



**DuPage County Continuum of Care –  
Bylaws April 24, 2009  
Amended 11-20-2009  
Amended 11-12-2010  
Amended 11-30-2012  
Amended 04-17-2015  
Amended 11-18-2016  
Amended 11-17-2017**

**Article I: Name**

The name of this organization shall be the DuPage County Continuum of Care.

**Article II: Purpose**

The purpose of the DuPage County Continuum of Care is to develop and support effective strategies to end homelessness in DuPage County and to promote full accessibility to safe, affordable housing and comprehensive, integrated support services for DuPage residents faced with homelessness.

**Article III: Membership of the Continuum**

**III. 1 General Membership**

Membership in the DuPage County Continuum of Care (CoC) is open to ensure community-wide commitment to ending and preventing homelessness. Members of the CoC approve at-large Leadership Committee members and, within the Committee framework, impact and positively contribute to Continuum goals. Members who actively participate within the DuPage CoC Committee Structure receive additional consideration when competing for new or renewal funding.

The Continuum General Membership shall consist of two categories of members:

A) Eligible Organizational Members including, but not limited to, representatives from nonprofit homeless assistance providers, social services providers, behavioral health agencies, organizations that serve Veterans, victim services providers, government entities, school districts, law enforcement, businesses, affordable housing developers, public housing agencies, faith based organizations, universities, health care providers, youth providers, and B) Individual Members, including persons with lived experience of homelessness, or other interested individuals. Individuals may not comprise more than 10% of the General Membership.

Continuum General Membership is limited to those residing and/or doing business in DuPage County, Illinois. Approval as a Member of the Continuum requires formal adoption of the Continuum’s Memorandum of Understanding by the organization for Organizational Membership or by the individual for Individual Membership and approval by the Leadership Committee of the Continuum. The process for recruitment and selection of members for CoC

membership will be transparent and inclusive. The members, officers, and persons served by the Continuum shall be selected entirely on a non-discriminatory basis with respect to age, sex, race, ethnicity, religion, sexual orientation, disability, and national origin in accordance with all state and federal regulations. If denied, an applicant may appeal in writing to the Appeals Committee of the Continuum in accordance with Article VIII of these Bylaws.

### **III. 2 Rights and Responsibilities**

Each Member is afforded one full vote on any decision put to a vote. Organizational Members may designate different Organizational Representatives to serve on Continuum Committees. Changes in Organizational Representatives must be submitted in writing to the Leadership Committee of the Continuum. Organizational Representatives may vote on behalf of the Organizational Member.

Member Responsibilities:

1. Familiarize yourself with the Governance Charter and all amendments at least annually
2. Attend biannual Full Continuum meetings
3. Seek opportunities to participate on Committees or otherwise support CoC goals

Inactive Members: Periodically, the CoC shall review its membership list to identify inactive members. Inactive members will be defined as those agencies or individuals with no CoC activity or participation within a 12-month period. Inactive members will be provided with the option of being removed from CoC Membership.

### **IV. Conflict of Interest**

All Organizational Representatives of the Continuum are required to make known any conflicts of interest regarding any matter before the Continuum or the committees on which they serve. Members are prohibited from voting on matters pertaining to allocation of funds to any and all organizations that they represent, are employed by or on whose Board of Directors they serve. Following recusal, if the number of remaining voting Members falls below a quorum, there must be at least three remaining voting Members to take action. Should there be less than three voting Members the matter must be forwarded to the Leadership Committee for consideration. To further avoid any appearance of conflict of interest, voting Members with conflicts, at the discretion of the Committee chairs, will be asked to refrain from participating in discussion relating to the above. Additionally, all voting Members of the Leadership Committee are required to submit a signed Code of Conduct and DuPage County CoC Conflict of Interest Policy statement annually.

### **Article IV: Organizational Structure**

The general management of the Continuum is exercised by the designated Lead Organization as indicated in official documents submitted to HUD by the Leadership Committee of the Continuum. Decisions pertaining to the management and administrative functions of the Continuum including staffing and contracting for consulting services shall be made by the

designated representative of the Lead Organization, with review and oversight by the Leadership Committee.

