

# Texas Balance of State Continuum of Care

## TX BoS CoC Committees Policy

Approved 2/27/2019	
Revised 4/24/2019	CoC Board changed "HMIS Committee" to "Data Committee"
Revised 5/22/2019	CoC Board added section on subcommittees
Revised 11/18/2020	Definitions added, role of chair and committee support revised, voting procedure clarified, addition of "Funding and Policy Decisions" section
Approved 1/19/2022	Guidelines for elections added

### Overview

Committees are an important part of the TX BoS CoC's governance structure. The CoC may establish committees, subcommittees, or work groups that are made up of CoC members and other interested parties to act on behalf of the CoC and carry out the work of the CoC. This document establishes the roles and responsibilities of committees within the governance structure of the TX BoS CoC.

### Definitions

**Committee** – the action planning components of the system. In these bodies, strategies are developed, deepened and expanded into timed work plans. Committees may also be directly responsible for specific strategies or exploring options to solve particular concerns.

- Committees serve the CoC Board. Unless authority is otherwise designated by the CoC, committees must make recommendations to the CoC Board for approval
- Committees are the primary mechanism for TX BoS CoC members to submit proposals to the Board.

**Subcommittee** – a committee within a committee created to focus on a particular issue within the committee's purview. Subcommittees may be established by the CoC Board, or by the committee.

**Work Group** – a work group does not create policies or make recommendations on behalf of the CoC. Work groups function as a way for CoC members to share information and ideas about a specific topic. They may report back to the CoC Board, a committee or subcommittee, as needed.



# Texas Balance of State Continuum of Care

## Establishing CoC Committees, Subcommittees, and Work Groups

### Committees

The CoC Board will establish committees, as necessary to ensure all CoC responsibilities are fulfilled according to HUD regulations. CoC staff may recommend committees to the CoC Board and provide the rationale, goals, expected outcomes, and proposed members. Once committees are approved by the CoC Board, CoC staff will be responsible for recruiting committee members, arranging a time and place for the initial committee meeting, and presiding over the committee until a governance structure is established.

### Subcommittees

If a CoC committee wants to create a subcommittee, it may do so using one of the following processes:

- If the subcommittee is time-limited and task-oriented, the committee may create the subcommittee without prior approval from the CoC Board.
- If the subcommittee is ongoing and/or if it influences policies that are developed, that is, if it will propose action items to its committee which will then propose them to the Board, then the staff or committee chair must propose to the CoC Board that the subcommittee be established, using the same process for proposing a CoC committee.

### Work Groups

Work groups may be formed and given specific responsibilities, as needed, by the CoC. Their establishment does not need to be approved by the CoC Board.

## Roles and Responsibilities

### Responsibilities

The CoC tasks the CoC Committees with specific responsibilities. The responsibilities required by the Continuum of Care Interim Rule are outlined in the Governance Charter. Additional responsibilities required by the CoC for committees are:

- Recruit its members;
- Select a chair or co-chairs;
- Establish its policies and procedures, and provide them to the CoC Board;
- Identify goals, outcomes, and a work plan with activities, timelines, and responsible parties;
- Set a meeting schedule and determine meeting attendance requirements;



# Texas Balance of State Continuum of Care

- Record its minutes and attendance, and provide them to committee members and to the CoC Lead Agency; and
- Ensure transparency of its process and meetings.

## Funding and Policy Decisions

As part of their role within the governance of the CoC, committees may make recommendations about CoC policy and funding to the board through a board approved process.

Committees will not make policy-related decisions on behalf of the CoC. Committees also may not make funding-related decisions on behalf of the CoC, but if the board determines that it is necessary for a committee to assist with allocating a pool of funding, the board must first approve a committee's scoring and methodology for making funding or award recommendations, through a board approved process. As part of this process, the board will determine whether the committee may make funding or award recommendations directly to the funder, or if the committee will be required to make funding or award recommendations to the board for approval before sending the recommendations to the funder.

## CoC Staff Support

CoC staff may be responsible for task such as preparing meeting agendas and materials, facilitating committee meetings, taking notes, monitoring attendance, and providing reports about committee work to the CoC Board. The committee may delegate procedural and administrative tasks, as needed. These tasks may also be the responsibility of the Committee Chair, Co-chair, or Committee Secretary.

