

**Guidelines for  
The Maricopa Association of Governments  
Continuum of Care  
Regional Committee on Homelessness**

Name

This committee is named The Maricopa Association of Governments Continuum of Care Regional Committee on Homelessness (hereafter referred to as the Continuum).

Office

The principal office of The Maricopa Association of Governments Continuum of Care Regional Committee on Homelessness will be located at the Maricopa Association of Governments' offices located at 302 North First Avenue, Suite 300 in Phoenix, Arizona.

Purpose

The purpose of the Continuum is to develop a diverse coalition of people to provide participation in the planning and coordination of services to populations who are homeless. Toward this goal, the Continuum will:

1. Develop a consolidated application for Stuart B. McKinney funds through the Department of Housing and Urban Development to support homeless assistance programs.
2. Support a year-round planning and coordinating process to end homelessness.
3. Develop a year-round plan to end homelessness for chronically homeless people and monitor progress.

**Membership**

Meetings

It is the intention of the full membership of the Continuum to meet no fewer than four times annually with the potential of meeting up to eight times within a calendar year. The Steering Subcommittee will meet at least six times annually. Each subcommittee will determine meeting frequency.

Membership Categories

The Continuum will be composed of up to 42 people in three different membership categories. Potential categories include:

1. Private sector/general public.

2. Public sector: 26 cities, two Indian communities and one county (attempt to keep geographically diverse).
3. Provider agencies.

Representatives from a small number of key organizations will be standing members and will not count as representatives within the categories. Such organizations will include the Department of Housing and Urban Development, Arizona Department of Corrections, the Department of Health and the Ranking and Rating Committee of Valley of the Sun United Way. Any representative will excuse themselves from votes in which they have a conflict of interest, such as in the approval of the application to HUD for McKinney funds. The remaining number of membership slots will be filled evenly across the three categories. At least one person will have been formerly homeless.

Those members who rotate off the Continuum, especially former Chairs, may continue to be associated with the Continuum as emeritus members. Honorary members or honorary chairs of the Continuum may be selected by the Steering Subcommittee and approved by the full membership.

All current members will be grandfathered in and will rotate off the Continuum as members finish their staggered term limits. (See *Term Limits* section)

The three membership categories shall be as follows:

1. Private sector: For-profit entities are encouraged to become members of the Continuum. This includes businesses that have a stake, interest or expertise regarding the homeless population as well as individuals whose background is in the corporate sector.
2. Public sector: Government employees and elected officials are encouraged to join the Continuum as members. This category includes representatives from the state, county, municipal and federal levels.
3. Provider agencies: Non-profit agencies, funders, homeless advocates and formerly homeless people will be encouraged to become members of the Continuum through this category. Faith based organizations and community based grass roots organizations are also included.

### Membership List

The Chair of the Membership Subcommittee, in combination with MAG staff, will maintain a list of all members in good standing and will monitor this information to ensure the proper balance among the three categories is maintained at all times. It will be the duty of the Membership Subcommittee to recruit new members as appropriate and to recommend new officers when needed. "Members in good standing" will consist of those members who are currently within their terms as members.

## Termination of Membership

1. An individual membership will be terminated upon written resignation of the member or upon failure to attend three Continuum meetings within a year without approval from the Chair. If a member leaves the organization from which they were appointed to the Continuum, their membership will be terminated. Membership applies to the organization and not the person. In the case of the general public category, however, the membership applies to the person and not the organization. Therefore, if a person is appointed to the Continuum in the general public category, their membership will not be terminated if they leave their organization.
2. An Organizational or Business membership will be terminated upon the dissolution of the member organization or business or upon written resignation of the member organization or business.
3. The Membership Subcommittee will review attendance of all appointed members. If a member sends a proxy to the majority of the meetings and rarely comes personally to the meetings, the Membership Subcommittee may decide to ask the Continuum Chair to meet with that member to determine the appropriateness of continued membership.

## Term Limits

Term limits are necessary to encourage innovation and to create vitality and momentum within the membership and give an opportunity for renewal for members who are interested in rotating on and off the Continuum. All terms are based on a calendar year. Members of the Continuum and related committees shall adhere to the following standards:

1. Members will have a three-year term limit. One-third of the members will rotate off at a time. The rotation is evenly divided so that an even proportion between public and private sectors and providers remain on the Continuum at any given time. Initially, current members will be given the opportunity to self select into the three groups rotating off in one, two and three years. The Membership Subcommittee will then finalize the three groups and implement the assigned term limits. After a one-year absence from the Continuum, a member may be reappointed.
2. The Chair of the Continuum will have a two-year term limit. Vice Chairs may serve for two years as they wait their turn to rotate into the Chair's seat. If an officer's membership term finishes before their term as officer, the officer may finish out their term as an officer before having to leave the Continuum.
3. Members of ad hoc committees shall serve for the tenure of the committee because the committee is temporary in nature and it needs the focus of all members during the life of the committee.

4. Members of the Planning, Membership and Outreach Subcommittees will serve for three-year term limits. One-third shall rotate off at a time. Chairs of these subcommittees shall serve for one year.
5. Members of the Steering Subcommittee (the Chair, one Vice Chair and the Chair of each subcommittee) will follow their respective term limits in their positions.

#### Conflict of Interest

A member of the Continuum shall declare a conflict of interest to the Chair of the Continuum of any item that would relate to the private financial or otherwise personal interests of the member or of the agency/organization for which they are associated.

