

TUCSON PLANNING COUNCIL FOR THE HOMELESS

OPERATING POLICIES

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Revised: July, 2005
October, 2006
January, 2007
June, 2008 (amended July 10, 2008)

I. MISSION

Tucson Planning Council for the Homeless (TPCH) is a coalition of community and faith-based organizations, government entities, businesses, and individuals committed to the mission of reducing homelessness and addressing the issues related to homelessness in our community.

II. GUIDING PRINCIPLES

1. We exhibit honesty, patience, tolerance and inclusion in our practices in working with others: colleagues and consumers.
2. Our discussions are open and we make information available to all concerned.
3. We welcome different opinions and agree to disagree.
4. We are professional and ethical in our treatment of others.
5. We will take responsibility as our agency representatives and let our supervisors know issues and directions of the council.
6. We gather for the greater good; the homeless individuals and families in our community.

III. GOALS

1. To act as advocates for the homeless.

Objectives:

- a. Increase community awareness and support for homeless people, homeless issues, the Tucson Planning Council for the Homeless and service provider organizations.
- b. Increase community ownership of, and responsibility for, resolving the problem of homelessness.
- c. Create a forum for communication, education and information sharing among those involved in resolving homelessness in Tucson and Pima County.
- d. To provide the expertise necessary to support ongoing implementation of the City of Tucson/Pima County Plan to End Homelessness.

III. GOALS cont'd.

2. To provide leadership and function as experts and advisors to local, state and federal planning and funding bodies regarding issues that impact services to homeless populations.

Objectives:

- a. Identify gaps, services and significant trends in homeless populations through quantitative evaluation.
- b. Develop priorities based on significant trends and gaps through the evaluation process for improving the service network on a consistent basis.
- c. Develop an annual Continuum of Care Plan as the foundation for advising local planners and decision makers regarding the most effective use of available resources.

IV. MEMBERSHIP

Membership of the council will be made up of two groups: General members and Voting members.

General Membership:

Any person who attends meetings of the council or one of its subcommittees may be considered a general member and can participate in discussions, projects and other activities. However, only those designated as voting members may vote on issues brought before the council for a decision.

Voting Membership:

- a. To become a voting member, an organization must have a representative at three consecutive TPCH general meetings and have participated in a minimum of two consecutive committee meetings. Waivers may be granted under extenuating circumstances. See Membership Registration form in the back of the handbook.
- b. All voting members must actively participate on at least one standing committee, with the Committee Chair serving as their mentor. Active participation will include regular attendance at scheduled meetings, completing assigned tasks and/or other committee responsibilities. The committee Chair determines if activities meet the requirements for participation.

Voting Membership cont'd.

- c. Voting rights will commence at the beginning of the third council meeting upon review by the Membership Committee. The Membership Committee will inform the council when a new member is eligible for voting status during the designated time at the start of the meeting.
- d. Fifty-percent (50%) of the Membership Committee will consist of members of the Executive Committee and 50% of the Membership Committee will consist of general members. See Registration for Voting Membership below.
- e. Each organization with voting member status will have only one vote. This vote may be transferred to any individual designated by the organization to be their representative at any given time. However, one individual cannot represent two organizations at the same time.
- f. Voting members who miss more than three consecutive general TPCH meetings, or have not actively participated on at least one standing committee will lose their voting privileges.
- g. TPCH administrative contractor will maintain attendance records and inform the organization, and the Executive Committee, about organizations that have not met the attendance requirements.
- h. Individuals or groups wishing reinstatement as voting members must follow the procedure for attaining voting membership as described above.
- i. In extenuating circumstances, the council may elect to grant waivers to members with extended absences. Those requesting a waiver must submit a written request to the Executive Committee who will review the request, and if deemed appropriate, present it as an agenda item at the next meeting for voting on by the TPCH voting membership.
- j. Any member or committee wishing to use the name of TPCH in requesting financial support or public relations purposes must get approval from the TPCH voting members.

Mentorship

Upon request, each new member will be matched with a mentor to help learn about the business and operating procedures of the Council.

Voting Membership cont'd.

New Member Packet

All new members will receive a package with operating policies, member list, goals of organization, and website information.

Registration for Voting Membership

A Membership Committee consisting of 50% each from the Executive Committee and the general membership will review each individual's and or organization's submitted membership registration forms on a monthly basis.

