

Kings County Homelessness Collaborative By-Laws

ARTICLE I. NAME

The name of this board shall be the Kings County Homelessness Collaborative (Collaborative).

ARTICLE II. PURPOSE AND RESPONSIBILITY

These by-laws govern the functions and duties, as well as the conduct of all meetings of the Collaborative.

The purpose of the Collaborative is to advise and assist the County efforts to address homelessness issues affecting the community, and report to the Kings County Board of Supervisors (Board of Supervisors) on a periodic basis.

The responsibilities of the Collaborative shall include:

1. Assist the County in assessing the community's homeless population and services, including strengths and gaps in the current system (including rural and/or underserved areas), and help to develop strategies (Short Term & Long Term) to meet unmet needs.
2. Recommend policies that improve quality of life for homeless persons.
3. Make recommendations on strategies, goals, and funding resources to address homelessness within the county.
4. Encourage support for the development and implementation of effective homeless programs and services.
5. Align current efforts and identify/prevent the creation of redundant services.
6. Develop recommendations for participating agencies relevant to existing and proposed legislation on homelessness.
7. Assist in the production of written reports for presentation to the Board of Supervisors. Present an annual report to the Board of Supervisors.
8. With the concurrence of the Board of Supervisors, advocate for increased action to improve the situation of homeless persons.
9. Such other duties as assigned by the Board of Supervisors.

ARTICLE III. MEMBERS

Section 1 - Number. The Collaborative shall consist of sixteen (16) members.

Section 2 - Members.

- a. Board of Supervisors Representative
- b. Kings County Behavioral Health Director
- c. Kings County Department of Public Health Director
- d. Kings County Human Services Agency Director
- e. Kings County Sheriff's Office Representative
- f. Kings Tulare Homeless Alliance Representative

- g. Kings Area Rural Transit Representative
- h. City of Hanford Representative (City Manager, Community Development Director, or similar position)
- i. Joint City Representative (Avenal, Corcoran, or Lemoore (City Manager, Community Development Director, or similar position))
- j. K-14 School, School District or County Office of Education Representative
- k. Adventist Hospital Representative
- l. Kings Community Action Organization Representative
- m. Housing Authority of Kings County Representative
- n. Lived Experience Representative
- o. Local Business Association Representative
- p. Partner. One (1) member from a category which may include one of the following shall be selected to represent partners from the community:
 - Senior citizen or agency providing services primarily to senior citizens
 - Faith Based Representative
 - Community Based Organization
 - Community health-related coalition

Section 3 - Term. Members of the Collaborative shall serve for a term of three (3) years commencing on June of the year they are appointed. New members replacing a member who has not completed his or her term will serve for the remainder of that term, and then may be reappointed to a new three (3) year term by the Board of Supervisors. There will be no term limitations.

The Board of Supervisors shall initially appoint a member to a greater or lesser term in order to ensure that the terms of the sixteen (16) members are staggered. For the purpose of staggering the three-year terms, the nine (9) members appointed for Behavioral Health Director, Department of Public Health Director, Human Services Agency Director, Board of Supervisors, Kings County Sheriff's Office, Community Action Agency, Housing Authority, Lived Experience, Transit Authority, and Partner shall be appointed for three (3) years. The remaining seven (7) voting members will be appointed for two (2) years.

The Collaborative seats with two (2) year terms will convert to standard three (3) year terms upon expiration of the first two (2) year term, thus allowing continued staggered terms.

Section 4 - Alternate members. Each member, excluding the Lived Experience Representative and Partner, may designate, in writing to staff, an alternate to attend meetings when the member is unavailable. The alternate must have decision-making capability within the member's organization or department. The alternate may also attend all scheduled Collaborative meetings and abide by the attendance process established in Article III. Section 6 of these By-Laws. During any meeting where the alternate attends in the place of the member, the alternate shall have the same voting rights as the member.

Section 5 - Vacancies.

- a. Events Causing. A vacancy shall exist on the occurrence of any of the following: (a) removal by the Board of Supervisors; (b) death or resignation, or (c) when a member of the Collaborative has three (3) consecutive absences that are not excused by the Collaborative.
- b. Resignations. Any member may resign by giving written notice to the Chairman or Secretary. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective.
- c. Filling Vacancies. Vacancies on the Collaborative shall be filled by the Board of Supervisors. Notices shall be placed in all Kings County newspapers and weekly publications that the County is seeking members. Present Collaborative members may make recommendations to fill vacancies.

Section 6 - Attendance. Members or their alternates must attend the regular meetings. If a member or his/her alternate is unable to attend a regular meeting, he/she shall so inform the identified Department of Public Health staff person, giving the reason for the absence. Three (3) consecutive absences shall constitute resignation from the Collaborative and the Board of Supervisors shall be notified that a vacancy has occurred.

Section 7 - Removal. Members of the Collaborative serve at the pleasure of the Board of Supervisors and may be removed by a majority vote of the Board of Supervisors. The Collaborative shall have the right to recommend to the Board of Supervisors the removal of a Collaborative member upon a two-thirds (2/3) vote of the Collaborative.

Section 8 - Compensation. All members and their alternates shall serve without compensation from the County.

ARTICLE IV. RECRUITMENT AND APPOINTMENT

Potential members shall be recruited through a public notice process that shall include advertising in local newspapers and/or other media outlets. Potential members shall complete an application. Applications will be reviewed by the Department of Public Health and recommended to the Board of Supervisors.

ARTICLE V. MEETINGS

Section 1 - All meetings of the Collaborative shall be scheduled, called, noticed, and conducted in accordance with the provisions of the Ralph M. Brown Act (Brown Act) (commencing with Section 54950 of the Government Code). In matters of parliamentary procedures not covered in the Brown Act or these bylaws, the latest edition of Robert's Rules of Order shall prevail.

Section 2 - Regular Meetings. The Collaborative shall develop a schedule of regular meetings that shall be held at least quarterly. All meetings of the Collaborative shall be open and accessible to the public. The date, time, and place shall be recorded in the minutes of the meetings. Cancellation of meetings shall be in writing if sufficient time is available to notify the members. Should the meeting be cancelled within five (5) days

of the scheduled meeting date, a Department of Public Health staff member shall telephone each member and advise him/her of the cancellation.

Section 3 – Agenda. A written agenda shall be created and posted as required by law prior to every meeting. Agenda items may be suggested by members during meetings or at any time, in writing, by contacting the identified Department of Public Health staff person. The agenda shall set forth the date and hour of each meeting, the items to be considered at that meeting, and shall be emailed to each member, and alternate, not less than five (5) days before each meeting.

Section 4 - Special Meetings. Special meetings may be called for any purpose at any time by the Chairman or a majority of the members. Notice of the time and place of the meeting must meet the requirements of the Brown Act.

Section 5 - Place of Meeting. The Collaborative shall hold meetings at such place in the County of Kings as may be designated in the notice of meeting.

Section 6 - Quorum and Vote. Each member shall be entitled to one vote on each matter submitted to a vote of the Collaborative. Fifty percent plus one (50% +1) of the active members shall constitute a quorum. Actionable items are decided by majority vote. A majority is defined as 50% + 1 of the members present and voting.

Section 7 - Adjournment. A majority of the members present, whether or not a quorum is present, may adjourn any meeting.

ARTICLE VI. OFFICERS

Section 1 - The officers of the Collaborative shall consist of the following:

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary

Section 2 - Duties of the Officers.

- a. Chairman. The Chairman shall preside at meetings and shall exercise and perform such other duties as the Collaborative may assign from time to time.
- b. Vice-Chairman. If the Chairman is absent, the Vice-Chairman shall perform all duties of the Chairman. The Vice-Chairman shall perform such other duties as the Collaborative may assign from time to time.
- c. Secretary. The Secretary shall keep a record of minutes of all meetings, proceedings, recommendations, and actions of the Collaborative. The minutes shall reflect which members were present or absent. Any excused absences shall be recorded in the minutes. The minutes shall include the time and place that the meeting was held. If the Chairman and Vice-Chairman are both absent, the Secretary shall act as Chairman pro tempore, who, while so acting, shall have all of the authority of the Chairman. If the Secretary is also absent, the Collaborative shall select one of the members to act as Chairman pro tempore.

Section 3 - Election. The officers shall be elected by a majority the Collaborative members at the first meeting of the calendar year and shall serve for one year. Officers shall be eligible for re-election.

Section 4 - Removal. The Chairperson or Vice-Chairperson may be removed from office and relieved of duties by two-thirds (2/3) vote of the Collaborative.

Section 5 - Vacancy. Upon resignation or removal of the Chairperson, the Vice-Chairperson shall ascend to the office of the Chairperson. An election for the vacant office of the Vice-Chairperson shall be conducted. Upon resignation or removal of the Vice-Chairperson or Secretary, an election for the vacant office shall be conducted.

ARTICLE VII. AMENDMENTS

Section 1 - The Collaborative may adopt, amend, or repeal these by-laws, but only with the approval of the Board of Supervisors.

Section 2 – These by-laws shall be reviewed at least annually prior to the election of officers.

ARTICLE VIII. SPOKESPERSON FOR ADVISORY BOARD

Unless designated otherwise by a majority vote of the Collaborative, the Chairperson and Vice-Chairperson shall be the only official spokespersons representing the Collaborative to the Board of Supervisors, media, other interested parties and the general public.