

Washington County Homeless Plan Advisory Committee Bylaws

Exhibit 1

Washington County

HOMELESS PLAN ADVISORY COMMITTEE

BYLAWS

Article I – Name

The name of this organization shall be the Washington County Homeless Plan Advisory Committee (HPAC).

Article II – Purpose

The purpose of the HPAC is to provide oversight to the Department of Housing Services implementation of the plan and leadership to effectively collaborate with state and local partners to develop additional resources to meet the ambitious goals included in A Road Home: Community Plan to Prevent and End Homelessness and Supportive Housing Services Local Implementation Plan.

The HPAC will be advisory to the county Department of Housing Services Staff, the Director of Housing Services, the County Administrator, and the Board of Commissioners for Washington County (“Board of Commissioners”).

The Department of Housing Services is committed to advancing racial equity, housing equity, and health equity for Washington county residents, with special attention focused on people and communities who are experiencing historic disadvantages and injustices, including but not limited to culturally and linguistically marginalized communities, socially and geographically isolated communities.

Article III – Duties and Responsibilities

The duties and responsibilities of this Advisory Committee are:

- To review and recommend amendments to the A Road Home and Local Implementation Plan in support of the plans goals.
- To provide advisory guidance and transparent oversight for the implementation of housing and homeless services provided by the Department of Housing Services.
- To provide recommendations to the Housing and Supportive Services Network (HSSN), the group charged with development and implementation of the A Road Home.

Washington County Homeless Plan Advisory Committee Bylaws

- To increase public awareness of the A Road Home and Local Implementation Plan.
- To advocate for public and private funding and resource to implement the goals of the plan.
- To recruit community partners who will work in collaboration with other levels of government, philanthropies, the business community, nonprofit housing and service providers, faith-based and civic groups to implement this plan over the next ten years.
- To provide a link to the community at large through advocacy, public information, and education activities sponsored by this Advisory Committee.
- To establish bylaws for the Homeless Plan Advisory Committee (HPAC).
- To include technical work in subcommittees that will elevate proposals for HPAC to review and approve policy recommendations.

Article IV – Structure

Section 1

The Homeless Plan Advisory Committee (HPAC) shall consist of seventeen (17) members. Members may be appointed from, but not limited to, the following stakeholder groups:

- a. County Commissioner
- b. Mayor or City Councilor
- c. Philanthropy
- d. Business
- e. Housing Authority
- f. Nonprofit Housing Provider
- g. Nonprofit Service Provider
- h. Sheriff Office
- i. Community Corrections
- j. Public Benefits & Resources
- k. Hospital/Healthcare
- l. Hospital/Healthcare
- m. Faith-based Community
- n. Individuals with Lived Experiences
- o. Community At Large
- p. Community At Large
- q. Community At Large

Washington County Homeless Plan Advisory Committee Bylaws

Section 2

The HPAC may convene, as needed, a work group(s) of knowledgeable persons to advise the HPAC in specific program areas, or to address any ad hoc issue.

Article V – Membership

Section 1

All members are appointed by and serve at the pleasure of the Board of Commissioners of Washington County and shall:

- a) Be members of the residential or business community of Washington County.
- b) Be appointed for terms of up to three years with reappointment at the pleasure of the Board of Commissioners.
- c) Be appointed by December 31 for up to three year terms, each term to begin January 1 and expire December 31 of the last year of the term. Members may only serve a maximum of two (2) terms consecutively. The Department of Housing Services may recommend exceptions to this term limit to ensure full and balanced HPAC membership. Any such exceptions must be approved by the Board of Commissioners of Washington County with the reasons for the exception specified in the decision.

Section 2

- a) Membership on the Homeless Plan Advisory Committee shall not exceed 17 members.
- b) Membership shall represent Commissioner districts (if residents), recipients of service, advocates, community-based professionals and volunteers, key referral sources, provider representatives, and individuals with lived experiences in balanced representation.
- c) The Homeless Plan Advisory Committee membership will seek to represent the whole community; members of the communities that experience housing insecurity and homeless services disparities will be given preference for membership on the committee.

Section 3

Upon three total absences from scheduled HPAC meetings within a 12-month period by a member, the HPAC shall ask the member to resign or resume participation.

Article VI – Officers

Washington County Homeless Plan Advisory Committee Bylaws

Section 1

The officers of the HPAC shall be a chairperson, chairperson elect and secretary. The term of office will be two years. The Chairperson Elect will automatically become Chairperson upon expiration of the Chairperson's term.

Section 2

- Chairperson. The Chairperson shall preside at all meetings of the HPAC. They shall act as liaison among the County staff, public agencies, and the Board of Commissioners, appoint all work groups, and assign tasks and duties to the respective work groups.
- Chairperson Elect. The chairperson elect will perform the duties of the Chairperson in their absence. In the case of resignation or incapacity of the Chairperson, the Chairperson Elect shall perform all assigned duties of the Chairperson until such time as the HPAC shall elect a new Chairperson.
- Secretary. The Secretary shall keep the records of the HPAC, shall act as Secretary of the HPAC meetings and record all votes, and shall keep a record of the proceedings of the HPAC in a journal of proceedings, and shall perform all duties incident to the office.

Section 3

Officers shall be elected from among the HPAC membership by a majority vote of those members constituting a quorum at a regular meeting of the HPAC.

