



Tucson Pima Collaboration  
To End Homelessness

**TUCSON PIMA COLLABORATION  
TO END HOMELESSNESS**

# **GOVERNANCE CHARTER**

**REVISED FEBRUARY 2023**

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**GOVERNANCE CHARTER REVIEW AND REVISION HISTORY**

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- Revised November 12, 2015
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## ARTICLE I. NAME AND PURPOSE

### Section 1.01 Name

The name of the organization shall be **Tucson Pima Collaboration to End Homelessness (TPCH)**. It shall be a common-interest collaboration.

### Section 1.02 Purpose

Tucson Pima Collaboration to End Homelessness is a coalition of community and faith-based organizations, government entities, businesses and individuals committed to the mission of:

- a. ending homelessness;
- b. addressing the issues that contribute to homelessness;
- c. promoting equitable, person-centered solutions to homelessness;
- d. acting as the local Continuum of Care, as defined by the Federal Homeless Emergency Assistance and Rapid Transition to Housing Continuum of Care Program (24 CFR 578), including operating a coordinated entry system where active participation in the Coordinated Entry system is required for all TPCH members who are HUD funded

The Continuum of Care (CoC) is defined as and composed of the CoC Board, General Council, all committees and their subcommittees and workgroups, the CoC Lead/Collaborative Applicant, and the HMIS Lead.

## ARTICLE II. MEMBERSHIP

### Section 2.01 Eligibility for Membership

Membership shall be composed of two groups: Organizational Members and Individual Members. There are no dues or fees for membership.

- a. Any organizational entity which completes an organizational membership application and commits to TPCH's Guiding Principles and Code of Conduct may become a member. Membership forms must be updated annually between July 1 and September 30.
- b. Any individual who is not directly affiliated with an organizational member who completes an individual membership application and commits to TPCH's Guiding Principles and Code of Conduct may become an individual member. For the purpose of determining eligibility, direct affiliation is defined as employees, directors, and high-level volunteers. Membership forms must be updated annually between July 1 and September 30.

### Section 2.02 Membership

Members may be elected to CoC Board and committee service, participate in General Council discussions, and participate in CoC projects and other activities. TPCH is committed ensuring diverse membership and participation within the

Continuum of Care which reflects the population served by the Continuum of Care in terms of race, ethnicity, cultural affiliation, sex, gender, gender identity, disabilities, and other identities and experiences.

### *Section 2.03 Voting Privileges*

Individual members are not eligible for voting privileges or counted toward quorum. Organizational members may vote on matters brought before the TPCH General Council if a representative of the member organization has attended two (2) of the immediately preceding three (3) TPCH General Council meetings.

- a. Organizational members with voting privileges shall have only one (1) vote in TPCH business and elections.
- b. Members with voting privileges may make or second motions and vote on issues brought before TPCH General Council for decision.
- c. The TPCH General Council votes exclusively on the Governance Charter, CoC Board and committee elections, approval of the TPCH Strategic Plan, and selection of the CoC Lead/Collaborative Applicant and the HMIS Lead. General Council may vote on other issues as needed.

### *Section 2.04 Notification of Voting Status*

The CoC Lead Agency/Collaborative Applicant will publish a list of members gaining voting privileges, at risk of losing voting privileges, and having lost voting privileges within 30 days following each General Council meeting. This posting is made publicly on the TPCH website and through the TPCH email distribution list.

### *Section 2.05 Resignation and Termination*

Any member may resign by sending a resignation letter via email to the CoC Board Chair and/or CoC Lead/Collaborative Applicant. A member can have their membership terminated by a two-thirds (2/3) vote of the membership as prescribed in the TPCH Code of Conduct.

## **ARTICLE III. CONFLICT OF INTEREST**

### *Section 3.01 Purpose*

The purpose of the Conflict of Interest policy and procedures is to ensure that TPCH decisions do not result in organizational, personal financial, professional, or political gain on the part of participants at the expense of the TPCH and its stakeholders.

### *Section 3.02 Policy*

Each member and/or member organization shall disclose their relationship to any agenda item of TPCH meetings, Board meetings, or committee meetings requiring a vote during discussion of the agenda item. No member of the TPCH may participate in a vote that could result in financial benefit to them personally or to the organization they represent.

### *Section 3.03 Definition*

Conflict of Interest means an actual conflict, or the appearance of a conflict, between the private, professional, political, or financial interests of a participant or the organization that the participant represents while participating in TPCH activities and decision-making. According to 24 CFR 578.95,

- a. *Procurement.* For the procurement of property (goods, supplies, or equipment) and services, the recipient and its subrecipients must comply with the standards of conduct and conflict-of-interest requirements under 2 CFR 200.317 and 200.318. (b).
- b. *Continuum of Care board members.* No Continuum of Care board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.
- c. *Organizational conflict.* An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or subrecipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when a covered person's, as in paragraph (d)(1) of this section, objectivity in performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in decision of the applicant concerning the award of a grant, or provision of other financial benefits, to the organization that such member represents. It would also arise when an employee of a recipient or subrecipient participates in making rent reasonableness determinations under § 578.49(b)(2) and § 578.51(g) and housing quality inspections of property under § 578.75(b) that the recipient, subrecipient, or related entity owns.

