

CLALLAM COUNTY
HOMELESSNESS TASK FORCE
BYLAWS

ARTICLE 1 NAMES

The name of this Advisory Committee is the Clallam County Homelessness Task Force (HTF). It was established by Clallam County, Resolution 85, 2005 and has been restructured multiple times, the most recent being by Clallam County Resolution 73, 2014.

ARTICLE 2 ROLE AND PURPOSE

The Role and Purpose of the HTF is as stated by the Board of Clallam County Commissioner's Resolution 85, 2005. This committee will follow Clallam County Policy and Procedure 952 – Boards and Committees except as amended by these bylaws.

The HTF does not have the authority outside of its jurisdiction to enforce policy or create rules. The HTF provides an important link between the public and the Board of County Commissioners (or BOCC). Task Force members provide important information about community needs and opinions that can affect Clallam County policies and lead to improved services for county citizens dealing with issues of housing or homelessness.

The HTF's main purposes and responsibilities are to assist the BOCC by:

- **Planning and Goal Setting:**
Planning the expenditure of available funding based on goals set in recognition of the community needs.
- **Communication with the BOCC:**
The HTF advises the BOCC on various issues of concern to people experiencing or at-risk of experiencing homelessness.
- **Oversight Role:**
The HTF performs an Oversight Role regarding the work addressing homelessness issues in Clallam County. They also assist in providing oversight of the services and programming offered. HTF also provides an avenue for various community members to voice their concerns and suggestions for services to people experiencing or at-risk of experiencing homelessness. The HTF is also responsible for identifying long-term issues and recommending initiatives to respond to them.
- **Inform and Educate Community Members:**
Members of the HTF assist Health and Human Services (or HHS) staff in monitoring and evaluating the various programs that receive public funds to address homelessness issues in Clallam County.
- **In addition, members of the HTF will:**
 - Promote diversity, civility and unity in discussions and decisions.

- Take responsibility for educating themselves about the needs and preferences of people experiencing homelessness.
- Listen to the community for information that may be of value to the work of the County and communicate that information to the HTF and/or HHS staff.

ARTICLE 3 MEMBERSHIP

The HTF consists of a maximum of twenty-five members who are appointed by the Clallam County Board of Commissioners for three year terms, with no term limits.

The membership shall consist of persons from the following stakeholder groups:

Governments: (one of each)

Representative from Clallam County Health and Human Services

Representative from City governments of Forks

Representative from City governments of Port Angeles

Representative from City governments of Sequim

Representative from Tribal government of Jamestown S’Klallam

Representative from Tribal government of Lower Elwha Klallam

Representative from Tribal government of Makah

Representative from Tribal government of Quileute

Providers: (one of each)

Representative of healthcare providers

Representative from Peninsula Housing Authority

Representative from mental health/substance use providers

Representative from domestic violence/sexual assault providers

Representative from service providers on the West End

Representative from Serenity House of Clallam County

Representative from Olympic Community Action Programs

Representative from United Way of Clallam County

Representative from WorkSource

Community Representatives: (one of each)

Representative from the law and justice system, not employed by the County, meaning it could be a Superior Court Judge

Representative from the Business Community

Representative from the Faith Community

One or more representatives that are homeless or formerly homeless residing in Clallam County

Representative who is an advocate for youth issues

Representative who is an advocate for veteran’s issues

Representative from the Department of Social and Health Services

Representative serving in an at-large capacity

If a designated position has been vacant for 6 months or more, the HTF may vote and recommend having the position changed to “At Large” and filled with a qualified individual.

When the At Large term is expired, the position will be re-assigned its original category.

Qualifications: HTF members shall be appointed on the basis of representation from groups as indicated in the section on membership (above).

Appointment: Members of the HTF are appointed by the BOCC. When notified by HHS, BOCC will announce openings on the HTF through press releases and HHS email distribution lists.

Persons wishing to serve as a member of the HTF will send an application to Clallam County Human Resources. The application will be forwarded to HHS and BOCC for HTF and staff review. Recommendations for appointment by the HTF will be forwarded to the BOCC. Final authority for such appointments will rest with the BOCC.

Terms: Appointed members shall serve for three-year terms. Members may serve more than one term, including consecutive terms. Terms may be adjusted as necessary to maintain staggered expiration dates.

Incumbents: Incumbent members desiring to serve another term must so indicate by submitting at least 60 days prior to the expiration of their term a written request and application to HHS staff and BOCC, confirming their desire for reappointment. No appointments will be made automatically.

Alternates: Each voting member of the HTF may propose an alternate with full membership privileges to be appointed to attend in their absence. Alternates must be designated in writing by a letter addressed to the HHS staff and chair. Alternates must also apply in the regular manner as a member and be appointed by the Board of County Commissioners.

