

## DISTRICT OF COLUMBIA INTERAGENCY COUNCIL ON HOMELESSNESS BY-LAWS

1. The Interagency Council on Homelessness is established for the purpose of facilitating interagency, cabinet-level leadership in planning, policymaking, program development, provider monitoring, and budgeting for the Continuum of Care of homeless services. The Interagency Council on Homelessness shall provide leadership in the development of strategies and policies that guide the implementation of the District's policies and programs for meeting the needs of individuals and families who are homeless or at imminent risk of becoming homeless.
2. Acceptance of an appointment to the Interagency Council, or an appointment as a voting member of a committee, constitutes a commitment to acting and voting in accordance with the purposes set forth in section 1.
3. Meetings of the Interagency Council and committees established pursuant to sections 14 and 15 shall be open to the public in accordance with the open meeting provisions of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 831; D.C. Official Code § 1-207.42).
4. The City Administrator shall serve as the chairperson of the Interagency Council and shall oversee the business of the Council, preside at the meetings, and exercise such other powers and duties as required by the Act. The duties of the chairperson shall not be delegable.
5. For purposes of the federal Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, effective May 20, 2009 (Pub. L. 111-22; 42 U.S.C. §§ 11302, *et seq.*) the Interagency Council will serve as the Board of the District of Columbia's continuum of care.
6. Under the District's Homeless Services Reform Act (HSRA or Act), the agency designated under D.C. Official Code § 4-752.01(b)(3) is The Community Partnership for the Prevention of Homelessness (The Community Partnership). The Community Partnership will serve as the Collaborative Applicant for funding applications to the federal government and will serve as the lead agency for managing the Homeless Management Information System (HMIS) and will be responsible for the gaps analysis for that application. The Community Partnership will also be responsible for conducting the Point in Time Count.
7. In accordance with Mayor's Order 2014 – XXX, the service provider, advocate, and homeless or formerly homeless members of the Interagency Council will be appointed by the Mayor from a pool of candidates developed annually by the

Executive Committee of the ICH. The Executive Committee will issue an annual public invitation for new members. Interagency Council members with expiring terms may reapply to the Executive Committee for reappointment. Government members of the Interagency Council are as prescribed, nominated and approved by the Act.

8. A quorum shall be required to conduct the business of the Interagency Council. A quorum shall be of one-third of the appointed representatives of member agencies, one-third of appointed representatives of providers of homeless services, and one-third of the appointed homeless or formerly homeless individuals or advocates.
9. In all proceedings of the Interagency Council, Robert's Rules of Order, Newly Revised, shall apply in all matters not expressly covered by this section or by contrary rules duly adopted.
10. Each appointed representative to the Interagency Council shall be designated as a voting member and each shall hold one vote.
11. The Interagency Council shall approve procedural matters, such as accepting an agenda, adjournment and the creation of ad hoc committees, by a majority of those present at an official meeting at the time of the vote.
12. The Interagency Council shall approve at an official meeting any plan, report, or action required by the Act; any amendment to these bylaws; or establishment of standing committees, including purpose and membership, by the voting procedures set forth in this section.
13. Except for procedural matters pursuant to section 11, the Interagency Council shall vote in accordance with the following:
  - (a) A quorum shall be present at the time the vote is taken;
  - (b) The Interagency Council shall make every effort to achieve consensus on all matters subject to a vote;
  - (c) A matter shall be deemed approved when a majority of the representatives of member agencies, a majority of the representatives of providers of homeless services and a majority of the homeless or formerly homeless individuals or advocates vote in the affirmative;
  - (d) For purposes of this section, the City Administrator's vote shall count toward the total for representatives of member agencies;
  - (e) For purposes of this section, the vote of the representative of any private entity designated to approve or allocate any grants or contracts shall count toward the total for providers of homeless services;

- (f) Before a vote may be taken, the Chair of the Interagency Council shall provide a clear description of the matter to be decided in the agenda for the meeting and that agenda must be delivered to members at least five business days in advance of the meeting. Any report, plan, or other document related to the matter to be voted on must be attached to the agenda delivered to members;
- (g) Voting shall be in the form of “yes”, “no” and “present”. A vote of “present” shall be deemed the equivalent of an abstention or a non-vote;
- (h) Except as provided in subsection (i) of this section, all votes shall be by voice with the results determined by the Chair;
- (i) Any member, in advance of a vote or promptly thereafter, may demand a roll call vote;
- (j) Proxy or absentee votes shall not be permitted.

