

To address the third element of membership, the CoC Board will review its membership every year in accordance with HUD regulations and to make adjustments as needed to comply with federal and local policies. Changes can be made to the composition of the CoC Board membership if determined necessary to comply with HUD regulations or to meet the goals of the Continuum of Care.

### Leadership

The current Chair and Vice Chair of the Continuum of Care Committee will serve as the first Co-Chairs of the Board. When the term of the former Chair of the Continuum is finished, the collaborative applicant will invite letters of interest from the Board to serve as the second Co-Chair. When the term of the former Vice Chair of the Continuum is finished, the collaborative applicant will invite letters of interest from the Board to serve as Co-Chair.

One of the Co-Chairs will be an elected official from a town, city, County, or Native American Community within Maricopa County. The second Co-Chair will represent a nonprofit agency or other relevant stakeholder from within the same geography. The second Co-Chair may also be an elected official as long as they fulfill this definition of representation. Representation is not defined as employment with the stakeholder.

The two Co-Chairs will serve staggered two year terms. Initially, one of the two Co-Chairs will serve a four year term and the other will serve a two year term. Thereafter, both Chairs will serve staggered two year terms with the Co-Chairs rotating off at the end of their term.

### Planned Meetings of Continuum of Care Board and Agendas

The Continuum of Care Board is expected to meet bi-monthly with potential meeting dates in January, March, May, July, September, and November of each year.

The CoC Board will follow open meeting rules. The collaborative applicant will give notice of each meeting at least 72 hours prior to the meeting. Formal meeting agendas and materials will be developed by the collaborative applicant with input from the Co-Chairs and posted on the collaborative applicant's website. Each agenda will include an opportunity to request future agenda items.

### Code of Conduct

A CoC Board member must disclose personal, professional, and business relationships when making decisions and taking action on items. If there is a conflict of interest, the member must recuse herself or himself from voting on or taking action on that item.

### **Continuum of Care Regional Committee on Homelessness**

The role of the Continuum of Care Committee is to make recommendations to the CoC Board for approval. The Committee will prioritize the following work within the Continuum of Care:

1. Continuously improve program and system quality.
2. Promote education and training opportunities.
3. Inform community planning efforts and decision-making.
4. Foster communication and collaboration.

## Membership

Membership will include representation for all the categories required by HUD and identified below. One member may represent more than one category. The intent of the membership structure is to be inclusive and representative of the diversity in the region. Membership on the CoC Committee pertains to the agency and not the individual.

### *Membership Structure*

Per HUD regulations, the following categories will be represented on the Continuum of Care Regional Committee on Homelessness:

<b>Category</b>	<b>Number of Seats (Minimum)</b>
Nonprofit homeless assistance providers	1
Victim service providers	1
Faith-based organizations	1
Governments	1
Businesses	1
Advocates	1
Public housing agencies	1
School districts	1
Social service providers	1
Mental health agencies	1
Hospitals	1
Universities	1
Affordable housing developers	1
Law enforcement	1
Organizations that serve veterans	1
Homeless and/or formerly homeless individuals	1

### *Initial Membership Selection*

Initially, the collaborative applicant will invite members of the current CoC Committee and stakeholders to submit letters of interest for membership on the new CoC Committee. The collaborative applicant will prepare a list of the names and categories represented and provide this with the letters to the Membership Working Group. The Membership Workgroup will recommend to the CoC Committee for action an appropriate composition of members to represent all the categories listed. The CoC Committee will approve the membership for the new CoC Committee. HUD CoC Program-funded agencies may, but are not required to, have an on-going seat on the Continuum of care Committee. This seat is not subject to term limits. Community and/or non-HUD CoC Program-funded agencies are subject to term limits described below.

### *Ongoing Membership Selection*

For members representing HUD CoC program-funded agencies, the agency Executive Director/Chief Executive Officer will designate the representative and may change representatives as necessary. The ED/CEO will forward the résumé of the designated

representative to the collaborative applicant. Letters will be sent from the collaborative applicant to the agency ED/CEO annually, in January, soliciting a response from the ED/CEO to either maintain their current representative or appoint a new one. If the HUD CoC-program funded agency representative does not attend meetings in accordance with the policy described in the *“Maintaining CoC Committee Membership”* section below or leaves the agency they represent, the Chair or collaborative applicant will inquire with the ED/CEO about designating a new representative, without awaiting the new recruitment period.

For members representing the community and/or non-HUD CoC Program-funded agencies, there will be three year staggered term limits. The initial rotation will begin with one third of the membership serving a two year term, one third serving a three year term, and one third serving a four year term with all members serving staggered three year terms thereafter. Initial selection for the two year, three year, and four year terms will be determined by lottery at a CoC Committee meeting. If a community member seat is vacated during the year, it will remain empty until the next recruitment period. Biannually, January and July, the collaborative applicant will solicit letters of interest and résumés from prospective members representing stakeholders. Notification of vacancies for community members will be solicited through the MAG website, the CoC email distribution list, the Arizona Coalition to End Homelessness website, and announcements at COC Committee and COC Board meetings. Interested parties shall submit their résumé to the collaborative applicant. Once the résumé is received, the collaborative applicant will provide an application requesting information about the applicant’s interest in the Committee, experience in areas related to homelessness, and willingness to participate in the work of the Committee. Applications and résumés will be reviewed by the CoC Committee Membership Work Group and recommendations will be made to the CoC Committee. The CoC Committee will vote to approve applicants for membership.

#### CoC Committee Membership Review Work Group

In order to address ongoing recruitment and membership need, a Membership Review Work Group is established and shall be comprised of a subset of volunteer members of the CoC Committee. Members will serve a one-year term. The CoC Committee Membership Review Work Group will review résumés and applications and recommend candidates for membership on the CoC Committee. At least one member of the Membership Review Work Group, along with the collaborative applicant, will provide an orientation to new CoC Committee members and written materials outlining the CoC structure and its components.

#### Participation

CoC Committee members are expected to attend CoC Committee meetings. After four consecutive absences, the CoC Committee shall consider the seat vacated. After three consecutive absences, the Chair or collaborative applicant will notify the member of a pending violation of this policy. The notification will request a response from the member stating her/his interest in continuing to serve on the CoC Committee and inform the member that if he/she does not attend the next scheduled meeting, the seat will be considered vacant. A member may send a representative to act as her/his designated proxy. If the member is represented by a proxy, the member is considered “present” for that meeting.