

MEMBERSHIP/NOMINATING COMMITTEE

COMPOSITION & STRUCTURE

Approved May 28, 2020

GOVERNANCE

The Membership/Nominating Committee (MNC), a committee of the Continuum of Care (CoC), is responsible for ensuring the CoC general membership, Board and committees have a diverse membership. The MNC implements transparent processes when filling vacant seats on the CoC Governing Board and committees.

ROLES & RESPONSIBILITIES

In order to ensure that the Charlotte-Mecklenburg CoC maintains an engaged, diverse and inclusive membership, the MNC responsibilities shall include:

- Developing processes for outreach, engagement and recruitment of diverse and knowledgeable CoC members, committee and workgroup members and Board members, in consultation with the Collaborative Applicant, the membership and the Board.
- Recommend candidates in conjunction with the committee membership for committees and workgroups to the Board and will recommended candidates for the Board to the full membership.

MEMBERSHIP/NOMINATING COMMITTEE COMPOSITION

This Committee will be chaired by the CoC Board Vice-Chair. The MNC will consist of no more than 12 members, and no fewer than 8, all of whom will have one vote. MNC composition is categorized into two sections: Ex-officio and elected. Elected positions include population-specific, homeless service areas and other entities. All roles/areas within the two categories should be represented by the full MNC composition. It is possible for one MNC member to cover multiple sections as well as different roles/areas. All members should have knowledge of homelessness and have the ability to recruit people from diverse backgrounds.

All MNC members must also be member organizations or individuals of the CoC. The MNC is committed to a diverse and inclusive oversight committee composition in terms of race, gender, sexual orientation, immigration status, and other factors.

EX-OFFICIO

- **CoC Governing Board designee:**
The CoC Governing Charter outlines that each committee must have at least 1 CoC Board member.
- **Collaborative Applicant**
The Collaborative Applicant (CA) is responsible for providing staff support to all

committees of the Continuum of Care.

ELECTED SEATS

Population Specific

In order to ensure that the CoC membership, Governing Board and Committees are diverse and inclusive, multiple populations and specialties must be represented on the committee. The MNC should make every effort to have representation from each area outlined below by at least one MNC member. It is possible that one committee member may represent more than one area.

- **Person with Lived Experience**

It is important to incorporate the experience of people who are currently or formerly homeless in the work of committees. The newly adopted CoC Governing Charter outlines that each committee should include at least 1 seat for a person with lived experience in homelessness.

- **Victim Services Provider**

HUD defines a victim service provider to mean a private nonprofit organization whose primary mission is to provide direct services to victims of domestic violence. This term includes permanent housing providers—including rapid re-housing, domestic violence programs (shelters and non-residential), domestic violence transitional housing programs, dual domestic violence and sexual assault programs, and related advocacy and supportive services programs (HUD).

- **Single Adults**

An individual who is 18 years of age or older not currently part of a household.

- **Unaccompanied Children and Youth**

An unaccompanied child is a single individual younger than 18 that is not part of a household. An unaccompanied youth is a single individual between 18 and 25 that is not part of a household.

- **Families**

A household unit with at least one adult who is 18 years of age or older and at least one child who is younger than 18.

- **Chronic Homelessness**

A “chronically homeless” individual is defined to mean a homeless individual with a disability who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter, or in an institutional care facility if the individual has been living in the facility for fewer than 90 days and had been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the

institutional care facility. In order to meet the “chronically homeless” definition, the individual also must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months. Chronically homeless families are families with adult heads of household who meet the definition of a chronically homeless individual. If there is no adult in the family, the family would still be considered chronically homeless if a minor head of household meets all the criteria of a chronically homeless individual.

- **LGBTQIA**

To ensure the needs of the Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex and Asexual population are heard across the CoC.