#### Section 3.04 Procedures

- a. At the introduction of each meeting, participants will disclose their name and agency affiliations.
- b. Prior to contributing to a discussion, whether verbal or electronic, each participant will disclose their potential conflicts of interest regarding the discussion topic before commenting.
- c. If one member thinks another member has a conflict of interest, that participant will state the reason for believing so. The other person will have the opportunity to respond. Both statements will be included in the minutes.
- d. The officer presiding over the meeting may require the member to abstain at the officer's discretion.
- e. Any participant who has a conflict of interest based upon the definition here must abstain from voting.

## ARTICLE IV. CODE OF CONDUCT

#### Section 4.01 Purpose

TPCH believes that an organization's representatives have a responsibility to demonstrate the highest standards of ethical and accountable behavior, to set the tone and to foster the same conduct in others. Each participant accepts a responsibility to act in the best interest of TPCH as a whole. For this reason, our conduct and ethical behavior must be exemplary and free of impropriety.

#### Section 4.02 Public Availability

The Code of Conduct is posted on the TPCH website for public review at [www.tpch.net](http://www.tpch.net).

### *Section 4.03 Violations and Remedies*

The CoC Board will address any violation of this Code on a case-by-case basis. By a majority vote, the Board may take disciplinary action to remedy a violation up to and including severance of contracted relationships and/or removal from the CoC, Board, or other TPCH bodies.

### *Section 4.04 Code of Conduct*

All members will adhere to the principles and policies and procedures of the Continuum of Care, including but not limited to:

- a. Review, understand and comply with all TPCH governance documents, policies and procedures.
- b. Promptly disclose any current or potential conflict as outlined in the TPCH Conflict of Interest Policy and Procedures.
- c. Report behavior that crosses ethical boundaries to the TPCH Board Chair in written or electronic form.
- d. Speak up when you disagree or have a question; participate fully in discussions; once an issue has been discussed and decided, support and defend the final decision.
- e. Think broadly of the entire community. Treat all members and constituents in a fair and consistent manner when participating in TPCH discussion and decision-making. Refrain from promoting personal interests or biases.
- f. Keep confidential any privileged or sensitive information gained by TPCH participation.
- g. Look for ways to collaborate with other local organizations and government agencies.
- h. Treat colleagues respectfully. Ask questions from curiosity and for clarification. Disagreements should focus on issues, not personalities or individuals. Look for ways to draw on the expertise of all members.
- i. Come to meetings prepared to be as knowledgeable as possible about the issues.
- j. Encourage innovation and improvement while respecting history and prior accomplishments.
- k. Be a good ambassador for TPCH. Look for the opportunities to educate community members/potential stakeholders about TPCH.

## **ARTICLE V. MEETINGS OF MEMBERS**

### *Section 5.01 Annual Meeting*

An annual meeting of the members shall take place in the month of May. The specific date, time and location of which will be designated by the Chair. At the annual meeting the members shall elect members of the CoC Board, receive reports on the activities of TPCH, and review and affirm the direction of TPCH for the coming year.

### *Section 5.02 Regular Meetings*

Regular meetings of the members shall be known as General Council Meetings and shall be held at least four (4) times per year including the Annual Meeting. The date, time and location of regular meetings will be designated by the Chair.

#### *Section 5.03 Special Meetings*

Special meetings may be called by the CoC Board Chair or a simple majority of the CoC Board and/or CoC members with voting privileges.

#### *Section 5.04 Notice of Meetings*

Notice of each meeting shall be emailed to each voting member not less than one week prior to the meeting.

#### *Section 5.05 Quorum*

A quorum for an announced meeting shall consist of fifty-one percent (51%) of the entire voting membership.

#### *Section 5.06 Voting*

The TPCCH voting members will strive to reach consensus on issues that come before the membership. A simple majority vote is required for the passage of all motions and elections except motions to limit debate, motions to close nominations, motions to object to the consideration of a question, motions to suspend the rules, and motions to remove a member from the CoC or a CoC body. In such cases, a super majority vote of 66.7% (2/3) shall be required to pass. Roll call voting will be used in regular and scheduled General Council meetings; signed ballots may be used for sensitive vote topics at the discretion of the CoC Board Chair.

#### *Section 5.07 Electronic Voting (E-Voting)*

Should a vote be required between meetings of the TPCCH General Council, the CoC Board Chair may activate an electronic voting process. Electronic votes shall be cast by 5pm local time on the second full business day after the electronic vote was activated. Electronic votes are subject to quorum and the same voting rules as votes conducted during meetings of the body.

#### *Section 5.08 Procedural Rules*

Rosenberg's Rules of Order (Rev. 2011) shall be followed as the rules of order for voting bodies of TPCCH to include the General Council, CoC Board, and Committees.