## Committee Membership

Committee members play a significant role in the TX BoS CoC's direction, offering opportunities for members to recommend policies and procedures to the CoC Board that will guide the work of the CoC.

Committee membership may include any Continuum member. CoC members may participate in more than one committee.

CoC staff will facilitate the selection of committee members. Membership will vary, based on the committee. After the initial term, current committee members will facilitate and recruit the selection of committee members for the next term.

Each committee has its own process for determining its maximum membership and enrollment process.

The Board may appoint CoC members to committees, subcommittees, or workgroups at its discretion, regardless of that group's maximum membership and enrollment process.



# Texas Balance of State Continuum of Care

Committee membership may include any Continuum member. A member of the CoC Board may serve on a committee.

Each committee shall elect a Chair from its membership.

The Chair may be responsible for tasks such as leading committee meetings, leading committee votes, and liaising with the Board and full CoC membership, as required. These tasks may also be the responsibility of the CoC Staff Support or Committee Secretary. The committee may delegate additional procedural and administrative tasks, as needed.

Committee Chairs' terms are one year, and no committee chair may serve more than two consecutive terms as chair on the same committee.

## Representation

CoC committees aim to be diverse in terms of geography, race, gender, socioeconomic status, lived experience, job positions, and age. Specifically, membership will aim to represent:

- Persons with lived experience of homelessness (who are currently or formerly homeless)
- Persons of color
- Persons who identify with LGBTQA
- Veterans experiencing homelessness
- Single adults experiencing homelessness
- Youth experiencing homelessness
- Families experiencing homelessness
- Victim Services
- Mental/Behavioral Health
- Health/Medical
- Education
- Local Government
- Law Enforcement/Criminal Justice
- Public Housing Agency
- Faith Community or faith-based organization
- Business
- Continuum of Care (CoC) Program recipients
- Emergency Solutions Grant (ESG) Program recipients
- Supportive Services for Veterans Families (SSVF) recipients



# Texas Balance of State Continuum of Care

## How to Join a Committee

To join a committee, CoC members will email the CoC Staff Support responsible for the committee that they wish to join, and specifying the member's contact information. The CoC Staff Support will inform the interested CoC member about any current open seats. If no seats are available, the CoC Staff Support will inform the member about the timeline for yearly selection of new committee members.

Any Continuum of Care general member may request the creation of a new committee by contacting the Assistant Director of Engagement.

## Approved CoC Committees

Several CoC committees are designated in the CoC Governance Charter. Additionally, the TX BoS CoC Lead Agency recommended establishing the following committees to help carry out the functions of the CoC. These committees were approved by the CoC Board after reviewing the following committee descriptions. Subsequent committees were approved by the CoC Board after the adoption of this policy on 2/27/2019 and are not included in this document.

### Executive Committee

The Executive Committee plans Board meetings and acts on behalf of the Board, when necessary.

All decisions made by the Executive Committee are brought to the next Board meeting.

Members of the Executive Committee will include the Chair, Vice Chair, and Secretary of the Board, and the CoC Director or the Director's designee.

This committee has closed enrollment.

### Coordinated Entry (CE) Steering Committee

Purpose: The CE Steering Committee oversees the Coordinated Entry process, which is responsible for how people experiencing homelessness are prioritized for and referred to housing and services.

The CE Steering Committee provides direct support and guidance to the Systems Change Coordinator and influences the direction of the Coordinated Entry process in the CoC.

Each Coordinated Entry Planning Entity (CEPE) must nominate a person from its region to represent them on the CE Steering Committee. The steering committee representative will serve



# Texas Balance of State Continuum of Care

as the liaison between the Systems Change Coordinator and the CEPE. This committee has closed enrollment.

The Committee will assess and report to the Board regarding participation in CE by users throughout the CoC geography.

## Data Committee

Purpose: Oversees the Homeless Management Information System (HMIS), the database for information about people experiencing homelessness.