Article VII – Rules of Procedure

Section 1 – Regular Meeting

The Homeless Plan Advisory Committee will provide high-level oversight to the implementation of the A Road Home and Local Implementation Plan, encourage collaborative partnership building, provide guidance to the annual Department of Housing Services Work Plan, work to create resources and funding, and promote and sustain the vision through leadership in developing new ways of addressing the needs in the community.

Section 2 - Quorum

For the purpose of doing business, a simple majority of the current membership shall constitute a quorum. Once a quorum is established, business can be transacted for the remainder of the meeting regardless of number of members present.

Washington County Homeless Plan Advisory Committee Bylaws

An HPAC member who is unable to attend a meeting shall notify the Chairperson or designated staff liaison to have an excused absence. HPAC members may request to participate in a meeting telephonically by making arrangements with the Staff Liaison.

Section 3 – Order of Business

At the regular meetings of the HPAC, the following shall be the order of business:

- a. Roll Call
- b. Approve Agenda and Amendments to the Agenda
- c. Announcements
- d. Reading and approval of the minutes of the previous meeting
- e. Communications
- f. Report of the Subcommittees
- g. Unfinished Business
- h. New Business
- i. Adjournment

Section 4 – Open Meetings

Notice stating the time and place of all meetings and containing an agenda of all scheduled actions to be considered shall be posted at least 96 hours prior to the hour of the meeting in a conspicuous place in the County Public Services Building with copies available to interested persons. The HPAC shall conform to the procedures outlined in the Open Meeting Laws of the State of Oregon (192.610-192.690).

- a) Notice of meetings shall be given not less than seven days in advance of a meeting; however, in the case of an emergency, a meeting notice may be given 24 hours in advance of a meeting. Meetings shall be held at a location that can accommodate and is accessible to persons with disabilities. The order of business at all meetings shall be determined by the agenda.
- b) Any member of the HPAC shall have the right to have an item placed on the agenda at any meeting by written request to the Chairperson.
- c) Any item may be taken out of order by majority vote of the members present.

Section 5 – Conflict of Interest

There will be open discussion of situations which might involve conflict of interest on the part of committee members. A member shall declare any actual or potential conflicts of interest on the record. An

Washington County Homeless Plan Advisory Committee Bylaws

actual conflict of interest exists when the action taken by the member would affect the financial interest of the member, the member's relative or a business with which the member or relative of the member is associated. A potential conflict of interest exists when the action taken by the member could have a financial impact on that member, a relative of that member or a business with which the member or the member's relative is associated. A member with a potential conflict of interest may participate in official action that gives rise to the potential conflict. A member with an actual conflict of interest shall abstain from voting on the particular issue that gave rise to the actual conflict of interest.

Section 6 – Public Statements

No member of the Homeless Plan Advisory Committee is authorized to speak on behalf of the HPAC until the committee takes a position by formal action and such communications are approved. This does not prevent any member from making public statements regarding personal or agency views on an issue as long as it is clear that they are not speaking on behalf of the HPAC.

Section 7 – Recommendations and Actions

a) Meeting Schedule

HPAC meetings will be scheduled on a regular basis, and shall take place at least semiannually. Other meetings of the HPAC will be called as needed with a minimum of one week's notice being given by phone, mail or email.

b) Recommendations

The HPAC will make recommendations to the Department of Housing Services Staff and the Director for the Department of Housing Services for referral to the County Administrator and/or the Board of Commissioners following a simple majority vote of the current membership.

c) Robert's Rules of Order

Questions of procedure will be resolved in accordance with Robert's Rules of Order.

Article VIII – Communications from the Public

Section 1

The HPAC may provide for a system by which written communications from the public shall be made part of the agenda.

Section 2

The HPAC may provide for a system for oral communications from the public, provided,

Washington County Homeless Plan Advisory Committee Bylaws

however:

- a) Persons desiring to address the HPAC shall do so upon first gaining recognition of the Chairperson or presiding officer and after stating their name.
- b) The Chairperson or presiding officer of the meeting may limit the time and number of appearances concerning an item under consideration in the interest of facilitating the orderly business of the HPAC.

Section 3

Announcements shall be restricted to HPAC members exclusively.

Article IX – Publication of Rules

A copy of these Bylaws and governing Rules of Procedure shall be provided to each Homeless Plan Advisory Committee member and shall be available at all regular and special meetings of the HPAC.

Article X – Adoption and Amendments

These Bylaws shall be initially adopted by the Board of Commissioners, and shall take effect at the next meeting following their approval. The Board of Commissioners shall, in their discretion retain authority to repeal, revise or amend the Bylaws. However, in the absence of any objection by the Board of Commissioners, these Bylaws may be amended by the HPAC upon approval of a majority vote of the HPAC, provided that all voting members have been sent copies of the proposed amendments seven (7) days in advance of the meeting date where action on the proposed amendment is to occur.

Article XI – Subcommittees

Subcommittees will be added to HPAC by members who propose to add them to HPAC. Subcommittees will need to be approved by the majority of the HPAC membership. Proposals for subcommittees should have a title, duration, and purpose developed with staffing resources identified and in alignment with HPAC purpose, duties, and responsibilities. HPAC may have 2 concurrent subcommittees that reflect new bodies of work. HSSN committees should be reviewed in a good faith effort to coordinate current and ongoing homeless services advisory at the county.

- A) Membership of subcommittee will be determined and approved by HPAC. Nominees can include HPAC members and non HPAC members.
- B) Meetings of these subcommittees will be scheduled to avoid regular HPAC meeting months.
- C) Work completed in subcommittees will be reported at regular meetings including proposals for policy recommendations to HPAC to approve.