## **ARTICLE VI. CONTINUUM OF CARE BOARD**

### *Section 6.01 Board Role and Size*

TPCCH members will elect the CoC Board to approve and oversee policy and direction of TPCCH. Responsibility for implementation of policies and procedures remains with the committees of TPCCH and the CoC Lead/Collaborative Applicant and HMIS Lead. The Board shall have up to twenty but not fewer than fifteen (15) members. Board members do not need to have voting privileges at General Council to vote on board actions. The Board reviews and approves the annual Continuum of Care consolidated application. The Board considers recommendations regarding policies and procedures and ongoing operations of the CoC from the committees, workgroups, councils, General Council, and the CoC Lead/Collaborative Applicant and HMIS Lead.

*Section 6.02 Board Composition*

The CoC Board includes seven (7) seats designated by the entity represented on the Board and approved by vote of the CoC Board; three (3) seats for persons with lived experience of homelessness and housing instability.

- a. Designated- Seats
  - i. Pima County – two (2) seats
  - ii. City of Tucson – two (2) seats
  - iii. Arizona Department of Economic Security – one (1) seat
  - iv. US. Department of Veterans Affairs – one (1) seat
  - v. Youth Action Committee – one (1) seat represented by two youth members
- b. Appointed Seats
  - i. Three (3) seats for persons with lived experience of homelessness and/or housing instability. Appointed seats may not be filled by staff members of agencies already represented on the CoC Board, and shall have experienced homelessness and/or received services through a homeless assistance program within the past seven (7) years.
- c. Elected Seats
  - i. General Council will elect not less than five (5) and up to ten (10) additional members to the CoC Board representing the varying interests of the CoC and as needed to fulfill the CoC’s strategic plan. The CoC Board shall annually convene an ad hoc nominating committee for the purposes of reviewing the CoC Board matrix, identifying under-represented sectors, recruiting prospective members, reviewing applications, and putting forward to the TPCH General Council a slate of candidates for election. No single entity may be represented by more than two members on the CoC Board.

*Section 6.03 Terms*

~~Elected CoC Board members will serve a two-year (2) term. Elected Board members are eligible to serve up to two (2) consecutive appointed by the CoC Board, and up to 10 seats elected by the TPCH General Council. One half of the elected Board members will be elected each year. After completing two (2) consecutive elected terms, an individual/organizational member must wait one (1) year before serving another elected term on the Board.~~

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CoC Board members are elected for terms of two (2) years. At the conclusion of their initial two-year term, Board Members are eligible to be elected for up to one additional two-year term. After completing two (2) consecutive elected terms, Board Members must wait at least one (1) year before applying for re-election to the CoC Board.

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*Section 6.04 Meetings and Notice*

The CoC Board will meet at least monthly, at an agreed upon time and place, and an official Board meeting schedule will be posted on the TPCH website. Each Board member will be sent an agenda and any supporting materials by email at least one week in advance of the monthly meeting as a meeting reminder.

### *Section 6.05 Board Elections*

CoC Board members will be elected or re-elected by the TPCH voting membership present at the annual meeting. In the event of a contested seat, the highest vote-getter(s) shall be elected. In the event of a tie vote for one or more available seats, the CoC Board Officers shall select the from the tie-getting candidates with a particular focus on promoting diversity in terms of expertise, experience, race, ethnicity, cultural affiliation, gender, sex, gender identity, sexual orientation, disability, and other relevant factors.

### *Section 6.06 Election Procedures*

Any person residing or working in Pima County may apply to join the TPCH Board by submitting an application to the Collaborative Applicant by March 31 each year. The CoC Board will annually convene a nominating committee for the purpose of reviewing applications and recommending a slate of qualified candidates with brief biographical summaries for review and election by the General Council during the Annual Meeting.

### *Section 6.07 Quorum*

Over fifty percent (50%) of Board members constitutes a quorum of the Board for the transaction of business.

### *Section 6.08 Officers and Duties*

There will be three officers of the CoC Board: Chair, Vice-Chair, and Treasurer. The officers shall be elected from the CoC Board Membership at the first meeting of the new CoC Board for one-year terms. Staff will promptly announce election results by email. Officers are eligible to serve up to two consecutive terms within their term limits. After completing two (2) consecutive terms, an officer must wait one (1) year before serving another elected term as an officer of the CoC Board except in the case of the Vice-Chair who is eligible to serve up to one additional consecutive term in the role of Chair regardless of that officer's Board term limit. An individual waiting a year from an officer position may, if elected and otherwise eligible, chair a committee during the interim year. Outgoing CoC Board chairs may remain on the CoC Board for up to one year as a non-voting emeritus member regardless of term limit. The duties of the Board officers are described in the TPCH Operating Policies and incorporated herein by reference.

### *Section 6.09 Electronic Voting (E-Voting)*

Should a vote be required between meetings of the TPCH General Council, the CoC Board Chair may activate an electronic voting process. Electronic votes shall be cast by 5pm local time on the second full business day after the electronic vote was activated. Electronic votes are subject to quorum and the same voting rules as votes conducted during meetings of the body.

