

**San Bernardino County Homeless Partnership
Interagency Council on Homelessness**

BY-LAWS

Adopted March 22, 2010

Amended July 27, 2011

A Continuum of Care is a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency. The mission of the San Bernardino County Homeless Partnership is to provide a system of care network that is inclusive, well planned, coordinated, evaluated and accessible to all who are homeless or at-risk of being homeless.

**Article I
Purpose**

The Interagency Council on Homelessness (“ICH”) is a vital component of the San Bernardino County Homeless Partnership (“Partnership”). The ICH serves as the policy making body of the Partnership and oversees the implementation of the 10-Year Strategy to End Homelessness in San Bernardino County (“10-Year Strategic Plan”). The ICH will focus on resource development to insure the funding of homeless projects and 10-Year Strategic Plan recommendations.

**Article II
Vision**

Provide leadership in creating a “comprehensive countywide network” of service delivery for the homeless population. Identify families and individuals at-risk of homelessness and circumstances leading to homelessness through facilitation of better communication, planning, coordination, and cooperation among all entities that provide services and/or resources for the relief of homelessness in the County of San Bernardino in a united effort to eliminate homelessness county-wide.

**Article III
Duties**

The ICH is charged with directing, coordinating and evaluating all of the activities related to implementation of the 10-Year Strategic Plan to End Homelessness. The ICH members are directed to report progress on the implementation of the 10-Year Strategic Plan to their colleagues and constituents following each meeting of the ICH. The ICH will promote collaborative partnerships among homeless providers and stakeholders throughout San Bernardino County in order to carry out implementation activities and will develop resources to insure the funding of homeless projects and 10-Year Strategic Plan recommendations.

Article IV
Membership

A. ICH Membership Composition

The membership of the ICH shall be broadly based with representation from all sectors of the community, including but not limited to: homeless service providers, representatives of federal, state and local government, corporations, and concerned individuals.

The ICH membership shall be composed of no more than 30 members.

1. Two (2) members from the San Bernardino County Board of Supervisors or designee;
2. Seven (7) elected officials or designee (i.e., city manager, economic development or city director, mayor's office) representing cities within San Bernardino County:
 - a. Three (3) from cities with populations greater than 100,000 residents,
 - b. Two (2) from cities with populations between 50,000 to 99,999 residents,
 - c. Two (2) from cities with populations less than 50,000 residents;
3. Director or designee of the Department of Behavioral Health;
4. Director or designee of the Community Action Partnership of San Bernardino County;
5. Director or designee of Human Services¹;
6. Director or designee from the San Bernardino County Public Housing Authority;
7. Director or designee of the Department of Probation;
8. Director or designee of Redevelopment and Housing for San Bernardino County;
9. One (1) representative from the Veterans Administration Health Care System;

¹ This member shall represent all agencies in the San Bernardino County Human Services Group: Aging and Adult Services, Child Support Services, Children and Family Services, Children's Network, Preschool Services, Public Health, Transitional Assistance, and Veterans Affairs. With the exception that Behavioral Health shall hold a separate seat on the ICH.

10. One (1) representative from the San Bernardino County Specialty Courts system;
11. Administrator or designee of the State Department of Rehabilitation;
12. Superintendent of San Bernardino County Schools or designee;
13. Director of 2-1-1 San Bernardino or designee;
14. One (1) representative from the San Bernardino County Sheriff's Department;
15. One (1) representative from the Homeless Management Information System (HMIS) Lead Agency;
16. Five (5) members at-large from organizations and agencies selected to serve as representatives of the Homeless Provider Network; and
17. Up to three (3) general at-large members.

B. Membership Application and Approval Process

Solicitation for ICH membership applications shall begin no less than eight weeks after the vacancy of an individual ICH member. The Office of Homeless Services (OHS) on behalf of the ICH shall circulate a "Call for Applications" to the appropriate organization or parties. The "Call for Applications" will set forth the criteria for appointment to the ICH, and will set the deadline for the receipt of said applications. Applications must be accompanied by a Letter of Recommendation from the sponsoring ICH Member agency or organization or an individual Member of the ICH.

Directors listed in Article IV, section A, and elected officials, which have been designated to sit on the ICH by a local government agency listed in Article IV, section A, shall become a member of the ICH by reason of their position without application. Designees, recommended in lieu of the above listed individuals, must comply with the application process.

The ICH will establish an ad-hoc Application Review Committee as needed to review applications and develop a screening process. The Application Review Committee will recommend candidates for appointment to the ICH after reviewing the applications. The OHS shall prepare a synopsis of the recommended applicant's qualifications for the ICH. OHS shall forward the recommendations and synopses to the ICH no later than two (2) weeks prior to the next regularly scheduled meeting at which the approval of new members will occur.

C. Membership Terms of Service

Once appointed to the ICH, Members shall serve an unlimited term unless the relationship is terminated at either the request of the serving member, member organization or ICH.² With the exception that general at-large members shall serve a two year term, which may be renewed at the discretion of the ICH.