Vacancies: When a vacancy occurs, the vacancy shall be published in an official county newspaper by means of a press release naming the type of vacancy, where to pick up an application and the closing date for accepting applications. Vacancies will also be advertised via HHS email distribution lists. Applicants for a vacancy must obtain a positive recommendation from a majority of the current HTF membership before their name will be sent to the BOCC for possible appointment to the HTF. If no applications are received by the expiration of the application period, or if applicants fail to be recommended to the BOCC for appointment by a majority of the current HTF membership, then HTF, the BOCC may solicit individuals to serve and may appoint members without another open application period.

ARTICLE 4 ELECTED OFFICERS

The presiding officer of the HTF shall be the Chair. The Chair shall be elected from members of the HTF. The Chair shall be selected for a term of one year from the date of election. HTF members may serve consecutive terms as chair. Chair shall preside over all meetings.

The Vice-Chair of the HTF may serve as a replacement for the Chair, presiding over meetings when the Chair is unable to attend.

Annually, at its first meeting of the calendar year, the committee will elect officers (chair and vice-chair). Nomination of officers will be made by an ad hoc nominating committee at least 30 days prior to Annual Meeting. Nomination of officers may be made from the floor on the day of election; voting will be by show of hands or acclamation. Election of any officer requires the presence of a quorum of members, as described in Article 6 of these by-laws. In the event of a vacancy or absence of the elected chair, the vice-chair will automatically succeed to the chair. A vacancy occurring in the office of Chair or Vice-Chair is filled by election, as defined above, to serve for the unexpired portion of the term. The chair is responsible for appointing subcommittees and to conduct business of the HTF.

ARTICLE 5 STRUCTURE OF HTF

The HTF Structure is made up of a Chair and Vice-Chair. Advisors or Task Force members are made up of those who serve the at-risk and homeless population. One or two advisors should be homeless or formerly homeless.

Three permanent Committees are formed:

Executive Committee

Executive Committee is made up of the HTF Chair, Vice Chair, members whose agencies work directly with the homeless and those who are Government Officials. The committee is limited to no more than 7 members. This Committee shall be responsible for 1) establishing agendas for the quarterly meetings and sending it out to members and 2) Draft, review and revise (as needed) the 5-year plan required by State Legislators and the review and update that plan as needed.

Request For Proposals (RFP) Review Committee

RFP Committee is made up of HTF members and community members who are have no fiduciary association with the Homeless Grant consisting of 2163 and 2060 funds. The committee will be facilitated by Health and Human Services Staff. The committee will be limited to 9 members. This Committee shall be responsible for 1) drafting priorities for upcoming RFP, 2) reviewing and evaluating all proposals individually and presenting them to the HTF to make recommendations to the County Commissioners.

Outreach and Education Committee

Outreach and Education Committee is made up of HTF members and community members who are knowledgeable about the plight of the homeless and will go out into the community to advocate for homeless people and programs in the county. Committee members will be encouraged to visit agencies that provide for the homeless to assess what are viable programs. This committee is limited to 8 members. The responsibilities of this Committee shall be to provide outreach and education to community and service organizations about the misconceptions surrounding those who are homeless or at risk of being homeless.

ARTICLE 6 MEETINGS & NOTICES

REGULAR MEETINGS

Full (i.e. includes all Task Force members) HTF meetings are held quarterly. The HTF may substitute another day, time, or place for the regular meeting with a twenty-four (24) hour written notice to all HTF members and the local press. (The Executive committee or other Permanent or ad hoc committees may meet monthly or more often (as needed) between scheduled regular meetings of the full HTF. These meetings will be announced in the same manner that all regular meetings are.)

Special Meeting: The chair or fifteen (15) members of the HTF may call a special meeting of the HTF as set forth in RCW 42.30.080.

Meetings Open to Public: All regular, committee and special meetings of the HTF shall be open to the public in accordance with RCW 42.30 and Clallam County Policy and Procedure 952, Boards and Committees.

General Public Comments: At each meeting, according to the usual order of business, the Chair shall call for general comments from the public. Persons wishing to comment shall give their name. The Chair may establish time limits for individuals who wish to speak.

Minutes: Written minutes of each HTF meeting shall be prepared by HHS staff and approved by the HTF at the subsequent regular meeting. Accessible formats of minutes shall be made available upon request.

Public Records Act: The HTF will make public records such as meeting minutes, procedural rules and statements of general policy, and other records, written or electronic, pertaining to the business of the committee available for public inspection and copying as required by RCW 42.56. Exemptions to production are very limited and are specifically identified in statute.

SUBCOMMITTEE MEETINGS

Permanent and Ad Hoc committee meetings may be scheduled as needed. At such meetings the public is welcome to attend but shall not ordinarily be allowed to participate unless specifically requested by the subcommittee chair.

ATTENDANCE

Qualifications: HTF members shall be appointed on the basis of representation from groups as indicated in the section on membership.