### *Section 6.10 Vacancies*

The CoC Lead/Collaborative Applicant will notify the TPCH membership of mid-year Board vacancies.

- a. When a vacancy exists, any TPCH member may apply or nominate a replacement by submitting an online nomination no less than two weeks (14 days) in advance of the next scheduled Board meeting.
- b. The CoC Lead/Collaborative Applicant will send these nominations by email to Board members with the regular Board meeting announcement.
- c. The Board will vote as to whether to invite an application from the prospective candidate.

- d. If the application is solicited and approved, an election will occur at the next scheduled Board meeting. These vacancies will be filled only to the end of the vacating Board member's term.
- e. After completing that partial term, the newly elected Board member will be eligible to serve up to two consecutive terms of two (2) years each.
- f. Upon learning of changes to a Board Member's or their organization's role, the Board member must immediately notify the CoC Board Chair and/or CoC Lead Agency/Collaborative Applicant of such changes. The Board will review the change and determine what disposition is in the best interest of the TPCH.

**Section 6.11 Resignation, Termination, and Absences**

Resignation from the Board must be in writing or email and received by the TPCH Board Chair and Collaborative Applicant. A Board member may be terminated from the Board due to ~~more than three~~, ~~three or more~~ consecutive absences from Board meetings. A Board member may be removed for other reasons by a sixty-six percent (66%) vote of the remaining directors as prescribed in a the TPCH Code of Conduct.

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**Section 6.12 Special Meetings**

Any Board member can request a special meeting. They can make the request at a Board meeting, which would then be voted upon and require simple majority approval by the CoC Board. Any Board member can request a special meeting outside a Board meeting by emailing the Board Chair and/or CoC Lead/Collaborative Applicant. An e-vote will be established by the CoC Lead/Collaborative Applicant within two (2) business days of the receiving the request. Simple majority approval by the Board is needed for the request to pass.

**ARTICLE VII. COMMITTEES**

**Section 7.01 Committee Formation**

The Board may create committees and workgroups as needed, in order to assist the Board and the TPCH in carrying out TPCH's Strategic Plan goals and CoC policies. Committees may establish subcommittees or workgroups to assist in carrying out the work of the committee subject to Board approval. Once formed, all subcommittees and workgroups remain responsible to their parent committee. All committees, subcommittees and workgroups are responsible to the Board.

**Section 7.02 Standing Committees**

There are seven (7) Standing Committees of the Board: System Performance and Evaluation Committee; HMIS Committee; Continuum of Care Program Grant Committee; Coordinated Entry Committee; Youth Action Committee; Diversity, Equity, and Inclusion Committee; and Lived Expertise Council.

**Section 7.03 Committee Membership**

Committee membership shall be limited to the number of seats and key sectors determined annually by the CoC Board documented in the TPCH Operating Policies and incorporated herein by reference. No individual may serve on more than two (2) standing committees at any time.

*Section 7.04 Committee Member Selection*

Fifty (50) percent of CoC Committee seats shall be elected by the General Council. In the event of a contested seat, the highest vote-getter shall be elected to the seat. The remaining seats shall be appointed by the CoC Board at its next regular meeting. The CoC Board is responsible for ensuring that such appointments result in committee membership which reflects the diversity of the population served by the Continuum of Care in terms of race, ethnicity, cultural affiliation, sex, gender, gender identity, sexual orientation, disabilities, and other relevant identities and experiences.

*Section 7.05 Election Procedures*

The CoC Lead/Collaborative Applicant shall issue a public call for committee member applications annually. Applications will be brought forward with brief biographical summaries to the General Council for election. Committee elections shall be conducted during the General Council Annual Meeting. In the event of a tie vote for one or more available seats, the CoC Board Officers shall select the from the tie-getting candidates with a particular focus on promoting diversity in terms of expertise, experience, race, ethnicity, cultural affiliation, gender, sex, gender identity, sexual orientation, disability, and other relevant factors.

*Section 7.06 Meetings and Notice*

CoC committees will meet at regular intervals as defined by the committee. An official committee meeting schedule will be posted on the TPCCH website. Each committee member will be sent an agenda and any supporting materials by email at least one week in advance of the meeting as a meeting reminder.

*Section 7.07 Quorum*

Over fifty percent (50%) of committee members constitutes a quorum of the committee for the transaction of business.

*Section 7.08 Persons with Lived Experience of Homelessness and/or Housing Instability*

Each committee shall have not less than two (2) seats reserved for persons with lived experience of homelessness and/or housing instability. Members serving under this designation shall be appointed by the CoC Board.

*Section 7.09 Vacancies*

The CoC Lead/Collaborative Applicant will notify the TPCCH membership of mid-year committee vacancies.