14. The Interagency Council shall establish committees of the Interagency Council, including their purpose and membership, pursuant to the voting procedures outlined in section 13.

15. Standing committees of the Interagency Council will include an Executive Committee, a Strategic Planning Committee, an Emergency Response and Shelter Operations Committee, a Housing Solutions Committee and a Data and Performance Management Committee.

- (a) Each standing committee shall be co-chaired by a representative of a member agency and by an Interagency Council member appointed as a representative of service providers, as a homeless or formerly homeless person or as an advocate. The co-chairs will be recommended by the members of the committee and approved by the Executive Committee.
- (b) All interested persons are encouraged to participate in the work of the committees and the committees will work to achieve consensus on all decisions. If those participating in the committee cannot reach consensus on a matter, the standing committees will have designated voting members who will resolve the issue by conducting a vote. A 60% majority of the voting members present for the vote is required for approval.
- (c) Voting members of the committees will be identified by the committee co-chairs in consultation with the Executive Committee. Voting members of standing committees do not need to be appointed members of the Interagency Council.

- (d) Voting members will serve two year terms although to allow for staggered terms, approximately half of the first panel of voting members will serve one year terms. There are no limits on the number of terms an individual may serve.
- (e) The work of the standing committees requires the participation of certain designated government agencies. If the director of the designated agency is unable to participate in the standing committee, he or she will identify a representative with substantive knowledge and the authority to act on behalf of the agency. These representatives or the director of the designated agencies will be voting members of the standing committee.
- (f) The designated, voting member agencies will have only one vote on any particular matter even if the agency has more than one representative as a result of co-chairing the committee or other circumstances.
- (g) The designated, voting member agencies for the Executive Committee include the Department of Human Services, the Department of Behavioral Health, the District of Columbia Housing Authority, and the Department of Housing and Community Development. Additional voting members of the Executive Committee include the co-chairs of the other standing committees, a representative from the private entity described in D.C. Official Code § 4-752.01(b)(3), two individuals who have experienced homelessness, one service provider, one advocate and one private sector representative.
- (h) The designated, voting member agencies for the Strategic Planning Committee include the Department of Human Services, the Department of Behavioral Health, the District of Columbia Housing Authority, the Department of Housing and Community Development, the Veterans Administration, and the Department of Employment Services. Additional voting members of the Strategic Planning Committee include a representative from the private entity described in D.C. Official Code §4-752.01(b)(3), two individuals who have experienced homelessness, and four representatives of the stakeholder community.
- (i) The designated, voting member agencies for the Emergency Response and Shelter Operations Committee include the Department of Human Services, the Department of Behavioral Health, the Homeland Security and Emergency Management Agency, the Child and Family Services Agency, and the Office of the State Superintendent of Education. Additional voting members of the Emergency Response and Shelter Operations Committee include a representative from the private entity described in D.C. Official Code § 4-752.01(b)(3), two individuals who have experienced homelessness, and five representatives of the stakeholder community.

- (j) The designated, voting member agencies for the Housing Solutions Committee include the Department of Human Services, the Department of Behavioral Health, the District of Columbia Housing Authority, the Department of Housing and Community Development, the Veterans Administration, the Child and Family Services Agency and the District of Columbia Housing Finance Agency. Additional voting members of the Housing Solutions Committee include a representative from the private entity described in D.C. Official Code § 4-752.01(b)(3), two individuals who have experienced homelessness, and seven representatives of the stakeholder community.
  
- (k) The designated, voting member agencies of the Data and Performance Management Committee include the Department of Human Services. Additional voting members of the Data and Performance Management Committee include a representative from the private entity described in D.C. Official Code § 4-752.01(b)(3), two individuals who have experienced homelessness, and five representatives of the stakeholder community.

16. Committees established pursuant to sections 14 and 15 shall have the authority to establish subcommittees as necessary to accomplish their functions.

17. Committee activity is advisory. Any committee plan, report, or recommendation must be presented to and approved by the Council, in accordance with the voting procedures set forth in sections 11 and 13 before it becomes an Interagency Council plan, report or action.

18. No member of the Interagency Council or voting member of a standing committee 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 or with which the member is affiliated. No member of the Interagency Council or voting member of a standing committee may participate in or influence discussions or resulting decisions related to any corrective actions or any other matter with the potential to adversely affect the organization the member represents or with which the member is affiliated.

19. The Interagency Council will review these bylaws annually and revise as necessary.