

## DRAFT Seattle-King County Continuum of Care Governance Charter

Client Advisory Council/Youth Action Board and another committee may be appealed to the CoC Board by the Chair of the impacted committee or Client Advisory Council/Youth Action Board.

- f. CoC Board members are strongly encouraged to attend in person. Meetings will be hybrid when possible. The CoC Board will be “principals only” unless a proxy is submitted in writing in advance of the meeting.
- g. The CoC Board has authority to adopt revisions to the Charter in order to comply with HUD CoC Program regulations.
- h. The CoC Board approves the local process for the annual CoC application to U.S. Department of Housing and Urban Development (HUD), including establishing annual priorities and ranking (see Committees).
- i. The CoC Board designates the CoC Collaborative Applicant and HMIS Lead.
- j. The CoC Board reviews policy recommendations from standing committees of the CoC for regional implementation and forwards those recommendations requiring action by the Implementation Board and Governing Committee.

### iii. Commitment

Unless otherwise provided by written agreement, any CoC Board member may resign at any time by giving written notice. In addition, the CoC Board Co-Chairs may remove members for repeated absence, misconduct, or violation of conflict-of-interest policies.

- a. Regular personal attendance at board meetings and events is required unless excused by the Co-Chairs for good reason. This commitment is not delegated to others. Three unexcused absences in one year are grounds for removal.
- b. Commitment to listen to, value and utilize the experience and contribution of each Board member as well as people who are or have experienced homelessness as equal partners in ending homelessness and leading decision-makers in ending homelessness.
- c. A one-year minimum commitment is required with a maximum term of three years.
- d. A quarterly commitment to seek input from, convey the interests of, and provide updates to the communities that CoC Board members represent and are accountable to, including recipients of CoC services, cities, tribes, and providers.
- e. Leadership to further regional goals, including serving as a community champion, speaking on behalf of the regional efforts or the CoC and assuring ongoing dialogue with the community on opportunities, progress, results, and barriers to ending homelessness in King County.

### iv. CoC Board Membership and Selection Process

The CoC Board will have a maximum membership of 19 people.

- a. CoC Board members must adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every 3 years.

## DRAFT Seattle-King County Continuum of Care Governance Charter

- b. Applications for CoC Board membership will be open to the public and will be managed by an Ad-Hoc Selection Committee of at least three CoC Board members established by the CoC Board when necessary. The Selection Committee will make recommendations to the CoC Board for vacant seats.

Representational categories shall be identified to ensure that membership comprises an appropriate array of committed private, public, and nonprofit sector community leaders who reflect the diversity of people experiencing homelessness and regional differences. At least one seat will be reserved for a local public funder of the CoC for the purpose of promoting alignment with funding decisions within the CoC. Individuals may fulfill cross-representation of categories. Members selected for each category listed below should explicitly represent each named community.

A majority of the members of the CoC Board shall be persons whose combination of identity, personal experience, or professional expertise enables them to credibly represent the perspectives of, and be accountable to, populations that are disproportionately represented among people experiencing homelessness in King County.

- c. All CoC Board Members shall possess substantial and demonstrable expertise, experience and/or skill in one or more of the areas specified in this subsection:
  - a. implementation of policies and practices that promote racial-ethnic equity;
  - b. provision of services for persons experiencing homelessness or related social services with an emphasis on serving populations that are disproportionately represented amongst those experiencing homelessness; and
  - c. physical and/or behavioral healthcare or another intersecting system of care/institution such as foster care or criminal/legal systems.
- d. Individual members shall be selected so that each geographical area specified in this subsection is represented on the fully seated CoC Board:
  - a. South King County
  - b. East King County
  - c. North King County
  - d. City of Seattle
- e. At a minimum, CoC Board membership must include (members may fit more than one category):
  - a. People with lived experience of homelessness, housing insecurity and/or housing instability.
  - b. Homeless housing/services providers, coalitions, and/or advocates (no more than 6 direct homeless service providers)
  - c. Subpopulation representation:
    - i. Youth ages 16-24
    - ii. Elders
    - iii. Families
    - iv. Chronically Homeless

## DRAFT Seattle-King County Continuum of Care Governance Charter

- v. Single Adults, Non-Chronic/Non-Veteran
  - vi. Domestic Violence Survivors
  - vii. Veterans
  - viii. Immigrant and Refugee communities
  - ix. Lesbian, Gay, Bisexual, Trans, Queer, Intersex, Asexual, Two Spirit (LGBTQIA2S+) Communities
  - x. People with disabilities
- d. Faith Based Organization/Community Partner
  - e. Youth Action Board appointed seat
  - f. Public or private funders of homeless housing and/or services, with at least one position reserved for a representative of a local public funder that funds the CoC.
  - g. Black/African American Community representative
  - h. American Indian/Alaskan Native Community representative
- f. The CoC Board shall elect two Co-Chairs, only one of whom may be a provider.
  - g. New committee members shall be appointed under the following circumstances:
    - a. The resignation or dismissal of a current member.
    - b. Instances in which current membership no longer fulfills the required representation.
    - c. In each of these cases, a super-majority vote of 60 percent of CoC Members present and voting shall be required to approve new members.
  - h. Dismissal of a current CoC Board member is warranted under the following circumstances:
    - a. Engagement in activities counter to the values of the Continuum of Care,
    - b. Frequent, persistent, and unexcused absences from Committee meetings (three or more in one year), or
    - c. Breaking the CoC Conflict of Interest policy for Committee members.
    - d. In each of these cases, a super-majority vote of 60 percent of those present and voting shall be required to dismiss current members.
  - i. Board members may take a leave of absence of up to four months due to extenuating circumstances. The seat will not be counted towards quorum during the four months.

### **i. Terms**

- a. A term begins at the first regular CoC Board meeting after being confirmed by CoC membership. Term commitment is a minimum of one year and a maximum of three years. A one-year extension may be allowed in order to ensure membership terms are staggered.
- b. CoC Board membership terms shall be staggered.
- c. Terms for Co-Chairs shall be for one year from the date of nomination, with the option of serving one additional year.

### **a. Workgroups**

Workgroups are structured to ensure a system-level focus rather than a CoC-specific focus. Generally, Workgroups have the following characteristics: