



**CONTINUUM OF CARE BOARD REQUIREMENTS POLICY [24 CFR Part 578.5(b)]**  
**Revised 2/26/2020**

Revision Date	Revisions
2/26/2020	Clause about meeting absences was revised

**POLICY:**

The Texas Balance of State Continuum of Care (TX BoS CoC) must establish a CoC Board, per the CoC Program Interim Rule, to act on behalf of the CoC. The CoC Board is the primary decision-making body for the TX BoS CoC. Board members determine the policy direction of the CoC and ensure that the CoC fulfills its responsibilities as assigned by HUD. Additionally, the Board oversees and approves the work of CoC committees and workgroups and the CoC Lead Agency and HMIS Lead Agency. The Board also approves the Consolidated Application for HUD Continuum of Care (CoC) Program funding.

The TX BoS CoC (TX-607) will follow written processes to select the CoC Board. The CoC will review, update, and approve the selection process at least once every five years.

The Board will consist of up to fifteen seats. Each seat has a stakeholder designation. The person filling a Board seat will represent the stakeholder group designated for that seat in one of the following ways:

- Being a member of that group (for example, Seat 2 could be filled by a currently or formerly homeless veteran);
- Working for an agency/organization that serves the designated group; and/or
- Clearly representing the interests of that group, as evidenced in the potential Board member’s nomination form.

**Note:** Seat 1 must always be filled by a person with lived experience, not a representative of persons with lived experience.

In other words, for all Board seats except Seat 1, a Board member serves as a representative for the population designated, e.g., Seat 2 need not be filled only by a homeless Veteran, but could also be filled by a person who specializes in serving homeless Veterans.

**Seat Designations:**

Seat 1: Person with lived experience  
Seat 2: Homeless veterans  
Seat 3: Chronically homeless persons  
Seat 4: Homeless families  
Seat 5: Homeless youth  
Seat 6: Victim services  
Seat 7: Mental/behavioral health  
Seat 8: Health/medical  
Seat 9: Local government

Seat 10: Emergency Solutions Grant (ESG) Recipient  
Seat 11: Public Housing Agency  
Seat 12: Law enforcement/corrections  
Seat 13: Business  
Seat 14: Faith community or faith-based agency/organization  
Seat 15: Texas Interagency Council for the Homeless (TICH) or State government agency

All nominees for Board seats must live and/or work in the TX BoS CoC's geographic area. Anyone who lives or works in the TX BoS CoC's geographic area is considered to be a general member of the TX BoS CoC.

The CoC will strive to ensure broad representation among the 15 positions, including community stakeholders from around the CoC's geographic area. At any one time, no county in the CoC will be represented on the Board by more than two members who represent an entity in that county or reside in that county.

Individual Board members may represent multiple stakeholders but may hold only one seat at a time.

Among the 15 seats, the CoC will aim to have at least 3 at any time filled by local homeless coalition (LHC) Chairs.

No more than 50% of CoC Board members at any time may be affiliated with agencies that are recipients of HUD Continuum of Care (CoC) Program funds and/or Emergency Solutions Grant (ESG) Program funds.

No more than one staff person and/or Board Member of a single agency/organization at any time may be an elected member of the TX BoS CoC Board. Therefore, only one staff person and/or Board Member of a single agency/organization at any time will be allowed to be nominated for a Board seat. If multiple people from the same organization are nominated, CoC Lead Agency staff will follow up with them to determine a course of action.

CoC Board members recognize that Board decisions must align with and support HUD's CoC Program and the TX BoS CoC's goals.

The CoC will ensure that the CoC Board, its chair, and any persons acting on behalf of the Board comply with a code of conduct and with conflict-of-interest requirements and recusal processes.

Board members are elected by the CoC membership in the fall of each year. Seats not filled during elections may be filled by the current Board accepting a person's nomination at any time of the year by a majority vote of Board members.

Board members will serve staggered terms of two years so that every year, half of the positions will stand for election. Terms begin October 1st and end September 30th of the following year.