Absences: HTF members shall notify the HHS staff liaison in advance if unable to attend any regular meeting of the full HTF. In the event that such notifications indicate that a quorum will not be present, the chair will ordinarily cancel or reschedule the meeting. The HTF may consider three consecutive absences from the regularly scheduled quarterly meetings of the committee as neglect of duty. The HTF shall recommend to the BOCC for action to be taken to remove a member, as per the bylaws.

Examples of excused absences are illness, vacation, work out of town, and furlough days. Members may be removed from membership by action of the BOCC for lack of attendance as described immediately above.

Removal of Members: The BOCC, by majority vote, may remove any member of the HTF without cause. The HTF may recommend to the Clallam County Board of Commissioners the removal of an HTF member for inefficiency, neglect of duty, or malfeasance in office. Members removed by the BOCC shall be so notified.

VOTING

QUORUM: Thirteen (13) members or 50% of voting members, including one of the organization's officers or a person designated by the chair to preside, shall constitute a quorum for the conduct of business. Voting shall be by voice vote unless the majority is unclear. In the event that a member is physically absent from a meeting, he or she may participate in a meeting by the use of a conference telephone or similar communications equipment that allow all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence-in-person at a meeting. For voting purposes, approved alternates will be allowed to vote in the absence of the primary member they are representing.

Actions Requiring a Vote: Each voting member of the HTF shall be entitled to one vote on all actions of the HTF that require a vote. An affirmative vote of a majority plus one HTF members present shall be required to pass an action or recommendation from the HTF, provided that a quorum of the HTF is present. Proxy votes are not allowed.

Voting by secret ballot is prohibited by the Open Meetings Act, RCW 42.30.060. Voting will generally be by a show of hands. Votes will be recorded by the number of yea, nay, and abstention votes.

Members of the HTF having personal, family, professional or pecuniary interest on an action item that may be deemed to establish a conflict shall declare the conflict and refrain from discussing or voting on such matters.

PARLIAMENTARY PROCEDURE RULES OF BUSINESS

The most recent revision of Robert's Rules of Order shall serve as the parliamentary authority in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the HTF may adopt. The HTF shall, to the extent possible, utilize the following meeting agenda:

- Call to order
- Roll Call/Introductions
- Agenda Approval
- Minutes of previous meeting(s)
- Public Comment: Limited at the pleasure of the Chair
- Old business
- New business
- Next meeting agenda
- Updates and Announcements from Task Force Members

ARTICLE 7 CONFLICT OF INTEREST

Given the professional context of the situation, as well as the parameters of the professional community, it is not possible to avoid all conflicts of interest on this HTF. However, in service to accountability to the community it is essential that any and all potential conflicts of interests, real or perceived, be transparently acknowledged and addressed with a firm set of guidelines and bylaws. Members of the HTF having personal, family, professional or pecuniary interest on an action item that may be deemed to establish a conflict shall declare the conflict and refrain from discussing or voting on such matters.

Good faith disclosure: Each member should prepare and submit a formal statement of any and all potential dual roles and conflicts of interest. This information should be compiled as a list and distributed to all HTF members as well as any interested or concerned community members. This list should be reviewed and updated annually (Sample form attached.)

Information to be disclosed should include the following:

Employment or any other association with any entity that is currently receiving funding or may in the future receive funding at the recommendation of this group.

Financial investments and/or interests in any activity or entity involved or potentially involved in projects that is currently receiving funding or may in the future receive funding at the recommendation of this group.

Existing professional or personal associations with funded projects or personnel.

Personal convictions which could potentially interfere with impartiality in discussing and voting on any particular issue.

Procedure to be followed: before the HTF may take action on any funding decision for publicly funded projects or recommendation, an inquiry should be made of the board members present, regarding any potential conflicts, with discussions as deemed appropriate.

HTF members should identify themselves as having a conflict of interest when applicable. After any questions pertinent to that particular board member, the identified member should recuse him or herself from not only voting on the issues currently being considered, but also from all discussion and/or debate around the issues at hand before voting occurs.

At no point should a HTF member ever be inquiring or advocating for funds or decisions in favor of any entity in which he or she represents or in which he or she has some other interest or involvement.

Consistent violations may lead to recommendation for removal from the HTF. Contested conflicts and/or violations may require outside consultation as deemed appropriate by either the majority vote of the HTF and/or the BOCC.

The Code of Ethics as stated in County Code at §3.01.030 shall be deemed applicable to all members of the HTF.

ARTICLE 8 COUNTY POLICIES

To the extent these Bylaws differ from or are contrary to County Policy 952, as that Policy may in the future be amended or replaced, then these Bylaws shall govern. To the extent these Bylaws are silent with respect to a particular event, incident, vote or circumstance, then the HTF is authorized to look to state law or regulation or any County code provision or policy including, but not limited to, Policy 952, in order to resolve the event, incident, vote or circumstance.

ARTICLE 9 AMENDMENTS

These rules may be amended at any regular meeting by a vote of the majority of the members present, providing there is a quorum. Proposed changes to the bylaws shall be published and available to HTF members for at least 7 days before a vote.