

# **Region 1 Homeless Coalition By-Laws**

## **ARTICLE I. NAME**

The name of the coalition is the Region 1 Homeless Coalition (R1HC) made up of non-profit and for-profit agencies, government entities, and concerned citizens.

## **ARTICLE II. PURPOSE**

The scope of Region 1 Homeless Coalition shall provide for the needs and requirements of the state Continuum of Care,

Section 1. The state Continuum of Care requirements shall form the basis of the Coalition's current and active Strategic Plan

Section 2. The Coalition's geographic range is Boundary County, Bonner County, Benewah County, Kootenai County, and Shoshone County.

## **ARTICLE III. DURATION**

The duration of this coalition shall be perpetual.

## **ARTICLE IV. MEMBERSHIP**

Active membership shall consist of organizations/agencies/community members who attend six (6) of twelve (12) scheduled monthly meeting in one (1) calendar year, who support the mission of the Region 1 Homeless Coalition, and are members in good standing.

Section 1. A member in good standing is an individual community member or an organization/agency who attends 6 Region 1 Homeless Coalition monthly meetings out of the preceding 12 months. Any member whose attendance drops below 6 meetings shall not be considered a voting member. Members in good standing shall also participate in R1HC subcommittees.

Section 2. Membership in the Region 1 Homeless Coalition shall not be denied on the basis of race, color, creed, marital status, familial status, religion, sex, sexual orientation, national origin, age, disability, or housing status. The Coalition shall comply with all applicable federal, state and local nondiscrimination laws, regulations and policies. Coalition members shall recognize that there will be diverse opinions and will act with respect for all views.

Section 3. If any member has not attended a monthly meeting in 12 consecutive months, his/her membership will be discontinued.

Section 4. Aside from the Leadership Team, no other participant or member shall identify himself or herself as speaking officially as a representative of the Region 1 Homeless Coalition unless designated by the Leadership Team to do so.

## **ARTICLE V. PARTICIPATION**

Anyone who attends at least one meeting will receive monthly meeting minutes for twelve (12) months unless they contact a leadership member to request to be removed from the list.

Section 1. Participation shall be defined as any non-voting individual community member or organization/agency. The Coalition shall comply with all applicable federal, state, and local nondiscrimination laws, regulations, and policies.

Section 2. Monthly minutes shall be published online

## **ARTICLE VI. VOTING**

Section 1. Any member in good standing as defined in Article IV. Membership, Section 2 will have an opportunity to vote on issues presented before the coalition.

Section 2. Action items presented for vote shall be announced in the agenda at least 10 days prior to scheduled meeting.

Section 3. Voting results shall be determined by simple majority of voting members in attendance (greater than 50%).

## **ARTICLE VII. MEETINGS OF THE REGION 1 HOMELESS COALITION**

Section 1. Regular meetings shall be held monthly at a location to be determined by the Region 1 Homeless Coalition Leadership Team. The Leadership Team shall announce meeting time and location at least 10 days prior to selected date. The Leadership Team reserves the right to move, cancel or reschedule meetings.

Section 2. An annual Planning Session shall be held in lieu of a regular monthly meeting to be determined by the leadership team.

Section 3. The Leadership Team, at the request of the coalition members or participants may call special meetings. All members and participants shall be notified not less than 10 days prior to the meeting stating the purpose, time and place of the meeting. The Leadership Team shall determine if other business will be transacted at a special meeting.

## **ARTICLE VIII. LEADERSHIP TEAM**

Section 1. A duly elected leadership team, consisting of 2 members elected at large, will conduct regularly scheduled monthly meetings.

Section 2. The Leadership Team shall be comprised of voting members at these designations: Chair, Co-Chair and Secretary. The Chair will hold office for one (1) year. The Co-Chair will hold office for one (1) year, and then will become Chair for one (1) year. The Secretary is selected by the Chair and Co-Chair.

Section 3. Members and participants will be asked to present nominations of members for the leadership team in May. Nominees will be asked to complete and return a biography to the Leadership Team. The biography will be sent to, members and participants with the minutes and agenda prior to the June and December meetings, during which elections will be held.

Section 4. Leadership Team terms shall run for 12 months.

Section 5. Leadership Team shall retain voting status

Section 6. A member of the Leadership Team shall be removed by a majority vote of members who are both 1) in good standing and 2) in attendance of the voting meeting, upon the occurrence of any of the following events:

- a. Non-attendance at two (2) scheduled Region 1 Homeless Coalition meetings during a term, unless members make a motion to expressly excuse the absence;
- b. Use of the position of member of the Leadership Team for any activity, which may be deemed a "conflict of interest;"
- c. Inability to follow-through with duties of the Leadership Team;
- d. Any violation of the organization's mission statement
- e. A request from a member to resign from his/her position.
- f. If there is a question about the Chair's removal, the Co-Chair shall lead the vote.

#### **ARTICLE IX. DUTIES OF LEADERSHIP TEAM**

Section 1. Leadership team shall meet monthly to establish Coalition policy and procedure as well as set the agendas for the monthly meetings

Section 2. The leadership team shall be responsible for communicating with membership.

Section 3. The individuals of the leadership team shall be the only recognized spokespersons for the Region 1 Homeless Coalition and shall represent the views of the majority of the voting members of the Coalition.

- a. The leadership team shall mutually decide who will act to represent the Coalition publicly.
- b. The Leadership Team and their designees will actively support the enhancement of homeless causes by providing letters of support, media interviews, speaking engagements, etc.
- c. Whenever possible at least two (2) members of the Leadership Team shall review and sign all correspondence.

#### **ARTICLE X. COMMITTEES**

Section 1. Committees may be formed as needed to further the goals and objectives of the current strategic plan.

Section 2. Committees meet monthly or more frequently if needed for the duration of the specified goal. Committees shall report to the general assembly regularly

Section 3. Participants are encouraged to serve on a committee of their choice.

#### **ARTICLE XI. AMENDMENTS**

Section 1. Members can propose an amendment to the by-laws at any time to the appropriate committee or leadership team.

Section 2. The amendment will be reviewed by the appropriate committee, then brought to the Leadership team to present to members of the Region 1 Homeless Coalition for a vote.

Section 3. Voting results shall be determined by simple majority of voting members in attendance (greater than 50%)

**ARTICLE XII. PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall govern the conduct of business in all applicable cases that are not in conflict with these bylaws.

ADOPTED BY: \_\_\_\_\_

Region 1 Homeless Coalition Leadership Team

\_\_\_\_\_  
Region 1 Homeless Coalition Leadership Team

\_\_\_\_\_  
Region 1 Homeless Coalition Leadership Team

Date: \_\_\_\_\_

Revision No.: \_\_\_\_\_ Date: \_\_\_\_\_