Service-Specific

Our community provides many services through different projects and funding sources. This includes emergency shelter, rapid re-housing, permanent supportive housing and transitional housing as well as other housing and homelessness projects. In order to ensure that all persons experiencing homelessness have equal access to housing and homelessness resources, the MNC will ensure that there is representation from all project types outlined below by at least one MNC member. It is possible that one MNC member may represent more than one project type.

- **Veterans**

Anyone who has ever been on active duty in the armed forces of the United States, regardless of discharge status or length of service. Army, Navy, Air Force, Marine Corps, and Coast Guard: active duty begins when a military member reports to a duty station after completion of training. Reserves and National Guard: active duty is any time spent activated or deployed, either in the United States or abroad; or anyone who was disabled in the line of duty during a period of active duty training; or anyone who was disabled from an injury incurred in the line of duty or from acute myocardial infarction, a cardiac arrest, or a cerebrovascular accident during a period of inactive duty training.

- **Prevention**

A housing category targeting households facing housing instability who have not yet lost their housing. Prevention includes community-wide interventions aimed at changing systems and structures that perpetuate housing instability; cross-sector collaboration and coordination to reduce the prevalence of homelessness; and targeted interventions including financial and legal assistance to help households maintain their housing.

- **Diversion**

A housing category targeting households who are homeless and seeking emergency shelter. Diversion helps households resolve their immediate housing crisis by accessing alternatives to entering emergency shelter or the experience of unsheltered homelessness. Diversion assistance includes problem-solving to identify an immediate,

alternate housing arrangement or financial assistance such as a bus pass to stay with a family member.

- **Street Outreach**

Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care (HUD).

- **Emergency Shelter**

A facility with the primary purpose of providing temporary shelter for people experiencing homelessness. It includes shelters that are open seasonally and year-round. This housing type is including the Continuum of Care (CoC)'s Housing Inventory Count and reported as part of the annual Point-in-Time (PIT) Count to the U.S. Department of Housing & Urban Development (HUD).

- **Transitional Housing**

Temporary housing usually coupled with supportive services to facilitate the movement of homeless individuals and families to permanent housing within a reasonable amount of time (usually 24 months). This housing type is including the Continuum of Care (CoC)'s Housing Inventory Count and reported as part of the annual Point-in-Time (PIT) Count to the U.S. Department of Housing & Urban Development (HUD).

- **Residential / Institutional Care**

Other non-emergency, temporary housing types including institutional and residential settings such as jails, hospitals or mental health and/or substance use treatment programs for people experiencing homelessness.

- **Permanent Housing**

Includes Rapid Re-housing (RRH), Permanent Supportive Housing (PSH) and Other Permanent Housing (OPH)

RRH is a short-term rental subsidy (up to 24 months) designed to help households quickly exit homelessness, return to housing in the community, and not become homeless again. RRH typically combines financial assistance and supportive services to help households access and stabilize in housing. PSH is a long-term rental subsidy designed to provide housing and supportive services to assist homeless households with a disability or families with an adult or child member with a disability to achieve housing stability. OPH is a medium-term rental subsidy (1 – 3 years) designed to help households quickly exit homelessness, return to housing in the community, and not become homeless again. While OPH is longer than Rapid Re-housing, it also typically combines financial assistance and supportive services to help households access and stabilize in housing. In Charlotte-Mecklenburg, OPH exists through an arrangement between the Charlotte Housing Authority (CHA) and several local housing programs. CHA provides a number of time-limited Housing Choice Vouchers to each program in order to administer, according to CHA guidelines.

Other entities:

- **Business community**

The work of the CoC involves engaging with the business community to ensure they are aware of the needs of the homeless services continuum.

- **Faith-based organizations active in ending homelessness**

An individual from a faith-based organization is important to this committee since they interact with individuals from all backgrounds.

- **Advocacy groups active in ending homelessness**

Advocacy is an important component of the CoC.

Table

The table below outlines the full MNC representation, including Ex-Officio and Elected positions.