TPCH reserves the right to refuse or revoke voting membership of any agency (by general council vote only) not in compliance with relevant City, County, State, and federal regulations as determined by a court of law or government regulatory agency.

TPCH Orientation and Review/Update

An orientation and review/update session will be held every six months one hour prior to the general council meeting. Content will include review of operating policies and procedures, membership rosters, presentation by the committee chairs, and discussion of upcoming activities. The orientation will be facilitated under the aegis of the Executive Committee. In addition, yearly updates to the TPCH Operating Policies will be presented at the general council meeting.

V. COMMITTEES

TPCH committees are formed to serve the council. All recommendations coming from a committee will be brought before the voting membership prior to any action. Committee minutes and any items requiring a vote by the council must be submitted to the Executive Committee in writing prior to the agenda being set for the upcoming meeting.

Executive Committee

The Executive Committee will consist of two co-chairs, and the number of members-at-large recommended by the annual Nominating Work Group deemed adequate to represent the size and constituency of the current voting membership.

Executive Committee cont'd.

Terms for elected members will run two years during the fiscal year of July to June. Executive Committee members may serve two consecutive two-year terms with one, two-year-term hiatus before serving on the Executive Committee again.

Election for Executive Committee members shall take place at the May meeting.

The tasks of the Executive Committee are to:

- a. Plan the agenda for general meetings.
- b. Identify issues for the council to address.
- c. Serve as the point of community contact.
- d. Participate in the development of all contracts and Memorandums of Understanding (MOU's) involving TPCH, including TPCH administrative contractor position.
- e. Coordinate TPCH contractor supervision and ensure monthly reports to funding entities are coordinated with fiscal agent.
- f. Review and report on all contracts and MOUs related to TPCH activities.
- g. Make quarterly financial reports to the council.
- h. Facilitate bi-annual Orientation and Review/Update session preceding the general council meeting.
- i. Perform other duties as requested and approved by TPCH membership.

Standing Committees

Terms for TPCH standing committee chairs will run one year during the fiscal year of July to June. Chairs may be re-elected for an additional one year term. All committees will have chairs elected by the committee members and announced at the May meeting. Each standing committee is expected to meet at least six times within the fiscal year. Committee chairs will be responsible for attendance records and minutes for their committees. Chairs will send minutes and agenda items to the Executive Committee, and will notify the Executive Committee and the TPCH administrative contractor when members become inactive. Chairs will effectively utilize paid TPCH administrative contractor to support the goals and objectives of their committee. TPCH will have standing committees to include:

- a. Education
- b. Membership
- c. Emergency Services (formerly Winter Shelter)
- d. Homeless Youth
- e. Continuum of Services
 Street Count Work Group
- f. Discharge Planning
- g. Plan to End Homelessness
- h. HMIS

Standing Committees cont'd.

Education Committee: The purpose of the Education Committee is to promote the council's mission through community-wide education, to increase community awareness and support related to homeless people, homeless issues, the Tucson Planning Council for the Homeless and service provider organizations.

Membership Committee: The purpose of the Membership Committee is to review each individual or organizational membership registration form on a monthly basis for approval of membership voting status. The Committee membership will consist of 50% Executive Committee members and 50% general members of TPCH.

Emergency Services Committee (formerly Winter Shelter): The purpose of the Emergency Services Committee is to plan for, organize, implement and evaluate Tucson's seasonal programs.

Homeless Youth Committee: The purpose of the Homeless Youth Committee is to plan for, organize, implement and evaluate services to homeless youth.

Continuum of Services Committee: The purpose of the Continuum of Services Committee is to gather and analyze data concerning the inventory of housing and services available to homeless populations for the purpose of planning a seamless continuum of services in our community.

a) Street Count Work Group: The purpose of the annual Street Count Work Group is to organize and implement a yearly count of unsheltered individuals in Pima County.

Discharge Planning Committee: The purpose of the Discharge Planning Committee is to advocate for and provide education to ensure smooth transition for homeless individuals being discharged from hospitals, jails, prisons and other institutions.

Plan to End Homelessness Committee: The purpose of the Plan to End Homelessness Committee is to promote and guide implementation of the plan to end homelessness for Tucson and Pima County.