D. Membership Responsibilities

All Members are expected to attend meetings. Member absences will be noted in the minutes. Other responsibilities may include:

1. Providing oral and/or written comment on issues being discussed by the ICH;
2. Assisting in the development and implementation of task forces, subcommittees and/or committees necessary to conduct the business of the ICH;
3. Supporting and participating in training, summits, and activities sponsored by the ICH;
4. Active participation in the biennial Point-in-Time Count;
5. Reviewing and commenting on documents, such as those concerning the Continuum of Care Homeless Assistance Grant funding; and
6. Providing regular reports and updates regarding ICH activities and progress back to member agencies (i.e., inclusion of ICH agenda and minutes in the agency's official public records).

E. Membership Voting

1. A Member representing more than one Agency or Office shall receive only one vote.
2. A Member shall designate one representative to vote on behalf of the Member and may establish one alternate to vote in the absence of the designated representative.

F. Membership Vacancies

1. ICH membership ends when:
 - a. A Member resigns or is unable to serve for justified reasons; or

² At least ninety (90) days notice shall be given unless otherwise mutually agreed.

- b. A Member is deemed inactive by the ICH upon the relevant facts that have been presented; or
 - c. A Member is replaced by the sponsoring agency or organization; or
 - d. A Member is terminated by a majority of the ICH for just cause:
 - i. Charged with a crime.
 - ii. Unprofessional behavior.
 - iii. Violation of these bylaws.
 - iv. Conduct prejudicial to the best interests of the ICH;
 - v. Lack of participation in three (3) consecutive ICH meetings without prior ICH approval.
 - vi. Just cause as defined by the majority of the ICH.
2. Termination of an individual's membership does not terminate the sponsoring agency or organization's representation of the ICH.
3. If a Member representative who has been duly notified of ICH meetings misses three meetings within a one-year period, the Chair shall formally and in writing contact the Member requesting a written response of the ability of the Member's representative to continue participation in the ICH. If a written response acceptable to the Chair is not received within 30 calendar days, then the Chair may ask that a new representative be designated.

Article V

Officers

The ICH shall elect from among its Members a Chair and Vice Chair. Each officer shall serve for a term of two (2) years commencing October 1 and ending September 30 of the second year.

A. Selection of Officers

Officers shall be nominated by the membership and elected to office by a majority vote of the Members present at a meeting in which a quorum has been established.

B. Duties of Officers

- 1. The duties of the Chair shall include:
 - a. Provide oversight, direction and leadership to the ICH.

- b. Conduct and facilitate ICH Meetings.
 - c. Coordinate agenda setting with the Office of Homeless Services (OHS).
 - d. Appoint Committee Chairs.
2. The duties of the Vice Chair shall include:
- a. Perform all of the Chair's duties in the absence of the Chair, unless the Bylaws of the ICH provide otherwise.
 - b. Perform other duties as requested.

Note: In the absence of the Chair and the Vice-Chair the Homeless Services Coordinator shall chair the meeting(s).

Article VI **Vacancies of Officers**

Should the office of Chair become vacant prior to the end of the present term, the Vice-Chair shall complete the term of office. The position of the Vice-Chair shall be filled by a special vote at the next regular ICH meeting.

Article VII **Meetings**

A. Regular Meetings

Regular meetings of the ICH shall be held at least bi-monthly at a time and date determined by the Members, or as modified by a majority vote of the Members at any regular meeting where a quorum has been established.

B. Special Meetings

A special meeting may be called at any time by the Chair, or at the request of the majority of the Members, by delivering personally or by mail or electronically written notice of the date and purpose of the meeting to each Member 48 hours before the time specified in the notice.

C. Governing Rules

Meetings shall be conducted in accordance with the provisions of the Brown Act (Government Code, section 54950, et seq.) and under Robert's Rules of Order. Each member will be provided with a copy of Roberts Rules of Order at installation.

Article VIII
Quorum

One half of the Members in good standing, plus one, shall constitute a quorum for the transaction of business. The affirmative votes of at least a majority of the Members constituting a quorum at a duly scheduled meeting shall be required to take any action.

A member in good standing is a Member of the ICH who has met membership and attendance requirements.

Article IX
Agenda

The agenda for the regular meetings shall be prepared in consultation with the ICH Chair and distributed by OHS to each Member at least seven (7) calendar days prior to the meeting. The agenda should be accompanied by agenda support materials and shall be posted per the Brown Act requirements.

Article X
Agenda Deadline

All matters to be considered for the agenda must be submitted to the OHS at least fourteen (14) calendar days prior to the meeting.

Article XI
Minutes

Minutes shall be taken and distributed by the Homeless Services Coordinator, or designee. The Chair, and/or the Homeless Services Coordinator shall review and preliminarily approve the minutes prior to distribution. Minutes shall normally go out with the agenda for approval at the next meeting.

Article XII
Amendments

These bylaws may be amended by a two-thirds vote of the Members present at a meeting in which a quorum has been established in compliance with Robert's Rules of Order.

CERTIFICATE OF OHS

I certify that the above bylaws, consisting of seven (7) pages, including this page, are the bylaws of this body as amended by the Members.

Date: 8/25/11

By: Tom Hernandez
Tom Hernandez - Office of Homeless Services