

Siouxland Coalition to End Homelessness

BY-LAWS

Mission Statement: The mission of the Siouxland Coalition to End Homelessness is to eliminate and prevent homelessness through collaborative planning, advocacy, and funding of a system of housing and supportive services.

Purpose: The Siouxland Coalition to End Homelessness is organized exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Organizations supported by the Siouxland Coalition to End Homelessness are those organizations with a purpose of providing housing and supportive services to eliminate and prevent homelessness.

Duties and Powers.

The Board shall have the following duties:

1. Conduct regularly scheduled meetings;
2. Conduct an official meeting at least one time per year to solicit comments from the public as to the Board's annual plan and budget (meeting to be published in general circulation newspaper);
3. Maintain minutes of all Board meetings;
4. Funded agencies and/or SCEH will deposit all monies received with a third-party financial institution.

The Board shall have the following powers:

1. The Board shall have full power and authority to establish policy in the operation of the coalition by 1) soliciting funding; 2) developing bylaws to govern the Board's operations; 3) developing policies, guidelines and programs for the acquisition and distribution of funds (including a policy ensuring the SCEH remains directed toward a community-wide financial focus); and 4) hiring, evaluating, and directing the executive director of the SCEH.
2. The Board shall coordinate an effective mechanism for public participation in the operation of the coalition funds, recommend projects to the sponsoring non-profit organizations.
3. The Board shall have the authority to make application for grants to promote projects that will assist with homelessness issues.

Members. The Board shall have a minimum of eleven members and a maximum of 15 members. The majority of the board will be active CoC members and the other members may include: an attorney, developer, finance person, City official, faith-based representative, community volunteer, educator.

Terms of Office. Board Members will have a term from one to three years the first year which will be appointed by a lot drawing. In future years members shall be appointed for three years. Terms begin January 1st and end December 31st.

Quorum. 51% of members shall be present to constitute a quorum. A majority vote of the members present and voting shall be necessary to pass any motion or resolution.

Unexcused absences. Members may not have more than three unexcused absences in any twelve month period. The Board shall determine valid excuses. Absences for three consecutive regular meetings are grounds to request resignation

Election of officers. The Board shall elect a Chair at its first regular meeting in January.

Absence of officers. If the Chair is absent, the Acting Chair shall be decided by a vote of the members present. The member with the most seniority shall preside over the election of the Acting Chair for that meeting.

Committees. Special committees may be appointed at the discretion of the Chair for purposes and terms which the Board approves.

Resignations. A member may resign from the Board by submitting a written letter of resignation to Chair.

Vacancy. In the event of a vacancy, the Chair may recommend qualified candidates from the specified groups.

Funds Received: Funds received by the Coalition will be kept in a separate account and subject to the monitoring of the Board. In the event of dissolution of the Siouxland Coalition to End Homelessness, remaining assets will be used exclusively for charitable and educational purposes.

MEETINGS

Meetings. The Board shall hold a meeting at least monthly utilizing Robert’s Rules of Order for the conduct of business.

Special meetings. Special meetings may be called by either the Chair or written request of five members of the Board. A twenty-four hour notice shall be the minimum notice given for special meetings.

Rules of procedure for public hearings. The following rules of procedure shall govern the conduct of public hearing before the Board. Public hearing shall be conducted in the order in which they appear on the agenda, as adopted, unless an applicant asks that the case be delayed, or the Board tables a public hearing to obtain additional information.

A. Upon calling the case for public hearing, the Chair shall ask the representative to report changes or additions to the report after it has been sent to the Board and applicant. The

Chair shall then recognize the applicant and/or its representative

- B. The applicant and/or its representative may make a presentation of the merits of its proposal including response to comments in the staff report. This presentation shall not exceed 15 minutes in duration.
- C. At the earlier of the conclusion of the applicant' and/or representative's presentation or 15 minutes, the Chair shall call for the comments of others present who wish to speak in favor of the proposal. Any presentation by a proponent shall not exceed five minutes in duration, and should not be repetitive or cumulative of other presentations.
- D. At the conclusion of the public comments in favor of the proposal, the Chair shall call for the comments of those present who wish to speak in opposition to the proposal. A representative of any opposition group may make a presentation not to exceed 15 minutes in duration.
- E. At the earlier of the conclusion of the representative's comments or 15 minutes, the Chair shall call for comments of others present who wish to speak in opposition to the proposal. Any presentation by an opponent shall not exceed five minutes, and should not be repetitive or cumulative of other presentations.
- F. At the conclusion of the comments, any Board member may direct questions to the applicant and/or its representative. However, neither the applicant nor its representative shall be allowed the opportunity for rebuttal in order to present new information. Rebuttal, if allowed at the sole discretion of the Chair, shall address only those concerns raised by the opposition, and shall not exceed five minutes in duration.
- G. Time limits may be extended upon an affirmative vote of a majority of the members of the Coalition Board present at the meeting.
- H. All exhibits presented during a public hearing shall become a part of the record of the case, and shall be retained in the case file. An exact copy of any exhibit may be substituted for the original exhibit at the conclusion of the public hearing.
- I. At the conclusion of all presentations concerning the case, the Chair shall either close the public hearing or continue it to a specific meeting date. If a public hearing is continued, the Chair shall state the specific purpose for the continuance.
- J. After adjourning the public hearing, the Board shall take action on the case. The Chair may direct questions to anyone present. No other comments from the public will be accepted.
- K. All other procedures shall be governed by Robert's Rules of Order.

Voting. The order of voting shall rotate alphabetically, allowing all members the opportunity to vote first. The Chair shall have the same rights as other members in the matter of voting.

Conflict of interest. A member with a conflict of interest, or an appearance of conflict, shall declare the conflict prior to any discussion on the issue. The member shall abstain from deliberating and voting on the issue. Board members will be required to sign a conflict of interest statement.

MINUTES

Minutes of Board meetings. Written minutes shall be kept of all Board meetings.

Certifying official minutes. Minutes of called, or special meetings shall be signed by the recording secretary or Acting Chair for the particular meeting.

Structure of minutes. The minutes must contain an accurate account of the Board’s proceedings, although verbatim minutes are not required. The minutes shall contain a record on all motions by recording the number of ayes, nays, and abstentions. It is not required that votes of each individual member be recorded. However, the Board, by majority vote, may require that the vote of each member be recorded on a specific issue.

Public record. The minutes of all Board meetings shall be made available for public review in the Co-Chairs office until SCEH obtains a facility.

AMENDMENT

These By-Laws may be amended upon notice and hearing after an affirmative vote by a super majority of the Board.

ADOPTED this ___ day of _____, 2008, by an affirmative vote of the Siouxland Coalition to End Homelessness.