Homeless Management Information System (HMIS) Committee: The purpose of the committee is to provide guidance to TPCH, which is responsible for HMIS implementation, including planning, software selection, implementation and management of the database according to HUD's HMIS Data and Technical Standards.

Subcommittees

Standing committees may form subcommittees at the chair's discretion. Any subcommittees formed must be approved by TPCH voting membership.

Work Groups

All other council matters will be assigned to workgroups. Facilitators will be elected by work group for a specific period of time.

Nominating Work Group:

Nomination Timeline

March: At monthly meeting, Chair calls for Nominating Work Group;
Nominating Work Group meets (3 members)

April: Nominating Work Group prepares slate and gives slate to administrative contractor to be mailed out with upcoming agenda (May meeting)

May: Voting

July: Change of Chair

Nomination Procedures

1. Nominating Work Group composed of three general TPCH voting members, one of which will be a past member of the Executive Committee.
2. Current Executive Committee members are not eligible.
3. No potential nominees will be approached prior to work group meeting.
4. Term of service is one year.
5. Nominating Work Group also makes recommendation for Co-Chairs who are also familiar with Roberts Rules of Order or has ability to conduct meetings.
6. The Co-Chairs of the Executive Committee will also serve as the Co-Chairs of TPCH.
7. All TPCH members are encouraged to recommend potential candidates to the Nominating Work Group.
8. The Nominating Work Group will review and identify all potential candidates and identify those best representing the diversity of the TPCH.
9. Following selections, Nominating Work Group will contact potential nominees to see if they are willing to serve.
10. Once slate is agreed upon it will be taken before TPCH general membership for a ballot vote.
11. Any vacancies that occur during the current term may, if needed, result in reconvening of the Nominating Work Group to nominate new member/s who will be voted on at the general council meeting.

VI. SPOKESPERSON

The Executive Committee Co-Chairs, or their designee, shall be the spokesperson and point of community contact.

VII. TPCH CONTRACTORS

Funding for contractors is received from a number of sources through a designated fiscal agent. Contracts for such services are held by the fiscal agent. The administrative support contractor is directly accountable to the Executive Committee Co-chairs and performs duties as assigned by the Executive Committee that are both clerical and technical in nature as defined in the Contract for Services between the fiscal agent and the funding sources. All committees are expected to review and define the parameters of desired assistance annually and to submit their requests to the Executive Committee for approval by September of each year fiscal year.

Clerical: Routine administrative contractor responsibilities will include:

1. Taking minutes at general meetings and committee meetings when requested by Committee Chair.
2. E-mailing notices for meetings, bringing all materials to meetings (flip chart, mission statement, pens, etc.).
3. Transcribing group memory to minutes.
4. Maintaining membership/attendance materials.
5. Distributing all general and committee meeting minutes and other documents as necessary.
6. Calling of general and Executive Committee meetings, e-mailing and faxing information to members.
7. Maintaining TPCH archives and other duties related to organization of council activities and assigned by the Executive Committee.
8. Maintaining and moderating the TPCH listserv.
9. Provides TPCH members with quarterly roster of all members, which includes:
 - a. Name
 - b. Agency
 - c. Phone number
 - d. Fax number
 - e. Email address
 - f. Committee representation
 - g. Staff position at agency
 - h. Mailing address

VII. TPCH CONTRACTORS cont'd.

Technical: Technical activities will include but are not limited to:

1. Writing and distributing TPCH reports and publications.
2. Distributing reports and minutes of TPCH meetings.
3. Researching, committee support, data collection, surveys and other issues directly related to supporting TPCH goals and objectives.
4. Other duties as assigned by the Chairperson of the Executive Committee.

Consultants work directly with committees as designated by the council. Consultants are assigned a contact person by the Co-chairs of the council. Duties and responsibilities are outlined in individual contracts

VIII. CONTRACTS

Contracts and Memoranda-Of-Understanding (MOUs) are maintained by the fiscal agent. The Co-Chairs of the Executive Committee are the points of contact with the fiscal agent and will review all contracts and MOUs before submitting them for approval by the voting membership of TPCH. All contracts and MOUs will be archived by the TPCH administrative contractor, and made available upon request by any voting member.

