



**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.

**ARTICLE 1. PURPOSE**

**Section 1.1. ICH Purpose**

The Interagency Council on Homelessness (ICH) is established for the purpose of facilitating interagency and cross-sector coordination in planning, policymaking, program development, system performance monitoring, and budget planning for the Continuum of Care (CoC) of homeless services.

**Section 1.2. Continuum of Care Governance Board**

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 ICH will serve as the Board of the District of Columbia's Continuum of Care with responsibility for coordination of federal homeless assistance resources allocated to the District.

**ARTICLE 2. MEMBERSHIP**

**Section 2.1. Council Chair**

The City Administrator shall serve as the chairperson of the ICH and shall oversee the business of the Council, preside at full Council meetings, and exercise such other powers and duties as required by the Act. The City Administrator may name a designee to serve as chairperson in his/her absence.

**Section 2.2. Government Seats**

Government seats are dictated by the Homeless Services Reform Act (HSRA) and include:

- (a) The Director to End Homelessness, who shall assist the City Administrator in leading and coordinating the ICH;
- (b) The Deputy Mayor for Health and Human Services; and
- (c) The administrative head, or his/her designee, of the following agencies:
  - i. Child and Family Services Agency;
  - ii. Department of Behavioral Health;
  - iii. Department of Corrections;
  - iv. Department of Employment Services;
  - v. Department of General Services;
  - vi. Department of Health;
  - vii. Department of Human Services;
  - viii. Department of Housing and Community Development;
  - ix. District of Columbia Housing Authority;

- x. Homeland Security and Emergency Management Agency;
- xi. Office of Lesbian, Gay, Bisexual, Transgender, and Questioning Affairs;
- xii. Office of the State Superintendent of Education; and
- xiii. Metropolitan Police Department.

### Section 2.3. Community Seats

- (a) Per the HRSA, the ICH shall include seats for the following:
  - i. One representative each from a minimum of 7 and a maximum of 8 organizations that are providing services within the Continuum of Care;
  - ii. A minimum of 3 and a maximum of 4 homeless or formerly homeless individuals;
  - iii. A minimum of 3 and a maximum of 4 representatives of advocacy organizations for the District of Columbia's homeless population; and
  - iv. A minimum of 3 and a maximum of 4 representatives of business, philanthropic, or other private sector organizations that have resources or expertise to contribute to addressing homelessness in the District.
- (b) Community appointees may not send proxies to full Council meetings.
- (c) Community appointees with expiring terms may apply for reappointment.
- (d) In accordance with Mayor's Order 2014 – 258, vacant and expiring community seats will be appointed by the Mayor annually from a slate of candidates developed by the Executive Committee of the ICH. The Executive Committee will issue a public invitation for new members. A group of non-conflicted members of the Executive Committee shall review applications and select a final slate of candidates to forward to the Mayor. Candidates that help the ICH satisfy the CoC Board composition requirements at 24 C.F.R. §578.5(a) shall be prioritized for nomination.
- (e) If a community appointee leaves his or her organization during his/her term as an ICH appointee, the seat shall not transfer with him/her to a new organization, nor shall it remain with the organization to fill. The seat shall remain vacant until the Executive Committee issues its next invitation for new members.

### Section 2.4. Collaborative Applicant Seat

Pursuant to the HSRA, the ICH includes a seat for a representative of the agency designated as the District's Collaborative Applicant under the HEARTH Act. The Collaborative Applicant has a quasi-governmental role and shall be considered a government seat for purposes of quorum and voting.

### Section 2.5. Non-Voting Members

Pursuant to the HSRA, non-voting members of the ICH include:

- (a) The Chairperson of the District of Columbia Council, or his or her designee;
- (b) The Chairperson of the committee of the District of Columbia Council having purview over homeless services, or his or her designee; and
- (c) The administrative head of the Office of Shelter Monitoring.

## ARTICLE 3. FULL COUNCIL MEETINGS

### Section 3.1. Meetings

Pursuant to the HSRA, regular meetings of members shall be held at least quarterly, at a time and place designated by the Chairperson or his/her designee.

### Section 3.2. Quorum

A quorum shall be required to conduct the business of the ICH. A quorum shall be 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.

### Section 3.3. Approval/Adoption of Plans and Reports

The ICH shall approve strategic plans, the annual winter plan, and formal performance reports required under the HSRA at meetings of the full Council by the voting procedures set forth in Section 3.4. Other reports, actions, or decision may also be sent to the full Council at the recommendation of the Executive Committee.

### Section 3.4. Voting

The ICH shall vote in accordance with the following rules:

- (a) A quorum shall be present at the time the vote is taken;
- (b) 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;
- (c) 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;
- (d) 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;
- (e) Except as provided in subsection 3.4(f), all votes shall be by voice with the results determined by the Chair;
- (f) Any member, in advance of a vote or promptly thereafter, may demand a roll call vote;
- (g) Absentee votes shall not be permitted.