- a. When a vacancy exists, any TPCCH member may apply ~~or nominate a replacement~~ by submitting an online ~~nomination application~~ no less than two weeks (14 ~~calendar~~ days) in advance of the next scheduled ~~Board meeting~~ ~~committee meeting for which the person is applying~~.
- b. The CoC Lead/Collaborative Applicant will send these ~~nominations~~ by email to ~~Board members, the appropriate committee chair and vice-chair along with the regular Board meeting announcement and will include a~~ summary of the committee’s current gaps in diversity in terms of race, ethnicity, cultural affiliation sexual orientation, sex, gender, gender identity, disabilities, lived expertise, and other relevant factors. The ~~committees~~ and CoC Board shall strive to fill vacancies with qualified individuals who enrich the diversity ~~and expertise of~~ the committee.
- c. The ~~CoC Board, committee~~ will vote as to whether to ~~invite an application from the prospective, nominate~~ candidate, ~~if the application is not approved, the candidate may apply for a different committee.~~

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d. ~~If the application is solicited and approved, an election will occur at the Collaborative Applicant will forward the application and nomination to the CoC Board for review during the next scheduled Board meeting. These vacancies will be filled only to the end of the vacating committee member's term.~~

e. ~~The Board will vote on whether to approve the candidate for the committee which the person applied for. If the nomination is not approved, the candidate may apply for a different committee, or the Board may recommend that the candidate apply for a different committee.~~

f. After completing that partial term, the newly elected committee member will be eligible to serve up to two consecutive terms of three years each.

g. Upon learning of changes to a committee members's or their organization's role, the committee member must immediately notify the TPCH Board Chair and/or CoC Lead Agency/Collaborative Applicant of such changes. The committee will review the change and make a recommendation to the CoC Board as to what disposition is in the best interest of the TPCH.

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### Section 7.10 Resignation, Termination, and Absences

Resignation from CoC committees must be in writing or email and received by the committee chair and/or CoC Lead/Collaborative Applicant. A committee member may be terminated from the committee after three consecutive absences at committee meetings. A committee member may be removed for other reasons by a sixty-six percent (66%) vote of the remaining committee members as prescribed in a the TPCH Code of Conduct.

### Section 7.11 Committee Chairs and Vice Chairs

Committee vice-chairs shall be elected for one-year (1) terms in April. Terms shall begin in July and end in June.

- a. Current committee vice-chairs will transition to the committee chair role upon the vice-chair's consent and a vote of ratification by the committee.
- b. In the event that a vice-chair declines the chair position or is not ratified by the committee, the committee shall elect from its current membership a new chair.
- c. Election results will be announced to the General Council Annual Meeting.
- d. An individual waiting a year from one committee chair position may, if elected or appointed, chair a different committee during the interim year.

Committee Chairs or Vice Chairs are expected to present written and oral reports of the committee's work to the CoC Board meetings on a quarterly basis and to attend all CoC Board meetings at which a recommendation or motion from the committee is presented. Committee reports shall include recommendations from the committee including supporting and dissenting opinions.

Committee Chairs and Vice Chairs or a designated proxy are expected to attend a Committee Chair meeting which will be convened by the CoC Board Chair and held no less than quarterly. This meeting will coordinate efforts of each committee, increase collaboration among the committee members, and prepare for presentations to the Board.

### Section 7.12 Committee Voting

Committee voting shall be limited to elected/appointed committee members and shall be conducted in accordance with Rosenberg's Rules of Order.

### *Section 7.13 Committee Terms*

Committee members serve two-year (2) terms. Committee members may serve two consecutive terms after which the member may not serve on the committee for a period of at least one year. The member may be elected or appointed to another committee during the interim year. The only exception to this rule is Vice-Chairs who may complete up to one additional year in the Chair role regardless of term limit.

### *Section 7.14 Community Participation*

All committee meetings shall be publicly posted and any interested person may attend a committee meeting. All committee meetings shall include a call to the public in which such persons may provide input to any item on the agenda and/or request that the committee address an issue or take action in furtherance of TPCH objectives. Individuals deemed disruptive by vote of the committee shall be required to leave the meeting. Failure to do so may result in loss of TPCH voting privileges, membership, and/or prohibition against committee attendance at the discretion of the CoC Board.

### *Section 7.15 System Performance and Evaluation Committee (SPEC)*

The System Performance and Evaluation Committee (SPEC) shall be responsible for:

- a. Compiling and reviewing data to improve the performance of the entire Continuum of Care.
- b. Analyzing and sharing system performance data with the CoC Board and membership.
- c. Overseeing the process of conducting a gaps analysis annually; reviewing and sharing data from the gaps analysis with the CoC Board and membership.
- d. Working to enhance and expand community-wide services based on identified gaps and community need.
- e. Recommending to the CoC board proven strategies for prioritizing the use of Emergency Solutions Grant (ESG) funds; acting as the liaison between and among City, County, and State ESG funding sources.
- f. Evaluate the performance of the CoC Lead/Collaborative Applicant and HMIS Lead at least annually, and report evaluation findings to the CoC Board.