This committee shall be responsible for the following:

- 1) In partnership with the Collaborative Applicant and HMIS Lead: developing, following, and updating annually an HMIS Governance Charter, which will include all procedures and policies needed to comply with 24 CFR 578.7(b), its subparts, and the HMIS requirements, as prescribed by HUD;
- 2) Developing, annually reviewing, and, as necessary, revising for Board approval, a privacy plan, security plan, and data quality plan for the HMIS;
- 3) Assessing and reporting to the Board regarding participation in HMIS by users throughout the CoC geography;
- 4) Consulting with the Collaborative Applicant and CoC Program recipients and subrecipients to establish performance targets appropriate for each population and program type, monitoring recipient and subrecipient performance, and evaluating program outcomes.
- 5) Developing for Board approval and implementing a plan for monitoring the HMIS to ensure that:
  - a. Recipients and subrecipients consistently participate in HMIS;
  - b. HMIS is satisfying the requirements of all regulations and notices issued by HUD; and
  - c. The HMIS Lead is fulfilling the obligations outlined in its HMIS Governance Charter, including the obligation to enter into written participation agreements with each contributing HMIS organization (CHO); and
  - d. Overseeing and monitoring HMIS data collection and production of the following reports:
    - i. Sheltered Point-in-Time (PIT) Count;
    - ii. Housing Inventory Count (HIC);
    - iii. Longitudinal System Analysis (LSA);
    - iv. Annual Performance Reports (APRs); and
    - v. System Performance Measures (SPMs).

This committee has open enrollment.



# Texas Balance of State Continuum of Care

## Meetings

Each committee must meet at least two (2) times per year, or more often, as deemed necessary by the committee Chair or CoC Board.

When possible, meetings must be announced in advance to the full CoC membership via the CoC mailing list, CoC website, or verbally at a CoC General Meeting.

## Quorum

A majority or 51% of the committee membership constitute a quorum at all Committee meetings. No business will be conducted unless a quorum is present. An informal meeting may be held, but no votes may be conducted.

## Decision-Making

Unless authority is otherwise designated to a committee by the CoC Board, the committees will make recommendations to the CoC Board for approval.

Any action by a committee requires the vote of a quorum of the full committee membership (i.e., the registered members of that committee). Unless otherwise specified in the Governance Charter or by the CoC Board, votes of a quorum of the full committee membership require only a simple majority of those present and voting.

Votes of the full group may only be called under the following circumstances:

- 1) At a scheduled committee meeting, or at a meeting called by the committee Chair and announced to the full committee membership; or
- 2) Remotely (by email or fax), as required by the committee Chair and announced to the full committee membership. In this case, the committee will follow the "[Action without a Meeting](#)" policy.

Votes at a committee meeting may be proposed by any committee member and must be seconded by any other committee member. The person chairing the meeting shall then either call for an immediate vote or, with good cause, schedule a vote for a later time. (Good cause shall include making time for committee members to review the proposal).

Procedural actions such as meeting minutes approval may be voted on as part of a Consent Agenda that is available to the committee before the meeting. A Consent Agenda is a, "meeting practice that groups routine business and reports into one agenda item. The consent agenda



# Texas Balance of State Continuum of Care

can be approved in one action rather than filing motions on each item separately.” This practice can give a committee more time for planning and focusing on substantive issues.”<sup>1</sup>

Procedural actions can also be voted on using Unanimous Consent. Unanimous Consent is a procedure by which the person taking the vote requests that the committee members voice their objection to approval of an item. If there is an objection, the vote follows the normal procedure. If there is no objection, the items are approved.

## Elections

THN staff will recruit committee members for the initial term of a new committee. After the initial term, new committee members may be selected from a slate of self-selected nominees in one of two ways: (1) they may be selected by Texas Balance of State Continuum of Care (TX BoS CoC) members in an election in which all general members can vote, or (2) selected by a vote of the members of the committee.

Each committee will determine their own process for selecting new members. If the committee determines that they will select members through an election by the CoC General Members, they will follow the process outlined in this document. THN staff will facilitate the voting process.

## Candidate Requirements/Eligibility

All committee members must be general members of the TX BoS CoC. Anyone who works or lives in the CoC's geographic area, and has an interest in preventing and ending homelessness, including all housing and homeless services projects in the CoC's geographic area, are considered to be members of the CoC.

Committees may fill seats based on regional representation, field of specialization (i.e., veteran homelessness, youth homelessness, etc.), or other qualifications.

## Announcement to General Membership

THN staff are responsible for ensuring that a broad audience of CoC general members are notified about upcoming nominations and elections for CoC Committees.

Staff may make nomination and election announcements via the monthly TX BoS CoC Newsletter, CoC General Meetings preceding the election, and THN social media accounts.

