

# Bylaws

## IL-509 DeKalb County Continuum of Care

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### Article 1 – Governance

The purpose of this governance structure is to ensure orderly operations of the CoC. This governance structure complies with the CoC Interim rule 578.7(a)(3).

### Article 2 – Organization

The name of this organization shall be “The DeKalb County Continuum of Care,” and shall hereinafter be referred to these bylaws as “The CoC.” The CoC, its Board, and standing committees serve the geographic entirety of the County of DeKalb.

The primary contact and mailing address of the CoC is:

The Housing Authority of the County of DeKalb  
310 N 6<sup>th</sup> Street  
DeKalb IL, 60115

### Article 3 – Mission

The DeKalb County Continuum of Care seeks to break the cycle of homelessness in DeKalb County by assisting homeless individuals and families move into permanent housing and become self-sufficient.

### Article 4 – Membership

#### 4.1 Composition

The CoC shall be broadly representative of the public and private homeless service sectors, including homeless client/consumer interests. The CoC shall be composed of the public and private sector, including consumer interests. The board must be representative of the relevant organizations and of projects serving homeless subpopulations; and include at least one homeless or formerly homeless individual. Participation in the CoC is open to anyone who wishes to work to accomplish the mission. Anyone who attends any meeting will be considered a “participant”, unless they have not attended a meeting in over a year.

#### 4.2 Voting

Each CoC member shall have one vote. A majority vote of the CoC shall mean a majority of those present at the meeting. Members must be present to vote and shall be entitled to one vote per entity.

At the discretion of the Chair, a vote by email may be taken and recorded for all members.

#### 4.3 Meetings

Meetings of the CoC shall be open to the public and held at least four times annually at a time, date and place to be announced with reasonable time to each member at the email address of record.

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### 4.4 Quorum

It is the responsibility of the participants to attend Continuum meetings; however, a quorum shall consist of those present. Any action of the meeting at which a quorum is present shall be the act of the CoC.

### 4.5 Term

CoC members shall serve a minimum of two years. There shall be no term limits.

## Article 5 – Officers

### 5.1 Number

The officers of the CoC shall be Chair, Co-Chair and Collaborative Applicant.

### 5.2 Duties

The duties of the officers shall be:

1. **Chair** shall preside at the meetings of the CoC and undertake duties as defined by the members.
2. **Co-Chair** shall perform duties specified in the Bylaws or as prescribed by the Chair, and act in the place of the Chair when he/she is absent. In the case of the disability of the Chair, the Co-Chair shall succeed to the Chair with all powers and duties thereof.
3. **Collaborative Applicant** is the agency selected by the CoC to develop and submit an application in response to HUD's CoC NOFA. The Collaborative Applicant provides information about the CoC planning body, governance structure, overall performance, and the strategic planning process in the CoC Application.

### 5.3 Term

Elected officers shall serve staggered two-year terms. They may be reelected for additional terms by the majority vote of the CoC. Officers shall be elected at the first meeting of the calendar year.

### 5.4 Removal or Resignation of Officers or Representatives

Any Officer or CoC member may resign by filing writing notice of said resignation with the Chair or Co-Chair no less than two weeks prior to the next regularly schedule meeting. Members may be removed from the CoC for gross violations of the Code of Conduct.

## Article 6 – Subcommittees

Subcommittees may be created by the Chair with the majority vote of the CoC. The CoC Chair may appoint the Subcommittee Chairs from the CoC members who shall serve at the pleasure of the CoC. Subcommittee members shall be selected for their expertise by the Subcommittee Chair and approved by the CoC. [i.e., PITC, HMIS, Planning]

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### **Article 7 – Bylaws**

#### **7.1 Adoption**

These bylaws shall be adopted by the majority vote of the CoC members at a regularly scheduled meeting.

#### **7.2 Amendments**

Amendments to these bylaws shall be made by a majority vote of CoC members present and voting at a duly constituted meeting of the CoC, provided that members have received at least thirty days notice of changes being considered. Any amendments shall be effective upon passage unless otherwise stated.

### **Article 8 – Code of Conduct/Conflict of Interest**

Members and participants are to annually sign a copy of the CoC's Conflict of Interest form and submit it to the Chair for retention. COI forms will be signed at the first quarterly meeting of each year. At any time an issue or matter may come before the CoC for which a member or participant may have a conflict of interest; s/he shall abstain from voting on said issue or matter. The member or participant may still participate in the discussion if they full disclose the nature of their conflict of interest and the majority of the members' present vote to tallow their participation.