### *Section 7.16 Homeless Management Information System Committee (HMIS)*

The Homeless Management Information System (HMIS) Committee shall be responsible for:

- a. Reviewing and providing guidance to the CoC Board regarding TPCH's HMIS capabilities, software selection, and planning recommendations.
- b. Reviewing HMIS data quality to include data completeness and data accuracy and reporting this data to the CoC Board, membership, and HMIS participating agencies.
- c. Reviewing, updating, and overseeing policies and procedures concerning HMIS data and its use.

- d. Reviewing and recommending for approval the Point in Time Count, Housing Inventory Count, Annual Performance Report, Longitudinal System Analysis, System Performance Report, and other HUD data submissions to the CoC Board.
- e. Reviewing and providing recommendations to the CoC Board regarding HMIS data-sharing agreements, data partnerships, and external data requests.
- f. Ensuring that the HMIS and HMIS Lead have the capacity to produce regular programmatic and system-level reports disaggregated by race, ethnicity, age, and sexual orientation.
- g. Conducting on-going evaluation of HMIS system and gathering user feedback to improve the HMIS experience.

#### *Section 7.17 Continuum of Care Program Grant Committee (CoC Program)*

The Continuum of Care (CoC) Program Grant Committee shall be comprised of not more than 49% CoC Program grant recipients and/or subrecipients. The committee shall be responsible for:

- a. Monitoring CoC recipient and subrecipient performance; recommending performance improvement plans to the CoC Board.
- b. Recommending priorities and community strategies related to the use of CoC Program funds to the CoC Board.
- c. Developing and recommending performance improvement targets for CoC projects consistent with the CoC's adopted system performance improvement strategies.
- d. Reviewing, updating, and overseeing the implementation of the CoC's approved reallocation policies.

#### *Section 7.18 Coordinated Entry Committee (CE)*

The Coordinated Entry (CE) Committee shall be responsible for:

- a. Recommending policies and procedures to improve and expedite the CE process to the CoC Board.
- b. Engaging in on-going planning and evaluation of the CE system at least annually.
- c. Expanding housing and service linkages including but not limited to education and employment services within the CE system.
- d. Expanding and improving coordination among outreach, shelter, diversion, and homelessness prevention and eviction prevention resources within the CE system.
- e. Monitoring participation and utilization of the CE system among CoC and ESG projects; reporting participation and utilization information to the CoC Board.

#### *Section 7.19 Youth Action Committee (YAC)*

The Youth Action Committee (YAC) is comprised of youth and young adults under the age of 25 who possess lived experience of homelessness and/or housing instability. The YAC is responsible for:

- a. Providing guidance and policy recommendations on the implementation, administration and oversight of services impacting youth who are experiencing homelessness or at risk of homelessness.

- b. Guiding ongoing planning of homeless youth services and oversee the Tucson/Pima County Coordinated Community Plan to Prevent and End Youth Homelessness.
- c. Providing a youth voice in decision making within the CoC.
- d. Developing and overseeing implementation of strategies to serve youth experiencing homelessness more effectively throughout the CoC.
- e. Assist in the development and design of applications for funding for youth homelessness projects.
- f. Integrating youth input throughout the CoC and coordinating youth focused activities with other committees, work groups, the HMIS Lead, and the CoC Lead/Collaborative Applicant.

#### *Section 7.20 Diversity, Equity, and Inclusion Committee (DEI)*

The Diversity, Equity, and Inclusion (DEI) Committee shall be responsible for:

- a. Collaborating with CoC Board, Lead Entities, and community stakeholders to plan and coordinate equity initiatives within TPCH and in cross-sector partnership with other aligned systems with particular focus on issues of racial equity, LGBTQ+ inclusivity, and citizenship.
- b. Reviewing existing and proposed TPCH policies and practices; recommending strategies to increase representation from diverse stakeholders and prevent structural of systemic inequities prior to new policy adoption.
- c. Collecting and analyzing quantitative data regarding equity and inclusivity within the local homelessness response system.
- d. Issuing recommendations to improve equitable outcomes for all populations served through the local homelessness response system to the CoC Board.
- e. Collaborating with CoC Lead/Collaborative Applicant and HMIS Lead to issue periodic reports, at least annually, on efforts to address equity and inclusivity within the homelessness response system and the outcomes of those efforts.

#### *Section 7.21 Lived Expertise Council*

The Lived Expertise Council is a standing TPCH committee comprised of persons with lived experience and expertise of homelessness within the past seven years. The Lived Experience Council is responsible for:

- a. Providing guidance and policy recommendations on the implementation, administration and oversight of services impacting individuals and families who are experiencing homelessness or at risk of homelessness.
- b. Guiding ongoing planning of homeless services and the creation and implementation of the TPCH Strategic Plan/Community Plan to Prevent and End Homelessness.
- c. Ensuring that the voices of persons with lived experience and expertise are centered within decision making within the CoC.

