



MUSKEGON COUNTY HOMELESS CONTINUUM OF CARE NETWORK

Governance Charter

ARTICLE 1 – NAME AND PLACE OF BUSINESS

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 – PURPOSE AND RESPONSIBILITIES

Section 1. 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 2. Responsibility

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

1. Hold meetings of the full 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 board (identified as the Executive Committee for the Network), 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 Executive Committee, its chairperson and any person acting on behalf of the Executive Committee
6. Monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers.
7. Establish performance targets appropriate for population and program type in consultation with recipients and sub-recipients, and take actions against poor performers.
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: Agency and Individual. The Membership committee is an ad-hoc committee of the Executive Committee and shall maintain a roster of the names and addresses of all agency and individual members.

Section 2. Agency Membership

A member agency is a public or private agency or organization that can or does address short and longer-term housing needs, health needs, case management, education, or other support services related to homelessness in Muskegon County.

Agency membership requires completion of the standard membership form annually.

An agency or organization may have more than one member attend membership meetings, but have only one vote as specified in the Governance Charter.

Section 3. Individual Membership

An individual member is a concerned community member or has a personal interest in the needs of the homeless in Muskegon County.

Individual membership requires completion of the standard membership form annually.

Section 4. Duties of Membership

Agency 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, 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 insure accountability of programs financed by the Network funds.
- g. Participate in Point-in-Time Studies and Training sessions.
- h. Work, in collaboration with the Executive Committee, 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. Participate in the HMIS system.
- 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 6. Powers of the Network Membership

- a. Elect members to undesignated slots on the Executive Committee.
- b. Develop, adopt, and amend the Network Governance Charter..
- c. Review and comment on Network policies and procedures.
- d. Participate with the development, review and comment on Network plans, including goals, objectives, and priorities which are consistent with funding legislation.

Section 7. Members Rights

- a. As provided in the Governance Charter, the business of the MCHCCN shall be managed by the membership.
- b. Membership entitles an agency or individual to pursue participation 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 Network Executive Committee, 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 documented conflicts of interest have the right to vote.

Section 8. Voting Members

For the purpose of the Governance Charter, “voting” means voting in the membership meetings.

- a. Each agency member of the Network shall have a maximum of one vote to be exercised by the designated voting representative.
- b. Each agency member may designate in writing, a voting representative if unable to attend meetings. The written proxy will be given to the Secretary prior to the meeting.
- c. Names of individual voting members, agency voting members, agency voting alternatives, and voting Network officers shall be on file with the Network Membership Committee.

ARTICLE 4 - VOTING

Section 1. One Vote

Each voting member of the Network shall have one vote in meetings at which they are present.

Each voting member serving on a -committee shall have one vote on that committee. Committees may develop their own procedures that permit absentee, proxy, phone, or mail votes to effectively conduct their work.

Section 2. Quorum

A majority of the Membership, Executive Committee or other Committee members entitled to vote must be present at the meeting to constitute a quorum. If less than a quorum is present, a meeting may be conducted, but no votes on action items or motions can be taken.

Section 3. Majority Carries

Except as otherwise provided in the Governance Charter for the Network and Committee meeting, a simple majority of votes cast shall carry the motion.

ARTICLE 5 – MEETINGS OF THE MEMBERSHIP

Section 1. Open Meetings

Except as otherwise provided for in the Governance Charter, Network meetings shall be open to non-voting representatives of member agencies and the general public.

Section 2. Notice and Agenda

Items of action will be put on the agenda. Additional items may be added to the agenda at the beginning of the meeting by vote of the membership at the meeting.

Section 3. Conduct of Meeting

The Chair shall conduct Membership meetings of the Network. The 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 Chair. The Secretary or delegate representative shall take minutes of every meeting.



Section 4. Frequency

The membership must meet a minimum of twice a year although additional meetings may be held as needed.

Section 5. Special Meetings of the Membership

Special meetings beyond regularly scheduled meetings may be called by a majority decision of the Executive Committee. 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 forty-eight hour 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 Chair, or upon majority vote of the members.

ARTICLE 6 – ELECTED OFFICERS

Section 1. Title of Elected Officers

The officers elected by the Network Executive Committee shall be Chairperson, Co-Chair and Secretary.

Section 2. Terms of Office

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

The Officers of the Network, members of the Executive Committee 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 Network Executive Committee member may nominate another Executive Committee members as a for elected offices at an annual meeting of the Executive Committee held for that purpose.

Section 4. Elections

Each elected officer shall be chosen by majority vote of the Executive Committee at the annual meeting held for that purpose.

