Secretary.

Section 2. Terms of Office

The Network Chairperson, Co-Chairperson and Secretary shall be elected for two-year terms and may not serve more than two consecutive terms.

The Officers of the Network, Members of the Steering Council, and Coordinator, may not participate in decisions concerning awards of grants or provision of financial benefits to such Member or the organization that such Member represents. These individuals must recuse themselves from considering projects in which they have interests by completing and filing the Conflict of Interest form with the Coordinator.

Section 3. Nominations

Any Steering Council Member may nominate another Steering Council Member for elected office.

Section 4. Elections

Each elected Officer shall be chosen by a vote of the Steering Council at the annual meeting held for that purpose, in accordance with Voting Rules and Procedures recommended by the Nominating & Elections Committee and adopted by the Steering Council.

Section 5. Duties / Responsibilities of Chairperson

- A. Preside over Membership and Steering Council Meetings of the Network.
- B. Set agendas in collaboration with Network Members and Committees for the Network Membership and Steering Council Meetings.
- C. Communicate with Chairpersons of Network Committees, non-member agencies, and individuals, as needed, to promote the mission, purpose, and Responsibilities of the Network.
- D. Negotiate and promote essential Memorandums of Understanding to further the mission, purpose, and Responsibilities of the Network.
- E. Establish and maintain an organizational structure to implement policies and procedures of the Network.
- F. Ensure coordination of the Network's essential plans including the yearly Continuum of Care Plan, grants, and all other endeavors to raise funds for the mission, purpose, and Responsibilities of the Network.
- G. Serve as advisor to the community's Multi-purpose Collaborative Body.



Section 6. Duties / Responsibilities of Co-Chairperson

- A. Work in direct collaboration with the Network Chairperson in all duties to promote the mission, purpose, and responsibilities of the Network.
- B. Serve as Chairperson pro-tempore in the absence of the Chairperson.
- C. Communicate endeavors and generate ideas within the Network and community to market and build community awareness of the mission, purpose, and Responsibilities of the Network.

Section 7. Duties of Coordinator

- A. Work in collaboration with the Network Chairperson and Co-chairperson in all duties to promote the Mission, purpose, and Responsibilities of the Network.
- B. Coordinate communication between the Network Steering Council and Committees to ensure and promote the on-going effort and action plan in support of the Continuum of Care plan and its activities including Point-in-Time studies, Point-in-Time Training, and Gaps Analysis.
- C. The Coordinator's employer must be willing to act as the fiscal agent designated to receive funds from HUD.

Section 8. Duties of Secretary

- A. The Secretary shall perform all duties incidental to the Office, as may be assigned by the Chairperson, Co-Chairperson or by majority vote of the Steering Council.
- B. Maintain record of meetings, those in attendance, and annually compile minutes from Membership and Steering Council meetings, and other Committees for inclusion in Continuum of Care Plans or other Network submissions.

Section 9. Vacancies

A vacancy in the Office of Chairperson, Co-Chairperson, Coordinator, or Secretary will be filled by a vote of the Steering Council, to serve for the remainder of the vacant term.

Section 10. Resignation or Removal

The resignation of any elected Officer shall be in writing and addressed to the Steering Council.

Any Officer who has substantially violated the Network Mission, purpose, responsibilities, policies, procedures, Governance Charter, or whose conduct is otherwise detrimental to the welfare of the Network, may be removed from their Office at any properly convened meeting of the Steering Council by a majority vote. This vote shall be taken by a secret ballot.

Section 11. Code of Conduct

Members of the Steering Council and the Officers of the Network will adhere to the Network Code of Conduct.

ARTICLE 8 – COMMITTEES

Section 1. Members of Committees

Every Member of the Network is asked to serve on either the Steering Council, or at least one other Committee per calendar year. The Secretary shall maintain a list of the Members and Chairpersons of all Committees.

Section 2. Attendance and Participation

Except as otherwise provided by the Governance Charter, regular attendance at Committee Meetings and active participation in Committee work is expected of Committee Members.



Section 3. Committee Chairperson

The Network Chairperson, with the assistance of the Nominating & Elections Committee, shall make recommendations to the Steering Council for the positions of Committee Chairperson. A majority vote of the Steering Committee is required to approve the recommendations. Committee Chairpersons will be approved at the Steering Committee Annual Meeting and will serve for a period of one year.