## **Committee Structure**

#### Number of Officers

Officers of the Continuum will include a Chair, one Vice Chair and one Chair for each of the committees.

#### Removal

Any officer or member may be removed from office by a majority vote of the Steering Subcommittee whenever in its judgment the best interest of the Continuum will be served. Such removal will be included on the agenda of a Steering Subcommittee meeting and the reason(s) for the proposed removal will be given at the Steering Subcommittee meeting. The officer/member whose removal is proposed will be afforded an opportunity to respond to stated reason(s).

#### Succession Planning

The Chair will serve a two-year term with one Vice Chair in training for that position. When the Chair's term expires or if the Chair leaves their position prematurely, the Vice Chair will assume the Chair's seat. The former Chair may then exit the Continuum or become an emeritus member. The Membership Subcommittee will then recommend a new Vice Chair to the full Continuum for recommendation to the MAG Regional Council.

#### Duties of Officers

1. Chair: The Chair of the Continuum will preside at all Continuum meetings, establish ad hoc committees, appoint members to committees, give reports to the MAG Regional Council meetings, and direct and advise staff within the framework of the policies. The Chair will have other responsibilities normally associated with this Office as required by these guidelines or as may be assigned by the Continuum.

2. Vice Chair: The Vice Chair will possess the powers and discharge the duties of the Chair in the Chair's absence and perform other such duties as the Chair or Continuum may request. The Continuum Vice Chair may also assume the powers and duties of subcommittee Chairs in their absence.
3. Committee Chair: The Chair for each committee will preside at all committee meetings, appoint members to work on tasks, give reports at all Continuum meetings and advise and direct staff within the framework of the policies. The Committee Chair will have other responsibilities normally associated with this Office as required by these guidelines or as may be assigned by the Continuum Chair.

## **Standing Subcommittees**

### Steering Subcommittee

1. The Steering Subcommittee will consist of the Continuum Chair, the Continuum Vice Chair and the Chair from each standing subcommittee.
2. The Steering Subcommittee will act on behalf of the Continuum between meetings of the Continuum. Such actions shall be reported at the next Continuum meeting and are subject to Continuum ratification. The Steering Subcommittee will only take such action when a meeting of the full membership is not possible. All actions will be reported to the full membership and comments will be solicited to preserve broad input from all members.
3. The Continuum Chair, working in concert with MAG staff, will be responsible for calling all meetings of the Steering Subcommittee, setting agenda items, providing reasonable notice and scheduling of meetings at times and places reasonably convenient to the members.

It is within the purview of the Steering Subcommittee to review issues and decide the most appropriate course of action.

### Planning Subcommittee

1. Membership to the Planning Subcommittee will be open to both members and non-members of the Continuum.
2. The Chair of the Continuum will appoint a Chair for this subcommittee that is a member of the Continuum.
3. This group is responsible for providing input on issues that will steer the activities and momentum of the Continuum. This group is also responsible for analysis and project review with potential recommendation for action in the Continuum.

### Outreach Subcommittee

1. The Outreach Subcommittee will be composed of members and non-members of the Continuum.
2. The Chair of the Continuum will appoint a Chair to this subcommittee that is a member of the Continuum.
3. This subcommittee is responsible for educating the public and Continuum members about the challenges the homeless population face in the community. In terms of educating the public about homeless issues, the Outreach Subcommittee will plan and recommend appropriate marketing strategies such as newsletters, brochures, press releases and publications, about trends in homelessness to the Continuum for implementation. In terms of educating the Continuum, members of the Outreach Subcommittee will inform Continuum members about initiatives they have planned and recommended for approval by the Continuum.

### Membership Subcommittee

1. The Membership Subcommittee will be composed of five Continuum members. Members may volunteer or be appointed by the Chair.
2. The Chair of the Continuum will appoint a Chair of this subcommittee that is a member of the Continuum.
3. The Membership Subcommittee is responsible for monitoring appointments to the Continuum to ensure the proper proportions are maintained and for recruiting new members to keep this balance.

## **Ad hoc Committees and Work Groups**

1. Ad hoc committees will be composed of Continuum members as well as interested community members appointed at large by the Continuum Chair. The Chair will also appoint experts from the community.
2. The Continuum Chairperson will appoint the Ad hoc Committee Chair. This position will be time limited.
3. Ad hoc committees will meet for a limited amount of time for a specified purpose. This flexibility is necessary in order to resolve short-term issues and not have an excessive amount of committees and meetings.
4. The Finance Ad hoc Committee will continue to operate as an ad hoc committee and will convene when funding needs to be secured for the Continuum.

## **Decision Making**

### Quorum

A quorum is achieved when fifty percent of the appointed members plus one more are present. Proxies sent by Continuum members count for quorum.

### Voting

When a quorum is present, the members or their approved proxies may vote only on items listed for action on the agenda. A simple majority vote will rule, defined as fifty percent plus one.

## **Rules of Order**

Robert's Rules of Order Newly Revised will govern Continuum meetings and all committee meetings unless otherwise provided for in these Guidelines or other applicable documents.

## **Education and Outreach**

The Continuum will strive towards engaging and informing the public on important issues that impact the Region's homeless population. Anytime anyone takes a stand on an issue on behalf of the MAG Continuum of Care Regional Committee on Homelessness, that position needs to be reviewed and approved through the appropriate Maricopa Association of Governments process. The benefit of the Maricopa Association of Governments process is to build Regional support on public policy issues.