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<sup>1</sup> <https://www.boardeffect.com/blog/what-is-a-consent-agenda-for-a-board-meeting/#:~:text=A%20consent%20agenda%20is%20a.minutes%20to%20a%20half%20hour.>





# Texas Balance of State Continuum of Care

## Nominations

Each committee will determine their own timeline for elections. This timeline can include preparation time, the dates when nominations and voting will take place, when announcements of the election will take place, and the date of new member orientation.

Generally, the nomination period will last 3 weeks. Committees and THN staff may lengthen the nomination period, if needed to reach out to more candidates.

As facilitators of the nomination process, THN staff are responsible for the creation of and distribution of the electronic nomination form. The nomination form may collect information about the candidate's past relevant experience with homelessness, their experience with the subject matter of the committee, their experience serving on committees or boards, and why they want to serve on the committee. Staff will notify candidates that this information will be made publicly available as part of the election process if they are selected as nominees.

THN staff will post the electronic nomination forms to the Texas Homeless Network website, on the Committees page. Staff will make themselves available to those that need different accommodations to be able to submit a nomination. Nominations may take place by phone or email, if nominees are not able to use the electronic form.

THN staff will also include electronic nomination forms in all announcements, including those in the TX BoS CoC monthly newsletter, CoC General Meetings, and social media. Staff are responsible for outreach to a diverse slate of potential candidates.

THN staff will inform nominees of their selection as soon as possible after the nomination period has ended.

## Voting

### **Voter Eligibility**

All general members of the TX BoS CoC may vote in committee elections. Anyone who works or lives in the CoC's geographic area, and has an interest in preventing and ending homelessness, including all housing and homeless services projects in the CoC's geographic area, are considered to be members of the CoC.

If committee members are being selected by region, voters may only select a nominee from the region in which they work or live. If the voter lives in a different region than the one in which they work, or work in more than one region, they may vote for nominees for all of the regions in which they live and/or work.



# Texas Balance of State Continuum of Care

## **Voting Process**

Generally, the election period will last 3 weeks.

As facilitators of the election process, THN staff are responsible for the creation of and distribution of the electronic voting form. The form will generally include the information provided by nominees in their nomination form.

THN staff will post the electronic voting forms to the Texas Homeless Network website, on the Committees page. THN staff will make themselves available to those that need different accommodations to be able to vote.

THN staff will also include electronic voting forms in all announcements, including those in the TX BoS CoC monthly newsletter, CoC General Meetings, and social media.

THN staff are responsible for tabulating the votes at the end of the election period. More than one staff member must verify the election results. If this is the first committee member selection, the results will be reviewed and verified by the CoC Board. If this is not the first committee member selection, the results will be reviewed and verified by the committee.

THN staff will inform nominees whether or not they were selected for a seat on the committee as soon as possible after the election period has ended. Election tallies will not be posted online, but the newly selected committee members may be announced on the Committees page of the THN website.

## **Runoff Election**

In the event that two or more nominees receive an equal number of votes, a runoff election will be held. Unless otherwise directed by the CoC Board, the election will be performed in the same manner and method as the original election.

## **Dispute and Violation Reporting**

CoC members may report violations of this policy, or dispute the results of elections, if they believe that misconduct has taken place. The CoC Board will review all disputes and violation reports to verify the validity of the election results. The board may direct THN staff to hold a new election in the event that the election results are determined to be invalid due to a violation of election policy or an unresolved dispute.

To report a violation of election policy or to dispute an election, CoC members may fill out the Dispute and Violation Reporting Form.



# Texas Balance of State Continuum of Care

## Code of Conduct / Conflict of Interest / Recusal Process for CoC Committees

No 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 or to themselves as individuals. Therefore, any individual participating in or influencing decision making must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy. Disclosure should occur at the earliest possible time and, if possible, prior to the discussion of any such issue. Individuals with a conflict of interest should recuse themselves from discussion and voting on any issue in which they may have a conflict. An individual with a conflict of interest, who is the committee Chair, shall yield that position during discussion and abstain from discussion and voting on the item.

Annual written disclosure statements will be provided to each member. Members will not be permitted to participate in any discussion or vote until their signed statement is on file. All voting members shall have the right to recuse themselves from voting on the matter without providing a reason.

