

**Maine’s HUD Continuum of Care Board of Directors
Bylaws**

PURPOSE

Maine’s HUD Continuum of Care Board of Directors serves as the oversight body for the Maine Continuum of Care (MCoC) and Portland Continuum of Care (PCoC). Maine’s HUD Continuum of Care Board of Directors (CoC Board) has thirteen (13) Directors, collectively known as the Board of Directors, and serves on behalf of both of the CoC’s.

The CoC Board serves the geographic area of the entire state of Maine (ME 500 CoC and ME 502 CoC), and exists to:

- Coordinate a statewide commitment to the goal of ending homelessness;
- Approve CoC funding recommendations for ending homelessness;
- Promote access to, and effective use of mainstream resources by homeless individuals and families; and
- Promote housing retention, stability, and success in the community for people who have experienced homelessness.

The CoC Board shall assume and carry out duties as detailed by these bylaws. These bylaws can be changed or amended at any formal meeting of the Board by a two-thirds majority vote. In implementing these duties, the CoC Board shall rely on standards, policies, procedures, and ongoing amendments which have been developed by the CoCs’ membership.

1) COC BOARD ROLES AND RESPONSIBILITIES

The CoC Board shall develop policies and procedures conforming to the U.S. Department of Housing and Urban Development (HUD) requirements detailed in 24 CFR part 578.1 to:

- a) Approve the CoCs’ designation of CoC Lead Agencies to serve as the Collaborative Applicant(s) to assist both the Continuums of Care;
- b) Approve the CoCs’ designation of a lead agency for the Homeless Management Information System; and
- c) Support continuity in local year-round Continuum of Care planning for ending and preventing homelessness.

2) COC BOARD MEMBERS

a) Board Composition

The CoC Board shall include community representatives as elected by the CoCs’ membership.

The CoCs shall strive to see that the Board includes representation from the following categories:

- i) Homeless or formerly homeless individual(s)
- ii) Representatives of relevant organizations serving homeless subpopulations such as:

- a. People with substance use disorders
 - b. People with HIV/AIDS
 - c. Veterans
 - d. Persons who are chronically homeless
 - e. Families with children
 - f. Unaccompanied youth
 - g. People with a serious mental illness
 - h. People who are victims of domestic violence, dating violence, sexual assault, and/or stalking.
- iii) Elected Chairs of the CoCs
- iv) Appointed representative from local government entities:
- a. The following local governmental entities shall be represented:
 - i. Maine Department of Health and Human Services (DHHS)
 - ii. City of Portland
 - iii. MaineHousing
 - b. The following local governmental entities will have the opportunity to each appoint a member:
 - i. CDBG/HOME/ESG Entitlement Jurisdiction
 - ii. Maine Department of Education
 - iii. Maine Department of Corrections
 - c. Other governmental entities may request the opportunity to appoint a member
- ii) Representatives of other homeless service providers and advocates, such as:
- i. Faith-based organizations
 - j. Businesses
 - k. Public Housing Agencies
 - l. School districts
 - m. Mental health and substance abuse providers
 - n. Health care providers including hospitals, Emergency Medical Technicians, and Crisis Response agencies
 - o. Universities
 - p. Affordable Housing Developers
 - q. Foundations
 - r. Law Enforcement and local jails
 - s. Schools, school administrators, and/or homeless liaisons
 - t. Street outreach teams
 - u. Non-CoC funded Youth Homeless Organizations
 - v. Non-CoC DV funded Victim Service Providers
 - w. Youth advocates
 - x. Agencies that serve survivors of human trafficking

b) CoC Board Selection/Election/Resignation, and the CoC Nomination Process

Except where otherwise indicated below, the CoCs shall select membership of the CoC Board through a simple majority nomination process. The CoCs shall initially nominate and approve a slate of Board Members, and thereafter shall submit nominations in alternating fashion, beginning with the Portland CoC followed by the Maine CoC, and so on. The existing CoC Board

shall vote to ratify any nominations from the CoCs for new members to fill vacancies, by a simple majority vote. Vacancies may be filled immediately or through the annual nominating process. Any Board Member can resign at any time with written notice to the Board. Any resignation shall trigger nomination action by the CoCs. Other than those Members that are appointed by the governmental entities as set forth in Section 2) a) iv above, there shall be at least an annual call for nominations to fill any vacancies that may exist.

c) Board Leadership and Officers

The Board shall have three (3) Officers: President, Vice President, and Secretary. Board Officers shall be elected by a simple majority of the Board Members. Officers shall serve two year terms, and can be replaced or renewed by simple majority of the Board Members. Roles and responsibilities: The Secretary shall ensure that minutes of all meetings are taken, and such minutes are maintained for public review upon request. The President shall chair meetings of the Board using Robert's Rules of Order. The Vice President shall serve as chair in the President's absence. Any majority of Officers can call for a special meeting of the Board.

d) Conflicts of Interest

Board members with actual or perceived conflicts of interest must identify these as they arise. Individuals with a conflict of interest shall abstain from discussion and/or voting on any issue in which they may have a direct conflict of interest.

e) Terms of Office

The members of the CoC Board shall serve two year terms and can be renewed or replaced through the nomination process of the CoCs, followed by ratification by the Board. Either CoC can at any point in the two year term, through a formal two-thirds majority vote, direct any Board Member to step down and be replaced by another nominee of the CoC, following the nomination process. This replacement process will require at least one month's notification and placement as a formal action item on an agenda of an official CoC meeting.

f) Committees

The CoC Board may create committees as necessary to accomplish its purpose, roles, and responsibilities. Committees already established through the CoCs may carry out the functions of the CoC Board committees as deemed appropriate and advantageous.

3) MEETINGS

The CoC Board shall:

- a) Conduct at least four meetings per year. A simple majority of the CoC Board membership shall constitute a quorum for the transaction of business.
- b) Provide prior reasonable notice of CoC Board and committee meetings and such notices shall be published on the Maine Homeless Planning website at least three days in advance. Each meeting shall have on its agenda the opportunity for members of the public to provide input and comment.
- c) Review and approve the minutes and consider recommendations from such committees established as provided in Section 2) f) above.

4) COC REPORTS

The CoC Board shall review applicable reports and documents pertaining to the CoCs in order to support local year-round Continuum of Care planning of homeless and homeless prevention housing and services.