Section 5. Duties / Responsibilities of Chair

- A. Preside over Membership and Executive Committee meetings as the lead for the Network
- B. Set agenda in collaboration with Network membership and Committees for the Network Membership and Executive Committee meetings
- C. Communicate with Chairs of Network Committees, non-member agencies and individuals as needed to promote the mission and needs of the Network and its membership.
- D. Negotiate and promote essential Memorandums of Understanding to further the mission and needs 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 and need of the Network and its membership
- G. Serve as advisor to the community's Multi-Purpose Collaborative Body



Section 6. Duties / Responsibilities of Co-Chair

- A. Work in direct collaboration with the Network Chair in all duties to promote the mission and needs of the Network and its membership
- B. Act as Pro-tem Chair in the absence of the Chair
- C. Communicate endeavors and generate ideas within the Network and community to market and build community awareness of the mission and the needs of the Network and its membership

Section 7. Duties of Coordinator

- A. Work in collaboration with the Network Chair and Co-chair in all duties to promote the mission and needs of the Network and its membership
- B. Coordinate communication between the Network's Executive Committee and committees to ensure and promote the on-going effort and action plan in support of the Continuum of Care plan at its activities including Point-in-Time studies, Point-in-Time Training, and Gaps Analysis
- C. Coordinator's Agency 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 incident to the office, as may be assigned by the Chair, Co-Chair or by majority vote of the Executive Committee
- B. Maintain record of meetings, those in attendance, and annually compile minutes from Membership and Executive Committee meetings, and other Committees for inclusion in Continuum of Care Plans or other Network submissions.

Section 9. Vacancies

Holding a special appointment election before the term has expired shall fill a vacancy in the office of Chair, Co-Chair, Coordinator or Secretary by the Executive Committee for the remainder of the term of the vacant office.

Section 10. Resignation or Removal

The resignation of any elected officer shall be in writing and addressed to the Executive Committee.

Any officer who has substantially violated the Network policies, procedures, Governance Charter, or whose conduct is otherwise detrimental to the welfare of the MAHC, may be removed by the Network at any properly convened meeting of the Executive Committee by majority vote. This vote shall be taken by a secret ballot.

Section 11. Code of Conduct

Members of the Executive Committee and the Co-Chairs and officers of the Network will adhere to the Network Code of Conduct.

ARTICLE 7 – EXECUTIVE COMMITTEE

Section 1. Members of the Executive Committee

The members of the Executive Committee shall consist of:

- A. One seat designated for homeless or formerly homeless individuals, elected by the Network Membership.
- B. Five seats that are considered permanent, non-rotating seats assigned to the following entities that are responsible for designating their representative to the Network Executive Committee:
 - 1. Units of Government that are HUD Participating Jurisdictions (PJs); currently the City of Muskegon and City of Muskegon Heights
 - 2. HARA (Housing Assessment and Resource Agency)
 - 3. Muskegon County CMHSP
 - 4. Muskegon County DHHS Office



- C. Two permanent, non-voting, non-rotating seats, assigned to the following positions:
 - 1. Network Coordinator
 - 2. Network HMIS Administrator
- D. Six seats consisting of Network members elected at the Annual Membership meeting held for that purpose.

Terms for elected seats on the Executive Committee shall be for two years, staggered so that half are elected each year. The election process shall be developed by the Nominating Committee, and be reviewed each year by the Network Membership.

Section 2. Responsibilities of the Executive Committee

- A. The Executive Committee is responsible for ensuring that the nine major HUD defined responsibilities in Section 2 are carried out. In addition, the Executive Committee is authorized by the Network to serve as its primary decision-making entity for matters not otherwise delegated to the Network Membership in the Governance Charter.
- B. The Executive Committee is responsible for the appointment of the Network Coordinator. The term of the appointment, as well as responsibilities of the Coordinator, will be determined by the Executive Committee.
- C. HMIS Lead – The Executive Committee shall designate a legal entity to serve as the Homeless Management Information System (HMIS) Lead. The HMIS Lead 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 8 – COMMITTEES

Section 1. Members of Committees

Every member of the Network is asked to serve on either the Executive Committee, 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 Nominating Committee shall accept nominations for the position of the committee chairperson and make recommendations to the Executive Committee for the position of chairperson. The Executive Committee will appoint the Committee chairperson. The Network Chair may also appoint a temporary chairperson pending a Committee chairperson who shall serve a one-year term.

Section 4. Standing Committees

The Network shall maintain the following standing sub-committees:

- I. Emergency Needs Committee and its sub-committees Case Managers, Emergency Food/Pantry
- II. Review Committee
- III. Nominating Committee
- IV. Coordinated Entry System Committee; including sub-committees including Outreach, Permanent Housing, Discharge Planning, and specific populations such as Veterans, Youth, and Chronic Homelessness

The Chair, as necessary, may create additional ad-hoc committees to address the needs of the Network.



Section 5. Ad Hoc committees

Ad hoc committees may be created to complete temporary or limited assigned tasks- such as Personnel committee for review and evaluation of contracted service providers, Gaps Analysis, Point in Time, Fund raising, 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 the compiling, distribution of meeting notices, and providing a copy to the Communication Coordinators.

Section 4. Conduct of Network Committee Meetings

The committee's chairperson shall conduct meetings of standing 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 their appointed assistant. The minutes must be forwarded to the Communication Coordinator of the Executive Committee 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/Nominating 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 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 Executive Committee

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 one officer or any individual. Proposed amendments shall be presented to Network members at least two weeks prior to the next regularly scheduled meeting or special meeting at which the changes 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