



**DISTRICT OF COLUMBIA
INTERAGENCY COUNCIL ON HOMELESSNESS
BYLAWS**

The following rules of procedure are hereby adopted by the District of Columbia Interagency Council on Homelessness to facilitate the performance of its duties as outlined in the Homeless Services Reform Act of 2005, D.C. Law 16-35, and the Homeless Services Reform Amendment Act of 2017, D.C. Law 22-65.

1. The Interagency Council on Homelessness (ICH) is established for the purpose of facilitating interagency, cabinet-level leadership and coordination in planning, policymaking, program development, provider monitoring system performance, and budget planning for the Continuum of Care (CoC) of homeless services. The ICH 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 ICH, 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. Full Council and committee ~~M~~meetings of the ICH 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 ICH and shall oversee the business of the Council, preside at the full Council meetings, and exercise such other powers and duties as required by the Act. The City Administrator may designate a subordinate to serve as chairperson in his/her absence.
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~~ICH~~ 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, or TCP). The Community Partnership will serve as the Collaborative Applicant for the purpose of preparing funding applications to the US Department of Housing and Urban Development's Continuum of Care Program. TCP and will serve as the District's Homeless Management Information System (HMIS) Administrator and the District's Coordinated Assessment and Housing Placement (CAHP) System Administrator. The Community Partnership will also be responsible for conducting the Point in Time Count.

7. In accordance with Mayor's Order 2014 – 258, service provider, advocate, homeless or formerly homeless, and business/private sector representatives of the ICH will be appointed by the Mayor from a slate of candidates developed annually by the Executive Committee of the ICH. The Executive Committee will issue an annual public invitation for new members. ICH members with expiring terms may apply for reappointment. [A group of nonconflicted members of the Executive Committee shall review nominations and select a final slate of candidates to forward to the Mayor.](#) Government members of the ICH are as prescribed, nominated, and approved by the Act.
8. A quorum shall be required to conduct the business of the ICH. 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, advocates, and representatives of business/philanthropic entities.
9. In proceedings of the ICH, Robert's Rules of Order, Newly Revised, may apply in all matters not expressly covered by this section or by contrary rules duly adopted.
10. Each appointed representative to the ICH shall be designated as a voting member and each shall hold one vote.
11. The ICH shall approve procedural matters, such as accepting an agenda, creation of ad hoc work groups, [and selection of work group co-chairs,](#) by a majority of those present at an official meeting at the time of the vote.
12. The ICH 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 section 13.
13. Except for procedural matters pursuant to section 11, the ICH shall vote in accordance with the following:
 - (a) A quorum shall be present at the time the vote is taken;
 - (b) The ICH shall make an effort to achieve consensus on all matters subject to a vote;
 - (c) If consensus cannot be achieved, a matter shall be deemed approved when a simple majority of the appointed representatives present and voting vote in the affirmative;
 - (d) For purposes of this section, the vote of federal Collaborative Applicant shall count toward the total for providers of homeless services;
 - (e) Before a vote may be taken, the Chair of the ICH 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;

- (f) 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;
 - (g) Except as provided in subsection (h) of this section, all votes shall be by voice with the results determined by the Chair;
 - (h) Any member, in advance of a vote or promptly thereafter, may demand a roll call vote;
 - (i) Proxy or absentee votes shall not be permitted.
14. The ICH shall establish Standing Committees, including their purpose and membership, pursuant to the voting procedures outlined in section 13.
15. Standing committees of the ICH will include an Executive Committee, Strategic Planning, Emergency Response and Shelter Operations, Housing Solutions, and Youth.
- (a) Each standing committee shall be co-chaired by a representative of a District Government agency and by an ICH member appointed ~~private sectors a~~ representative of service provider agencies, homeless or formerly homeless individuals, advocacy organizations, or business/philanthropic entities.
 - (i) If more than one person is interested in a co-chair role, the stakeholders of the standing committee shall elect the chair pursuant to section 11. The eCo-chairs of standing committees will be recommended by ICH staff and the members of the committee and must also be approved by the Executive Committee.
 - (ii) Standing committee co-chairs shall serve a two year term, but there shall be no term limit.
 - (iii) Private sector representatives may continue to co-chair standing committees for a period of up to six (6) months following expiration of their term on the ICH if needed to allow for continuity of the work and transition of new members into leadership roles.
 - (b) All interested persons are encouraged to participate in the work of the standing committees, and the committees will work to achieve consensus on actions/decisions required by the Act. If those participating in the committee cannot reach consensus on a matter, the committees will have designated voting members who will resolve the issue by conducting a vote. A simple majority of the voting members present for the vote is required for approval.
 - (c) 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.
 - (d) The work of the standing committees requires the participation of certain designated government agencies. The Director of the designated agency shall designate an

agency representative with substantive knowledge and the authority to act on behalf of the agency. These representatives will be voting members of the standing committee.

- (e) Private sector voting members of the committees shall be identified by the committee co-chairs based on member's expertise and past participation and approved by the Executive Committee. Voting members of standing committees do not need to be appointed members of the ICH.
- (f) Designated voting member agencies shall 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) 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, the Department of Housing and Community Development, and the Department of Employment Services. Voting members of the Executive Committee shall also include the co-chairs of the other standing committees, though as provided in subsection 15(f), designated voting member agencies shall have only one vote. Additional voting members shall include 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 business/philanthropic entity if these categories are not already represented by co-chairs of the standing committees.
- (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 Department of Health Care Finance, and the Washington DC VA Medical. 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 homeless or formerly homeless representatives, and five representatives of the service provider, advocate, and/or business/philanthropic 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 Metropolitan Police Department, and the Department of General Services. 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 homeless or formerly homeless individuals, and five representatives of the service provider, advocate, and/or business/philanthropic 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 homeless or formerly homeless individuals, and five representatives of the service provider, advocate, and/or business/philanthropic community. .

- (k) The designated, voting member agencies of the Youth Committee include the Department of Human Services, the Department of Behavioral Health, the Child and Family Services Agency, the Department of Youth Rehabilitative Services, the Office of the State Superintendent of Schools, DC Public Schools, the Metropolitan Police Department, and the Office of Lesbian, Gay, Bisexual, Transgender, and Questioning Affairs. Additional voting members of the Youth Committee include a representative from the private entity described in D.C. Official Code § 4-752.01(b)(3), two homeless or formerly homeless individuals, and seven representatives of the service provider, advocate, and/or business/philanthropic community.

16. Committees established pursuant to sections 14 and 15 shall have the authority to establish work groups and special project teams as necessary to accomplish their functions.

- (a) The work group structure will be reviewed each year in the context of annual priorities and objectives.
- (b) Work groups meetings are deliberative and shall not be open to the public.
- (c) Each work group shall be co-chaired by a representative of a District Government agency and by a community stakeholder with expertise in the issues coming before the work group.
- (d) If more than one individual is interested in a serving as a co-chair for a work group, standing committee co-chairs shall vet the list of candidates to ensure candidates have subject matter expertise and a history of active participation within the ICH. Stakeholders of the work group shall then choose among candidates put forward pursuant to section 11.
- ~~(a)~~(e) Work group co-chairs shall serve a two-year term, or until the group disbands, whichever occurs first. There shall be no term limits.

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

18. No member of the ICH 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 ICH 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 ICH Executive Committee will review these bylaws annually and revise as necessary.