#### **IV. 1 Committees**

The Continuum consists of seven standing committees:

- 1) Leadership Committee
- 2) Community Outreach Committee
- 3) Grants/Funding Committee
- 4) Needs Assessment Committee
- 5) Homeless Management Information System (HMIS) Policy Committee
- 6) Homeless Prevention Providers Committee
- 7) Appeals Committee

Each Committee may establish, as needed, working sub-committees to conduct specific tasks of the committee. The purpose and responsibilities of each committee shall be as follows:

1) Leadership Committee: The Leadership Committee functions as the leadership of the Continuum and shall be chaired by the designated representative of the Lead Organization. Its membership shall consist of the representative of the Lead Organization, the chairpersons of each of the other standing Committees with the exception of the Appeals Committee and at least five, but not more than ten at large Continuum Members. At least one member of the Leadership committee must be a current or formerly homeless person. The at-large committee members will be nominated by the Leadership Committee and ratified by the General Membership for a two year term. This committee meets at least quarterly.

The Leadership Committee oversees the Continuum, coordinates the implementation of the Plan to End Homelessness, coordinates the development of homeless services, establishes policies and procedures of the Continuum, provides direction and approval to each Committee's tasks and activities and approves new Members of the Continuum and its Committees. On behalf of the Continuum, the Leadership Committee is authorized to make all final decisions pertaining to pursuit, contract, and allocation of funds; and the designation of the Lead Organization. The Leadership Committee manages Continuum wide communications, including twice yearly full membership meetings.

2) Community Outreach Committee: The role of the Community Outreach Committee is to oversee membership and build inclusiveness, to promote community awareness of homelessness, to develop awareness and support of the Plan to End Homelessness, to promote discharge policies that prevent homelessness, to ensure enrollment in mainstream benefits, increase income through employment/benefits, and to promote outreach and engagement of unsheltered homeless persons. Committee membership is comprised from the Continuum's General Membership. Membership of the Committee is open, with approval of the Leadership Committee, and no more than one person, or 10% of the membership, whichever is greater shall be comprised of Individual Members of the Continuum.

3) Grants/Funding Committee: The role of the Grants/Funding Committee is to develop funding criteria, application procedures, and ranking procedures for grant opportunities including but not limited to: the HUD Continuum grants, IL Dept. of Human Services (IDHS) Homeless Prevention funds, and DuPage County CDBG grants; to coordinate the overall grant application processes and ensure equal access for all Continuum members; to successfully complete funding applications to obtain the maximum amount available for homeless services and housing; to support optimal funding of the services and housing necessary to assist all homeless persons to achieve stable housing. Committee membership is comprised from the Continuum's General Membership. Membership of the Committee is open, with approval of the Leadership Committee, and no more than one person, or 10% of the membership, whichever is greater, shall be comprised of Individual Members of the Continuum.

4) Needs Assessment Committee: The role of the Needs Assessment Committee is to provide ongoing assessment of homeless needs and resources in order to determine the most current gaps between the existing services and the highest service needs; to set priorities for filling gaps in homeless services; to develop and implement procedures for conducting the annual homeless housing and services inventory and the bi-annual count of unsheltered and sheltered homeless persons; to coordinate information with other human service and housing needs assessments; and to support the full implementation of the HMIS system as an effective resource for accurate point in time needs assessment data. Committee membership is comprised from the Continuum's General Membership. Membership of the Committee is open, with approval of the Leadership Committee, and no more than one person, or 10% of the membership, whichever is greater, shall be comprised of Individual Members of the Continuum.

5) Homeless Management Information System (HMIS) Policy Committee: The role of the HMIS Policy Committee is to develop, maintain, and update the homeless information system including the development and implementation of data protocols, reporting, policies, and problem solving measures. Committee membership is comprised of system users from the Continuum's General Membership. Membership of the Committee is open, with approval of the Leadership Committee, and no more one person, or than 10% of the membership, whichever is greater, shall be comprised of Individual Members of the Continuum.

6) Homeless Prevention Providers Committee: The role of the Homeless Prevention Providers Committee is to share, evaluate, expand or obtain information, services, and resources pertaining to the prevention of homelessness; to assure efficient and effective disbursement of homeless prevention funds; and to develop and adhere to coordinated strategy and procedures. Committee membership is comprised from the Continuum's General Membership. Membership of the Committee is open, with approval of the Leadership Committee, and no more than one person, or 10% of the membership, whichever is greater, shall be comprised of Individual Members of the Continuum.