## ARTICLE 4. EXECUTIVE COMMITTEE

### Section 4.1. Executive Committee Role

The Executive Committee, which shall convene during months the full Council does not convene, shall act as a steering committee for the ICH. The Executive Committee shall be responsible for establishing annual priorities, determining any needed changes to the committee structure, reviewing/approving reports and recommendation from the Standing Committees, and determining the agenda for the full Council meetings.

#### Section 4.2. Executive Committee Chairs

The Executive Committee shall be co-chaired by a community representative appointed to the ICH pursuant to Section 2.3 and a representative of one of the ICH member agencies named in Subsection 2.2.

#### Section 4.3. Executive Committee Chair Selection

If more than appointee is interested in the co-chair role, the members of the Executive Committee shall select the chair pursuant to Section 4.6.

#### Section 4.4. Executive Committee Chair Terms

Executive Committee co-chairs shall serve a two year term. There shall be no term limit.

#### Section 4.5. Executive Committee Membership

- (a) Government agencies with voting seats on the Executive Committee include those whose mission is most central to the work of ending homelessness, including 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.
- (b) Voting members of the Executive Committee shall also include the Executive Committee, Standing Committee, and Work Group co-chairs, though all agencies shall have only one vote regardless of the number of staff participating on behalf of the agency.
- (c) Additional voting members shall include:
  - i. One representative from the agency serving as the District's Collaborative Applicant;
  - ii. Four individuals who are currently experiencing or have formerly experienced homelessness; and
  - iii. One service provider, one advocate, and one business/philanthropic entity if these categories are not already represented by co-chairs of Standing Committees.

#### Section 4.6. Executive Committee Voting

If consensus cannot be achieved on a matter before the Executive Committee, the matter shall be deemed approved when a simple majority of the Executive Committee voting members present and voting vote in the affirmative.

### ARTICLE 5. STANDING COMMITTEE FORMATION & PURPOSE

#### Section 5.1. Committee Formation

The ICH Executive Committee shall be responsible for establishing Standing Committees, including their purpose, domain, and membership. On an annual basis, any changes to the committee structure shall be reflected via an update to Section 5.2 of these bylaws.

#### Section 5.2. Standing Committees

Standing Committees of the ICH include the Strategic Planning, Emergency Response and Shelter Operations, Housing Solutions, and Youth.

### Section 5.3. Committee Authority

Committee activity is advisory. Any committee plan, report, or recommendation must be presented to and approved by the Executive Committee and/or Full Council, in accordance with Section 3.3, before it becomes an ICH plan, report, or action.

### Section 5.4. Committee Meetings

All interested stakeholders are encouraged to participate in the work of the Standing Committees. If those participating in a committee do not reach consensus on a matter required to be delivered to the Executive Committee/Full Council, the committee will have designated voting members who will resolve the issue in accordance with the procedures set forth in Article 6.

### Section 5.5. Committee Chairs

Each Standing Committee shall be co-chaired by a community stakeholder with expertise in the issues coming before the Committee and a representative of one of the ICH member agencies named in Subsection 2.2.

### Section 5.6. Committee Chair Selection

If more than one person is interested in a co-chair role, the stakeholders of the Standing Committee shall elect the chair via a vote of all individuals present. The nominee receiving a simple majority shall be referred to the Executive Committee for final approval.

### Section 5.7. Committee Chair Terms

- (a) Standing Committee co-chairs shall serve a two year term. There shall be no term limit.
- (b) Community appointees may continue to co-chair a Standing Committee 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.

### Section 5.8. Work Group Formation

Standing Committees have the authority to establish Work Groups and Special Project Teams as necessary to accomplish their functions. Each committee shall review its Work Group structure annually in the context of annual priorities and objectives.

- (a) A Work Group shall be used if the nature of an issue is ongoing and/or the duration of the work is anticipated to last a year or longer.
- (b) A Special Project Team shall be convened for the purpose of advancing a specific short-term project or deliverable.

### Section 5.9. Work Group Management

- (a) 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. Work Group co-chairs need not be appointed members of the ICH.
- (b) If more than one individual is interested in a serving as a co-chair for a Work Group, the Standing Committee co-chairs shall have the authority to make the selection when the Work Group is initially formed; all subsequent selections shall be made by the stakeholders of the Work Group.
- (c) Work Group co-chairs shall serve a two-year term, or until the group disbands, whichever occurs first. There shall be no term limits.

(d) Work Groups meetings are deliberative and shall not be open to the public.

