Winnebagoland Continuum of Care Governance Document

**Purpose Statement**

Winnebagoland Continuum of Care’s (CoC) purpose is to advocate, coordinate and optimize services for homeless persons, those at imminent risk of homelessness, those precariously housed and those with affordable housing needs. Through education, advocacy, mutual support and a sharing of resources, the Continuum strives to prevent homelessness and housing disparities as well as create the ability of the communities included to respond to individual and community needs for affordable housing. Our vision is to increase the quality of life for those who strive to become self-sufficient.

**Geographical Area**

The geographical area covered by the Winnebagoland COC shall include Fond du Lac, Green Lake, and Winnebago Counties.

**General Strategies**

Winnebagoland COC’s strategies to achieve our purpose are to:

* Maximize resources in identifying and addressing affordable housing needs in our communities;
* Maintain optimal funding for the homeless programs in our service area of Fond du Lac, Green Lake & Winnebago Counties;
* Develop and implement responses to directives from the WI Balance of State Continuum of Care (WI BOSCOC);
* Promote ending homelessness in our area;
* Collaborate on Winnebagoland COC activities.

**Membership**

Winnebagoland COC is open to agencies, organizations, institutions, public officials, and community members with an interest in becoming involved in addressing issues facing those that are homeless or with any other housing needs in our service area. The membership strives to include a variety of people to represent homeless service providers, victim services providers, faith-based organizations, governments, local businesses, public housing agencies, social service providers, substance abuse and mental health agencies, law enforcement agencies, school districts, hospitals, health care providers, universities, affordable housing developers, organizations that serve homeless and formerly homeless veterans, organizations serving homeless youth, and individuals who are experiencing homelessness or who were formerly homeless.

To be a member of the Winnebagoland COC, an agency will need:

* A signed Memorandum of Understanding (MOU) and commitment to the COC purpose on file. This pledge maintains an agency’s active membership and reserves the right to vote.
* Membership is held by an organization, agency, or institution rather than individually by employees or members of those entities. An individual not associated with an organization is able to join the coalition.
* Member agencies will be expected to attend 75% of theirmeetings per year to maintain their membership privileges.
* Membership privileges include voting rights.
* Members agree to maintain updated contact information with the Secretary.
* Members agree to participate on committees which are created on an ad-hoc basis.
* Membership is updated annually at the first meeting of the calendar year.

**Delegate to the Wisconsin Balance of State**

The CoC will be represented at the Wisconsin Balance of State CoC quarterly meetings by a delegate elected by the Winnebagoland membership. The delegate will vote on behalf of Winnebagoland CoC in matters that may come before the membership at said quarterly meetings. The elected delegate shall continue to serve in that position until their resignation or removal by a majority vote.

**Director to the Wisconsin Balance of State**

The CoC will nominate a director to represent the membership on the Wisconsin Balance of State Board of Directors. The Director will serve as prescribed by the WIBOSCOC bylaws. In the event of resignation or removal, a replacement will be nominated to fill the position for the unexpired portion of the term.

The Director will be the primary contact person for all information coming from the Balance of State to Winnebagoland CoC.

**Voting**

Voting is based on membership held by the organization, not the individual staff member. Each organization is entitled to one vote. Member representatives’ vacancies and resignations may be filled by the member organization at its own discretion. Individual community members not associated with an organization may cast one vote.

All members must refrain from voting on matters where there is a conflict of interest.

A quorum shall be considered as a simple majority of members.

**Officers**

The COC will keep in office 3 positions:

**Chair**

The Chair of the Winnebagoland COC shall be responsible to:

* Preside over all CoC meetings;
* Work with the Vice-Chair in all matters of the CoC;
* Represent the CoC at any community or public event where such representation is required; to include cooperative efforts with media partners to promote community events;
* Communicate any issues and all matters to the CoC;
* Create an agenda and distribute it to all CoC members.

**Vice-Chair**

The Vice-Chair of the CoC shall be responsible to:

* Preside over all CoC meetings in the absence of the Chair;
* Work with the Chair in all CoC matters;
* Represent the CoC at any community or public event where such representation is required; to include cooperative efforts with media partners to promote community events;
* Communicate any issues and all matters to the CoC.

**Recording Secretary**

The recording secretary of the CoC shall be responsible to:

* Record the minutes of each meeting and distribute to all CoC members;
* Maintain and update the membership roster with the Chair and Vice-Chair.

Elected positions are considered to be represented by an individual, not an organization or agency. Vacancies and resignations will be brought to the CoC Chair and/or Vice Chair and a new election will be held. Elections will be held as part of a regular meeting or electronically via email or another electronic system.

In an attempt to maintain diversity, officer positions should include representatives from differing organizations.

Removal from office may be performed by the Members with a majority of voting members voting as such. Reasons for removal include, but are not limited to:

* Misconduct;
* Inability to perform the required duties;
* Unauthorized absences (as defined by no notification to another Officer for a regular meeting. 2 unauthorized absences shall trigger consideration of removal), and/or;
* Violation of law, illegal activity and unethical behavior.

**Nominations**

Officers will be elected for 2-year positions and new elections will be held at the first quarterly meeting of the calendar year. Nominees will be provided with a brief opportunity to describe their experience and qualifications. Nominations can be made for oneself or by another member of the membership body.

Voting may be conducted via paper or electronic ballot.

**Committees**

Committees will be created on an ad-hoc basis. Committees include PIT; Diversity, Equity and Inclusion in Homeless Services, Coordination and Engagement; and each county will have a local county focused committee. Committees shall be appointed to accomplish a task-specific assignment on a time-specified basis. Committees will create their own written statement of purpose, duties, and responsibilities. Each committee will appoint a chair, who will be responsible for keeping the committee on task. Each committee will appoint a recording secretary who will keep a written record of all proceedings and make oral or written reports to the coalition as a whole.

**Meetings**

General meetings will be held:

* Fond du Lac, Green Lake and Winnebago County members, as a whole coalition, will meet every other month on the 3rd Tuesday of the months starting February 2024. The Chair will send out a reminder with notice of meeting date, time, location, agenda, and previous minutes. The meeting location will alternate between counties.
  + If Chair and Vice Chair have an excused absence, an alternative meeting date will be set.
* Individual county committees will meet every other month opposite of the entire coalition meetings, starting March 2024.
* Attendance need not be in person, but may be offered through a virtual platform such as Teams or Zoom
* Minutes will be recorded by the secretary and be made available upon request. In the event the Secretary is unable to attend a meeting, a Secretary Pro Tempore shall be elected for that meeting only and shall be charged with taking appropriate minutes of the meeting and sending the minutes to the Secretary.
* Attendance will be recorded by the Secretary.
* All other committees shall meet as often as is necessary to fulfill their mission.

**Dues**

Dues will be established annually by a vote of the membership during the last quarterly meeting of the year (December).

**Review and Amendments**

This Governance Document may be amended at any general meeting provided members are notified by email of the proposed change at least 14 days prior to the meeting.

The proposed amendments shall be approved by a majority vote of those members present.

The Governance Document will be reviewed annually for approval.