MNC Representation	
Ex-Officio	CoC Governing Board Designee
	CoC Collaborative Applicant Designee
Elected: Population-& Service Specific	Victim Services Provider
	Single Adults
	Lived Experience Designee
	Unaccompanied Children & Youth
	Families
	Chronic Homelessness
	Prevention
	Diversion
	Street Outreach
	Emergency Shelter
	Transitional Housing
	Residential / Institutional Care
	Permanent Housing
	Business Community
	Faith-based Organizations active in ending homelessness
Advocacy groups active in ending homelessness	

OFFICERS

The MNC will have three officers. Two will be selected by majority vote of the members of the MNC for one-year terms. Any member of the committee may serve as an officer. Committee officers may serve up to four consecutive terms. The term for MNC Officers will run from July to June. The process for MNC Officer Selection will take place each June. Interim terms of less than 12 months may occur to temporarily fill a vacant MNC Officer position prior to the end of the regular term.

- **CHAIR**

The Chair will preside at meetings of the MNC, develop meeting agendas in conjunction with the other MNC members and the Collaborative Applicant staff, publicly speak on behalf of the MNC, ensure that MNC member representation covers all categories; and serve as the point-of-contact for the committee.

- **VICE-CHAIR**

The Vice-Chair will fulfill the functions of the Chair when the Chair is unavailable.

- **SECRETARY**

The Secretary will take minutes and attendance at all MNC meetings. The Secretary is also responsible for distributing copies of the minutes to MNC members. [post to website]

EXPECTATIONS OF MNC MEMBERS & MNC MEETINGS

It is expected that MNC members participate fully in all aspects of the MNC, attend at least 75% of the MNC meetings. Meeting attendance will be reviewed quarterly. The meeting schedule will be determined by the MNC Chair, in consultation with MNC members. All meetings are open to the public. Approved copies of committee meeting minutes will be posted on the CoC website.

VOTING PROCEDURES

For the purpose of conducting business, a quorum of the MNC will be half of the voting members and no less than 4. MNC related decisions require a simple majority of the MNC.

TERM LENGTH & LIMITS

Terms will be staggered, creating 1- and 2-year limits for each member of the MNC, with the ability to renew for two additional 1-year extensions (maximum of 4 years, unless there are extenuating circumstances for a member who is filling an unexpired term). Terms will run from July-June. There are no term limits for individuals serving in an Ex-Officio capacity on the MNC. Term extensions must be requested by the individual elected member and approved by the Committee. If a MNC member leaves before the end of the term, the replacement will be filled in the manner it was originally filled; and will serve to the end of that term, and then must be reappointed or reelected.

TERMINATION & RESIGNATION

MNC members may be dismissed by the MNC for violations of the Conflict of Interest Policy or for other violations of the CoC policies and procedures, including but not limited to:

- Missing more than 25% of the MNC meetings
- Fraud
- Failure to maintain confidentiality

Removal of a MNC member requires a majority of the MNC voting members present at a MNC meeting, but in no event shall such a vote occur if there are fewer than 5 members present. If a

MNC member wishes to resign, the MNC member shall submit a letter of resignation to the MNC Chair.

CONFLICT OF INTEREST

If at any point an [client/consumer] individual/household/provider wishes to address a complaint or grievance with a provider or agency with representation on the MNC, that member must recuse themselves from participating in those proceedings or voting on the outcome of that issue. In addition, MNC members must abide by all other CoC policies.

PROCESS FOR MNC MEMBER SELECTION

Ex-officio members of the MNC will be designated by their organizations. All other elected MNC members will be voted on by the CoC Governing Board, at least one month prior to the start of a new term, which runs from July 1 – June 30, the MNC Chair will solicit nominations for open seats from the [community via website posting, agency distribution and CoC email list.] The open seats will specify which roles/areas need to be covered, using the MNC Application Form. Nominations will be collected and reviewed by the Committee.