## ARTICLE 6. COMMITTEE VOTING PROCEDURES

### Section 6.1. Government Voting Seats

The work of the Standing Committees requires the participation of certain designated government agencies, as outlined in Sections 6.3-6.6. The Director of each agency shall designate an agency representative with the substantive knowledge and authority to act on behalf of the agency. These representatives will be voting members of the Standing Committee.

### Section 6.2. Community Voting Seats

Community voting members of each Standing Committee shall be identified by the committee co-chairs based on expertise and past participation and shall be approved by the Executive Committee. Voting members of Standing Committees need not be appointed members of the ICH.

### Section 6.3. Strategic Planning Committee Voting Members

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 one representative from the agency serving as the District's Collaborative Applicant, two homeless or formerly homeless representatives, and five representatives of the service provider, advocate, and/or business/philanthropic community.

### Section 6.4. Emergency Response and Shelter Operations Committee

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 one representative from the agency serving as the District's Collaborative Applicant, two homeless or formerly homeless individuals, and five representatives of the service provider, advocate, and/or business/philanthropic community.

### Section 6.5. Housing Solutions Committee

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, and the District of Columbia Housing Finance Agency. Additional voting members of the Housing Solutions Committee include one representative from the agency serving as the District's Collaborative Applicant, two homeless or formerly homeless individuals, and five representatives of the service provider, advocate, and/or business/philanthropic community.

### Section 6.6. Youth Committee

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 one representative from the agency serving as the District's Collaborative Applicant, two homeless or formerly homeless individuals, and seven representatives of the service provider, advocate, and/or business/philanthropic community.

#### Section 6.7. Voting Protocol

When consensus cannot be reached on a matter required to be delivered to the Executive Committee or Full Council, a vote will be taken among voting members of the committee present for the vote. The outcome of the vote, along with the different perspectives of stakeholders, will be recorded and delivered to the Executive Committee and Full Council to aid in a final decision.

### ARTICLE 7. COMPLIANCE WITH OPEN MEETING ACT PROVISIONS

#### Section 7.1. ICH Meetings Subject to Open Meeting Act Provisions

Full Council, Executive Committee, and Standing Committee meetings 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).

### ARTICLE 8. COLLABORATIVE APPLICANT

#### Section 8.1. Entity

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).

#### Section 8.2. Duties

In its role as the Collaborative Applicant, TCP is responsible for managing the preparation of the District's application for federal homeless assistance funding under the U.S. Department of Housing and Urban Development's Continuum of Care (CoC) Program, administering and providing oversight of funds received under the CoC Program, administration of the District's Homeless Management Information System (HMIS), administration of the District's Coordinated Assessment and Housing Placement (CAHP) System, planning and execution of the District's Point in Time (PIT) Count, and preparation of reports required by HUD under the CoC Program on behalf of the District.

### ARTICLE 9. STIPENDS FOR HOMELESS & FORMERLY HOMELESS APPOINTEES

#### Section 9.1. Provision of Stipends

The ICH shall provide stipends to homeless and formerly homeless appointees and committee voting members in accordance with the ICH Stipend Policy to defray any costs associated with serving on the ICH.

### ARTICLE 10. CONFLICT OF INTEREST

#### Section 10.1. Grants and Contracts

No member or stakeholder of the ICH may participate in or influence discussions or resulting decisions on issues concerning the award of a grant or other financial benefits to an organization with which he/she is affiliated.

Section 10.2. ICH Appointments

No member of the ICH may participate in or influence discussions or resulting decisions related to their own appointment or the appointment of another person employed by the organization with which he/she is affiliated.



## APPENDIX 1: DEFINITIONS

“Collaborative Applicant” is the eligible applicant designated by a community’s Continuum of Care (CoC) Governance Board to collect and submit the CoC Registration, CoC Consolidated Application (which includes the CoC Application and CoC Priority Listing), and apply for CoC planning funds on behalf of the CoC during the HUD CoC Program Competition.

“Continuum of Care Governance Board” means the board established to act on behalf of organizations and agencies in the District that provide services within the Continuum of Care, including nonprofit homeless providers, victim service providers, faith-based organizations, government agencies, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve homeless and formerly homeless veterans and homeless and formerly homeless people, for the purposes of operating the Continuum of Care Program pursuant to 24 C.F.R. Part 578.

“Coordinated Assessment and Housing Placement, or CAHP, System” means the policies and operational procedures that govern how the coordinated assessment system is administered in the District, including policies regarding client prioritization for Continuum of Care housing resources, procedures for making referrals, and protocol regarding provider roles and responsibilities.

“Homeless Management Information System,” or HMIS, is the system designated by the Continuum of Care Governance Board to comply with the U.S. Department of Housing and Urban Development’s data collection, management, and reporting standards and used to collect client-level data and data on the provision of housing and services to homeless individuals and families and people at risk of homelessness.

“Non-Conflicted” means a person who has no personal, financial, or other interest in the outcome of a decision.