**Duties:**

The CoC Board will execute the following duties:

1. Review, provide guidance as needed, and approve the following areas of recommendations for action that are developed by the CoC Committees and/or THN staff:
  - a. The prioritization of funding needs and strategies to finance housing and services for people experiencing homelessness
  - b. The emphasis or direction of service delivery approaches for the CoC
  - c. Responsibilities and duties of convening the HUD Continuum of Care
  - d. Appointing subcommittees or workgroups as may be necessary to perform its duties and responsibilities.
2. Develop policies and procedures conforming to the U.S. Department of Housing and Urban Development (HUD) requirements detailed in 24 CFR part 578.1 to:
  - a. Review and approve for execution with the Texas Homeless Network (THN) Board of Directors, the Memorandum of Understanding (MOU) for the CoC Lead Agency to operate the TX BoS CoC, the Collaborative Applicant, and the HMIS Lead Agency.
  - b. Conduct year-round CoC planning of homelessness prevention and homeless assistance housing and services.
3. Develop and approve annual action plans for the CoC Plan.
4. Review the CoC Plan annually, and recommend adjustments, as needed.
5. Oversee planning:
  - a. Program development
  - b. Implementation design
6. Review the responsibilities of the CoC committees, workgroups, and task forces.
7. Continuously review CoC program performance through HMIS reporting.
8. Oversee the Independent Review Team-IRT that assists with the CoC's application process for HUD Continuum of Care Program funding.
9. Maintain and update the CoC Policies and Procedures needed to comply with requirements associated with establishing and operating a CoC and HMIS requirements prescribed by HUD.

**Minimum Requirements:**

CoC Board members must meet minimum requirements that include the following:

### CoC General Membership

All Board Members must live and/or work in the TX BoS CoC's geographic area. Anyone who lives or works in the TX BoS CoC's geographic area is considered to be a general member of the TX BoS CoC.

### Code of Conduct

All Board Members will annually sign the TX BoS CoC Board Member Code of Conduct and comply with it throughout their term of service.

### Conflict of Interest Statement

All Board Members will annually complete and sign a Conflict of Interest Statement that identifies any personal interest that the Member may have in any matter pending before the CoC Board. Board Members shall refrain from participation in any decision or vote on such matter. No Continuum of Care board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents ([24 CFR 578.95\(b\)](#)) or on any item in which they have a vested interest.

### Attendance

Board Members must attend at least 70% of the regularly scheduled CoC Board meetings in a term year. If a Member does not achieve at least 70% attendance by the end of the Board term, the member's attendance will be reviewed by the remaining board members. Board members may be removed from the board by a majority vote of the remaining Board members if they do not meet attendance requirements.

Board members may request in advance that an absence be excused by notifying the board support staff person by email. The support staff will then inform the Board Chair or their designee.

If a member anticipates an extended absence, the member will notify the Board Chair and board staff support person of the circumstance so that the Board may plan for and manage the work assigned to that member.

### **Terms of office:**

Board members will serve staggered terms of two years so that every year, half the positions will stand for election.

Members may serve a maximum of two (2) consecutive terms of office. After serving two consecutive terms, and after not being a Board Member for at least one year, then the former Member may run for re-election in the next election cycle.

### **Resignation and Removal of Board Members:**

Board members may resign at any time by giving oral or written notice. When a member resigns, that member may suggest another person to fill the seat from which the member is resigning, and the Board will vote whether or not to accept that person as the member's replacement to fill the seat. Board

members can be removed from the Board by a majority vote of the remaining Board members for repeated absences or for violation of the Board Member Code of Conduct or Conflict of Interest Policy.

If a Board Member changes employment during their term, several options exist:

- If the Board Member continues to work and/or live in the TX BoS CoC, the Board member may continue serving on the Board because the Member still has the relevant experience that was in place when the Member was elected.
- If the Board Member no longer works or lives within the TX BoS CoC, and if the Member has held the seat for more than three months, the Member may continue to serve for the remainder of the term, but the Board Member may not run for re-election after the term ends.
- If the Board Member no longer works or lives within the TX BoS CoC, and if the member has held the seat for less than three months, the Board Member must resign from the Board, and the other Board Members will fill the seat with someone who works or lives in the TX BoS CoC.

**Vacancies:**

When a Board member resigns or is removed from his/her seat, the Board may appoint another representative to fill the unexpired term.

**Selection Process:**

Board Members will be selected by TX BoS CoC members. Anyone who lives or works in one of the 215 counties included in the TX BoS CoC is considered to be a member of the CoC.

THN staff will develop and execute a nomination and election process for approval by the CoC Board. It will include a timeline, activities, forms, and other materials necessary to develop a slate of CoC Board member candidates annually and elect Board members. THN staff will facilitate the voting process.

Nominees receiving the most votes will be elected to the Seats for which they were slated.

**Meetings:**

The CoC Board will meet at least quarterly, and special called meetings will be held, as needed.

THN staff will, in consultation with the CoC Board, create agendas for CoC Board meetings, record meeting attendance and minutes, and provide additional staff support, as needed.

Per the Board's "Action without a Meeting" policy, adopted 2/10/2016, any action that may be taken at a meeting may also be taken without a meeting, such as via electronic voting (email, fax, or text). When possible, any action to be taken outside of a meeting will have been discussed at a Board meeting and deferral of action approved by the Board.