- d. Addressing and dismantling stereotypes, prejudices, and disparities by recruiting individuals with lived experience to represent the voice of marginalized and intersecting groups within the Continuum of Care. Recruitment of lived experience individuals would include, but not be limited to, Black, Indigenous, People of Color, LGBTQ+ individuals, and people living with disabilities.
- e. Developing and overseeing implementation of strategies to address homelessness more effectively throughout the CoC.
- f. Integrating lived experience and expertise input throughout the CoC and coordinating participant-centered activities with other committees, work groups, the HMIS Lead, and the CoC Lead/Collaborative Applicant.
- g. Assisting in the development and design of funding strategies and applications related to homelessness

*Section 7.22 Committees Comprised Primarily of People with Lived Experience of Homelessness*

Committees comprised primarily of people with lived experience of homelessness and/or housing instability may utilize alternate membership, participation, and governance structures with approval of the CoC Board.

## **ARTICLE VIII. SUBCOMMITTEES, WORKGROUPS, AND COALITIONS**

*Section 8.01 Formation*

The CoC Board and Committees may establish subcommittees, workgroups, and coalitions as needed to carry out the work of TPCH and advance the CoC’s Strategic Plan. All subcommittees and coalitions are subject to the approval of the CoC Board.

*Section 8.02 Subcommittees*

Subcommittees are on-going bodies intended to carry out a specific duty or duties assigned to the committee. Subcommittees are not formal voting bodies and achieve consensus to bring forward one or multiple proposals to their parent committee for vote.

- a. Subcommittee composition shall be appointed by the committee and may include persons who are not members of the committee.
- b. Subcommittee participation is strictly voluntary.
- c. Subcommittees shall be limited in size to achieve the efficient accomplishment of the assigned duty or duties.
- d. Subcommittees shall establish working norms and are not subject to the Rosenberg’s Rules of Order.
- e. The parent committee shall appoint a committee member to lead the subcommittee’s work.
- f. The subcommittee leader will be responsible for taking attendance, documenting meeting notes, and submitting to the parent committee and CoC Lead/Collaborative Applicant for recordkeeping. Subcommittee notes shall be posted on the TPCH website for public inspection.

### Section 8.03 Workgroups

Workgroups are time limited bodies intended to conduct research and/or propose plans related to one or more duties of the CoC Board or committee.

- a. Workgroup composition shall be appointed by the voting body establishing the workgroup and may include persons who are not members of the Board or committee.
- b. Workgroup participation is strictly voluntary.
- c. Workgroups should be limited in size to achieve efficient accomplishment of the assigned duty or duties.
- d. The CoC Board or committee establishing the workgroup shall select a Board or committee member to lead the workgroup.
- e. The workgroup leader will be responsible for taking attendance, documenting meeting notes, and submitting to the parent committee or CoC Board, and the CoC Lead/Collaborative for recordkeeping. Workgroup notes shall be posted on the TPCH website for public inspection.

### Section 8.04 Coalitions

Coalitions are TPCH affinity groups established around specific populations, service types, and/or other relevant topics.

- a. Coalitions are open to all interested persons and intended to improve coordination, collaboration, and resource-sharing throughout the CoC.
- b. Coalitions shall establish working norms and are not subject to the Rosenberg's Rules of Order.
- c. Coalition participation is strictly voluntary.
- d. Coalitions shall self-select an individual or individuals to lead the coalition.
- e. Coalitions may request time on the agenda of any CoC Committee, the CoC Board, and the TPCH General Council for discussion and vote.
- f. The CoC Lead/Collaborative Applicant shall be responsible for staffing coalition meetings, taking attendance, and documenting meeting notes for recordkeeping.

## ARTICLE IX. POLICIES

### Section 9.01 Purpose

TPCH Policies guide the administrative operations of the Continuum of Care. These include:

- a. TPCH Operating Policies
- b. TPCH Written Standards

- c. TPCH HMIS Policies and Procedures
- d. TPCH Coordinated Entry Policies and Procedures
- e. TPCH Service Standards for Domestic Violence Projects
- f. TPCH Performance Evaluation and Monitoring Procedures
- g. TPCH CoC Project Reallocation Policy

*Section 9.02 Policy Authority*

TPCH Policies may be approved, amended, or rescinded by the CoC Board. They are incorporated into the Governance Charter by reference. In the event that an approved TPCH Policy is inconsistent with the Governance Charter as approved by the General Council, the Governance Charter shall prevail.

## **ARTICLE X. ROLES OF COC LEAD/COLLABORATIVE APPLICANT AND HMIS LEAD AGENCIES**

*Section 10.01 CoC Lead/Collaborative Applicant/Fiscal Agent*

The TPCH CoC Lead/Collaborative Applicant is the legal entity that has been designated by the Continuum of Care (TPCH) in accordance with the Federal Homeless Emergency Assistance and Rapid Transition to Housing Continuum of Care Program (24 CFR 578) to fulfill the responsibilities defined below and any additional duties defined in the Memorandum of Understanding mutually agreed and signed by the TPCH Board Chair and CoC Lead/Collaborative Applicant. The General Council approves the CoC Lead/Collaborative Applicant for a time period of at least five (5) years.

