

COUNCIL ON HOMELESSNESS BYLAWS

ARTICLE I. TITLE

The name of this body is the Council on Homelessness, established in accordance with the provisions of Section 420.622, Florida Statutes.

ARTICLE II. PURPOSE

The purpose of the Council is outline in Section 420.622, Florida Statutes. The Council has the following responsibilities:

1. develop policy
2. advise the State Office on Homelessness
3. provide concurrence to the State Office on Homelessness, which may accept and administer moneys appropriated to it to provide annual "Challenge Grants"
4. provide concurrence to the State Office on Homelessness, which may administer moneys appropriated to it to provide homeless housing assistance grants annually to lead agencies for local homeless assistance continuum of care
5. provide input to the Department of Children and Families on the adoption of rules relating to the challenge grants and the homeless housing assistance grants and related issues consistent with the purposes of this section
6. provide to the Governor, the Legislature, and the Secretary of Children and Families a report summarizing the extent of homelessness in the state and the council's recommendations for reducing homelessness in this state by June 30 of each year

ARTICLE III. MEMBERSHIP

The membership of the Council shall be as specified in Section 420.622(2), Florida Statutes. Vacancies shall be filled for the unexpired term by appointment by the initial appointing authority.

The State Office of Homelessness will alert the Office of the Governor when there are vacancies or if there are recommended additions to the membership for consideration.

Agency heads may identify a delegate and notify the State Office of Homelessness who will be serving as the delegate. A delegate can be a full-time designation or just in the absence of the agency head at a specific meeting.

The board may appoint ex-officio members who are members by virtue of their office. Ex-officio members will not have council privileges including the right to vote. Ex-Officio members will serve as subject matter experts for their office/organization and when requested by the Executive Committee, provide information within their scope of operations.

ARTICLE IV. RESPONSIBILITIES OF COUNCIL MEMBERS OR DELEGATE

Each member of the Council will:

1. Actively participate in the quarterly meetings, in person or by phone or other telecommunication venue
2. Inform the agency leadership of discussions and actions pending or taken at quarterly meetings or committee conference calls

3. If legislatively mandated to be on the Council, that entity shall provide an agency report at the quarterly Council meetings regarding agency initiatives which influence or directly impact eliminating homelessness in the state of Florida
4. Review and approve the annual report
5. Actively participate on one committee

ARTICLE V. CONFLICT OF INTEREST

Members are subject to the provisions of Chapter 112, Part III, Code of Ethics for Public Officers and Employees, and shall file annual financial disclosure statements in accordance with Section 112.3145, Florida Statutes, relating to disclosure of financial interests.

If an issue comes before the Council in which the member has a personal vested interest, or a vested relationship with an agency or person that will benefit from a decision relating to that issue, it shall be the duty of the member to declare the conflict of interest prior to the discussion of the issue. The member then will be prohibited from participating in the discussion of the issue. The member shall abstain from voting on the issue.

ARTICLE VI. REIMBURSEMENT

The members of the Council shall serve without financial compensation, but shall be entitled to approved travel expenses and per diem expenses incurred in attending Council meetings and related functions, as provided in Section 112.061, Florida Statutes, subject to the availability of funds.

ARTICLE VII. OFFICERS

The Officers of the Council shall be a Chairperson and Vice Chairperson. The officers are elected by vote of the majority of voting Council members. Both officers shall serve for a term of two years and may succeed themselves in office.

A. Duties of the Chairperson

1. To plan and develop agenda for all meetings of the full Council.
2. To preside at and conduct all meetings of the full Council.
3. To serve as the official spokesperson for the Council in all activities that the Council may deem proper.
4. To sign official documents and correspondence on behalf of the Council.
5. To establish committees to assist the work of the full Council.
6. To appoint a Council member to serve as a Committee Chairperson.
7. To appoint individuals outside Council membership to serve as a resource to a Committee.

Duties of the Vice-Chairperson

1. To assume the powers and carry out the duties of the chairperson in the absence of the chairperson.
2. To assist the chairperson in monitoring the activities of the Council's committees.
3. To carry out other duties as delegated by the chairperson.

Election Process

1. The State Office on Homelessness will solicit members who are interested in serving in either of the Officer positions before the first meeting of the state fiscal year.
2. A ballot will be provided and included in the meeting notice prior to the annual elections.
3. Election of officers shall take place annually at the first meeting of the Council in the state fiscal year commencing July 1 of each year.

ARTICLE VIII. COMMITTEES

The Council may establish committees, either standing or temporary, as it deems necessary and appropriate to carry out its duties and responsibilities.

There shall be an executive committee comprised of the Council Chairperson, Vice-Chairperson, the immediate past Chairperson, and the chairs of each standing committee of the Council. The executive committee's duties shall be:

1. To ensure that the functions of the Council as described in state law are carried out.
2. To promote the Council's cooperative working relationship with the State Office on Homelessness, other agencies of state government, and other partners in serving the needs of the homeless.
3. To identify agenda items for full Council meetings and to approve the agenda for full Council meetings.
4. To take any delegated action when requested or lawful emergency action on behalf of the Council when timing does not allow for full Council consideration at a regularly scheduled Council meeting. Any such actions shall be reported to the full Council.

Committees may meet by phone, videoconference or in-person. All committee meetings must be noticed by the State Office on Homelessness.

Committee Chairpersons, in collaboration with the Council Chair, will define the scope of the established committee and prepare a charter for the committee. In addition, a committee chairperson will:

1. Identify members of the committee
2. Establish a meeting schedule and collaborate with the State Office on Homelessness to ensure meetings or conference calls are noticed appropriately
3. Establish agenda for meeting or conference call
4. Ensure meeting summary is provided to the Council Chair, Vice Chair and the State Office of Homelessness

ARTICLE IX. MEETINGS

- A. The Council shall meet a minimum of four times each year, with the year being the state fiscal year. All meetings of the Council and its committees shall be properly noticed public meetings, pursuant to state statute.
- B. Quorum
A quorum of the Council or committee shall be fifty percent (50%) of the current membership of the Council or committee. At least a simple majority of affirmative votes of members present and voting is required to take official and final action on a matter before the body. Telephonic or video presence is allowed for Council or committee meetings and quorum requirements.
- C. Open Meeting Requirement
All meetings of the Council, and its committees, shall be open to the public, pursuant to Government in the Sunshine State provisions.
- D. Minutes
Minutes of full Council meetings shall be provided within one month following the meeting to all members by the State Office on Homelessness.