7) Appeals Committee: The role of the Appeals Committee is to resolve any decisions made by the Continuum or any of its committees following a written request for an appeal. The Appeals Committee consists of the Vice-Chairpersons of the Community Outreach Committee, the Grants/Funding Committee, and the Needs Assessment Committee. After conducting an appeal hearing, the Appeals Committee will submit their findings and meet with the Leadership

Committee for a final resolution. The procedure governing appeals is set out in Article VIII of these Bylaws.

#### **IV. 2 Committee Chairs**

The Chair of each committee shall be chosen by its membership and chairs shall serve two-year terms with no limit on re-election. Any member of the Continuum may apply to be chair of a committee. The Chair of each committee shall be responsible for presiding at all meetings of his/her committee. The Chair is responsible for ensuring accurate minutes are recorded of all meetings and submitted to the Leadership Committee or their designee, and that the work and recommendations of the Committee are appropriately communicated to the Leadership Committee of the Continuum. A Chair may be removed by a 2/3 vote of the Leadership Committee if it is deemed to be in the best interests of the Continuum. The Chairs of each standing committee, with the exception of the Appeals Committee, shall serve on the Continuum Leadership.

#### **IV. 3 Committee Vice-Chairs**

Each Committee will select a Vice-Chair to serve in the absence of the Committee Chair at meetings. If there is a resignation of the Chair, the Vice-Chair will assume the Chair Committee position for the remainder of that term. At the next regular meeting an election will be held to select a new Vice-Chair. The Vice Chair of the Community Outreach Committee, the Grants/Funding Committee and the Needs Assessment Committee will serve as the Continuum's Appeals Committee. Vice-Chairs will be selected every two years with no limits on re-election.

#### **Article V: Continuum and Committee Meetings**

There shall be two meetings each year for the full General Membership. Committees meet quarterly at a minimum. Attendance and minutes are recorded for all meetings and are the responsibility of the committee chair. All committee meetings are open to the general membership for attendance. An annual Continuum calendar of all meetings is completed each July and distributed to all members of the Continuum. It is also available on the Continuum website.

#### **Article VI: Meeting Notice and Agenda**

Not less than seven (7) days' advance notice of general or committee meetings shall be given to all relevant members. The notice will be provided electronically by the designee of the Leadership Committee. Such notices shall contain the time, place, proposed agenda of the meeting, and any pertinent supporting materials.

#### **Article VII: Conduct of Meetings**

Parliamentary discretion for the conduct of meetings shall be vested in the Chair. Meeting procedures shall provide an opportunity for all to be heard on any given issue and for the efficient conduct of business. All Members are required to act in accordance with the signed Memorandum of Understanding.

## VII.1 Voting by Individual and Organizational Members

When needed, the Chair of the Continuum may call for a General Continuum vote, or a Committee Chair may call for a Committee vote. In voting, there will be one vote per Individual or Organization, regardless of the number of Organizational Representatives. All decisions made at the Committee level, and those which require recommendation for further action by a higher level Committee, will be recorded in Committee minutes.

## VII.2 Voting by Majority Vote Rules

Action will be taken by a majority of the votes cast by those present and authorized to vote during a properly called meeting.

## VII. 3 Electronic Voting

Electronic voting is permissible according to the discretion of the Chair. Wherever possible, voting shall occur during the CoC meetings. However, electronic voting (soliciting, casting, and collecting of votes) will be acceptable. The Chair will be responsible for maintaining records of the electronic voting.

## **Article VIII: Appeals Procedure**

Any Member of the Continuum, or prospective Member in the case of denial of an application for Membership, who has a grievance over any decisions, actions, or procedures of the Continuum or any of its committees shall be entitled to file an appeal before the Appeals Committee in writing. The appellant presenting his/her grievance shall be given a designated time to state the basis of the appeal. Any person of the appellant's choosing may be present at the appeal hearing. After the appellant has been heard, the Appeals Committee shall move into executive session to confer and decide its ruling on the appeal by majority vote. The decision of the Appeals Committee will be submitted to the Leadership Committee for review and reconsideration. A vote will be taken by members of the Leadership Committee and the Appeals Committee to resolve. A final decision will be made based on a majority vote. The appellant shall be given a written statement of the final decision and reasons therefore within sixty (60) days of receipt of the appeal. The decision shall be considered final

## **Article IX: Amendments**

These Bylaws may be amended by the affirmative vote of 2/3 of the Continuum present at a duly called general membership meeting thereof, if the notice of such meeting has contained a copy of the proposed amendment(s).

## **Article X: Effective Date**

These Bylaws will become effective upon adoption by 2/3 vote of the Continuum membership present.