The Network Chairperson may appoint an Acting Committee Chairperson to serve until a Committee Chairperson is approved by the Steering Committee.

Section 4. Standing Committees

The Network shall maintain the following Committees:

- A. Review Committee
- B. Nominating Committee
- C. Coordinated Entry System Committee, including its sub-committees:
 - Discharge Planning Committee
 - Special Populations Committee (By-Name List) – veterans, chronic homeless, youth/young adults, and homeless families
- D. Youth Action Board
- E. Data Committee
- F. Outreach Committee

The Network Chairperson, as necessary, may create additional ad-hoc committees to address the mission, purpose, and purpose of the Network.

Section 5. Ad Hoc Committees

Ad hoc committees may be created to complete temporary or limited assigned tasks - such as a Personnel Committee for review and evaluation of contracted service providers, Gaps Analysis, Point in Time, Fundraising, Homeless Awareness, Public Policy/Legislative, or other working committees.

ARTICLE 9 – COMMITTEE MEETINGS

Section 1. Open Meetings

Except as otherwise provided by the Governance Charter, meetings of standing and ad hoc committees shall be open to the general public.

Section 2. Executive Session

Meetings of standing and ad hoc committees may be closed to the general public, subject to the provisions of the Open Meetings Act.

Section 3. Notice and Agenda

The Chairperson of each Committee shall be responsible for developing and distributing meeting notices and providing a copy to the Network Secretary or designee.



Section 4. Conduct of Network Committee Meetings

The Committee's Chairperson shall conduct meetings of Standing Committees, Subcommittees, and Ad Hoc Committees. Committee meetings shall be ordinarily conducted in an informal manner but may be conducted by Robert's Rules of Order (revised edition), as deemed appropriate by the Committee Chairperson. Minutes of every Committee Meeting shall be taken and maintained by the Committee Chairperson or designee. The minutes must be forwarded to the Network Secretary, or designee, within 10 business days of the meeting.

Section 5. Frequency

Except as otherwise provided in the Governance Charter, Standing Committees shall meet as necessary. Ad Hoc Committees shall meet at the frequency determined by their Chairperson.

Section 6. Composition and Duties of the Review Committee

Due to the nature of the activities of the Review Committee, the Governance Charter will establish the composition and duties of the Review. Frequency of meetings shall be established by the Coordinator contingent on the funding schedules.

The Review Committee will be comprised of representatives from the following stakeholders: Government, non-profit housing developer, faith-based organization, community action agency, Community Coordinating Council (the multi-purpose collaborative body).

The Review Committee shall:

- A. Evaluate, score and prioritize projects for funding
- B. Review HUD and Network monitor findings
- C. Review the HUD APR of each applicant
- D. Review independent audits of the agencies submitting applications for funding
- E. Review unexecuted grants
- F. Conduct site visits of agencies receiving funds
- G. Survey participants in the various housing programs
- H. Evaluate project readiness for each agency
- I. Assess the spending on the projects
- J. Assess cost effectiveness of projects
- K. Assess provider organization experience
- L. Assess provider organization capacity
- M. Evaluate project presentation
- N. Review match of each project
- O. Review leveraging of each project
- P. Review participation of organization seeking funds in the Network's activities
- Q. Present a slate of nominees as needed to fill vacancies to the Steering Council

ARTICLE 10 Governance Charter

Section 1. Adoption

Adoption and amendment of the Governance Charter by the Network Membership shall require a two-thirds majority in attendance as outlined by Voting Rights.

Section 2. Amendments

Proposed amendments to the Governance Charter may be initiated by any Member. Proposed amendments shall be presented to Network Members at least two weeks prior to the next regularly scheduled Membership Meeting or Special



Membership Meeting at which they are to be considered.

- First Revision Approved on: May 13, 2004 by MCHCCN Steering Committee**
- Second Revision Approved on: May 11, 2006, MCHCCN Steering Committee**
- Third Revision Approved on: August 12, 2010, MCHCCN Steering Committee**
- Fourth Revision Approved on: August 10, 2017, MCHCCN Strategy and Planning Committee**
- Fifth Revision Approved on: March 15, 2018, Network Meeting**
- Sixth Revision Approved on: April 25, 2019, Network Meeting**
- Seventh Revision Approved on: August 29, 2019, Network Meeting**
- Eighth Revision Approved on: January 11, 2023, Network Membership Meeting**
- Ninth Revision Approved on: January 10, 2024, Network Membership Meeting**