Any entity desiring to engage in a Contract or MOU with TPCH needs to get approval from the TPCH voting membership prior to implementation of Contract or MOU.

The TPCH Executive Committee will review and give quarterly reports to the TPCH general membership on any Contracts and MOUs that are related to TPCH functions. Contracts and MOUs will be reviewed by the TPCH Executive Committee and then approved by the TPCH voting membership.

Fiscal Responsibility: All decisions regarding TPCH contractors, Contracts and MOUs, or use of TPCH designated dollars must be decided upon by the TPCH voting membership after review by the TPCH Executive Committee. **Checks will not be issued without TPCH voting membership approval on sums exceeding the amount of \$50.00.**

IX. TREASURY

TPCH is a broad-based council of community membership, and utilizes one fiscal agent to carry out the operations and financial responsibilities required by any and all funding entities. The treasury consists of any funds provided through Contracts or MOUs, raised by or donated to TPCH.

IX. TREASURY cont'd.

Expenditures of funds up to \$50 can be decided upon at the discretion of three Executive Committee members. Request for expenditures of over \$50 must be approved by the TPCH voting membership.

The Executive Committee, in conjunction with the fiscal agent, will develop an annual budget and give a financial report on a quarterly basis to the TPCH general membership. The budget should be presented to general membership at the August meeting. The fiscal agent will provide this information to the Executive Committee two weeks after the close of the quarter.

X. MEETINGS

The general membership meeting shall take place every month *for one to one-and-one-half hours unless otherwise stated in the agenda*. TPCH general meetings may be cancelled only by the voting membership, or additional meetings called by the Executive Committee. Notice of the time, place and purpose of the meeting shall be e-mailed, mailed or faxed to each member at least five days prior to the meeting.

Quorum

A quorum shall consist of 50% of the *voting* membership.

TPCH administrative contractor will provide a list of voting members and have them sign in. TPCH administrative contractor will also be responsible for collecting the attendance roster of voting members of TPCH. The TPCH Co-Chairs are responsible for assuring a quorum.

Meeting Guidelines

1. Each member is expected to be a full participant and take responsibility to attend meetings (both general and committee), to be prepared, clarify and deal with issues openly and honestly. (See Guiding Principles).
2. Anything agreed upon, or assigned, shall be documented.
3. At the end of each meeting, decisions will be reviewed and assignments clarified.
4. Agenda items shall be submitted in writing to the Executive Committee prior to the TPCH general meeting, and identify who is responsible for presentations or leading discussions on that item.
5. The TPCH chair will be the meeting facilitator.
6. Minutes of the meeting will be recorded by TPCH administrative contractor. This will be a permanent assignment.

Meeting Guidelines cont'd.

7. The Executive Committee will develop the meeting agenda (including information items) and send the agenda in advance of the council meetings to all membership along with any action items.
8. The agenda shall be uniform and include:
 - a. Defined length of time for the meeting and agenda items.
 - b. Agenda items for review, discussion and decisions.
 - c. First item on the agenda is to review agenda to allow for additions, deletions, prioritization, etc.
 - d. A block of time for discretionary items that include:
 - i. Items that are time sensitive.
 - ii. Agency announcements will be brief and to the point. Any detailed information may be distributed to the membership via email, flyers, etc. These materials must be left at the designated table before the meeting starts.

Decision Making Process

1. The membership will strive to reach consensus.
2. Any voting member may call for a ballot vote.
3. Robert's Rules of Order will be followed with a 66% majority of present members to pass a motion.
4. Should a vote be required between General Council meetings, an electronic process will be activated with a 48 hour turn around time (by 5:00 p.m. of the second full day) in which the motion may or may not be passed with 66% of the returned eligible votes (per operating policies; one agency, one vote) and will constitute the decision of the Council. **Electronic votes will be submitted to and tallied by a co-chair and the administrative contractor. Records of the vote will be maintained by the administrative contractor**

The TPCH Chair may decide to table the issue with specific time frame to put it back on the agenda.

XI. Policy and Procedure Revisions:

Annually a Work Group will be formed by the Executive Committee to review and update TPCH Operating policies as necessary. Revisions will be brought to the voting membership for approval. In addition a sponsoring committee may present an amendment to the existing policy. Amendments will be voted in by the voting membership to reflect current issues addressed by the council.