The CoC Lead/Collaborative Applicant works cooperatively with the CoC to follow all U.S. Department of Housing and Urban Development (HUD) regulations. The CoC Lead/Collaborative Applicant will consult on the annual updates made to the Governance Charter.

- a. HUD Responsibilities of the CoC Lead/Collaborative Applicant
  - i. Collects and submits the CoC Registration, Consolidated Application (which includes the CoC Application and CoC Priority Listing).
  - ii. Applies for CoC planning funds on behalf of the CoC during the CoC Program Competition.
  - iii. Participates in the continuous development of the Governance Charter with the CoC.
  - iv. Acts on behalf of the CoC when applying for HUD grants and is the point of contact with HUD representatives.
- b. TPCH Additional Responsibilities of the CoC Lead/Collaborative Applicant
  - i. Assumes leadership role in the development of the CoC Consolidated Application, aligning with the Notice of Funding Availability.

- ii. Posts and maintains formal records of all TPCH documents, meeting agendas and minutes, and records all decisions, including membership records for maintenance of voting privileges.
- iii. Consults with CoC Board on the development of the annual CoC Planning Grant budget
- iv. Applies for additional funding as directed by the TPCH.
- v. Fulfills fiscal responsibilities for CoC planning and related funds in accordance with HUD requirements (OMB 2 CFR 200), as well as non-federal funds, that include, but are not limited to: ensuring match requirement is fulfilled, maintain all financial records of related expenses for HUD-required and TPCH activities, provide at least quarterly financial reports to the CoC Board and General Council, conduct all TPCH Request for Proposal and purchasing processes, execute and oversee fulfillment of contracts as directed by the CoC.
- vi. Employs staff to perform CoC functions and maintains internal leadership to ensure all responsibilities of the Collaborative Applicant are continuously fulfilled.
- vii. Collaborates with the HMIS Lead to plan and implement the annual point in time count of persons experiencing sheltered and unsheltered homelessness.
- viii. Implements CoC policies and processes as approved and directed by the CoC Board.
- ix. Develops and distributes CoC publications.
- x. Informs community of TPCH's work to prevent and end homelessness.
- xi. Maintains accurate CoC membership rosters.
- xii. Reviews and reports ongoing progress toward the TPCH strategic plan to the CoC Board and membership.

#### *Section 10.02 HMIS Lead*

The HMIS Lead is a legal entity that has been designated by the Continuum of Care (TPCH) in accordance with the Federal Homeless Emergency Assistance and Rapid Transition to Housing Continuum of Care Program (24 CFR 578) to operate the Continuum's Homeless Management Information System (HMIS) on its behalf. The General Council approves the HMIS Lead for a time period of at least five (5) years.

The HMIS Lead Agency works cooperatively with the CoC to follow all U.S. Department of Housing and Urban Development (HUD) regulations, and the HMIS Protocol. The HMIS lead will consult on the annual updates made to the Governance Charter. The HMIS Lead is responsible for the duties described below and any additional duties defined in the TPCH HMIS Lead Protocol mutually agreed and signed by the TPCH Board Chair and HMIS Lead.

- a. Responsibilities of the HMIS Lead
  - i. Develops and submits reports as required by the CoC Board and HUD including but not limited to the annual sheltered and unsheltered Point in Time Count, Housing Inventory Count, Longitudinal System Analysis, and System Performance Reports.

- ii. Collaborates with CoC Lead/Collaborative Applicant for the purposes of process improvement and submissions to HUD.
- iii. Partners with CoC committees to provide data needed for CoC Program, ESG Program, and system performance evaluation and improvement.
- iv. Conducts and implements all activities prescribed in the CoC Strategic Plan and/or directed by the CoC Board.
- v. Makes recommendations to the CoC Program Grant Committee regarding process and performance improvement at the project and system levels.
- vi. Works with HMIS participating agencies to help identify improvement opportunities and make recommendations for overall system improvement for the HMIS Lead and HMIS participating agencies as needed.
- vii. Assists CoC Board and committees to manage and interpret community data.
- viii. Shares data with HMIS participating agencies and outside entities in accordance with CoC policies and procedures.
- ix. Consult with the CoC Board to develop and implement an annual workplan addressing community needs and priorities.
- x. Develop and implement process for communication with HMIS users for the purposes of sharing information.
- xi. Collaborate with the CoC Lead/Collaborative Applicant to plan and implement the point in time count.

## **ARTICLE XI. AMENDMENTS**

This Governance Charter may be amended at any General Council by a simple majority vote. Proposed amendments may be brought for discussion to any CoC Board Meeting throughout the year or submitted to the CoC Lead/Collaborative Applicant sixty (60) days in advance of the Annual Meeting.

The CoC Board may approve formatting, grammar, or usage changes which do not fundamentally alter the Governance Charter to improve clarity or readability by a simple majority vote at any regular meeting. All revisions shall be published for inspection through the TPCB listserv.