BYLAWS FOR THE
HOME, OPPORTUNITY, PLANNING, AND ENGAGEMENT (HOPE) ADVISORY BOARD

I. PURPOSE

A. The purpose of these Bylaws ("Bylaws") is to:

1. Confirm the vision and principles that will guide Benton County towards ending homelessness;

2. Establish the membership and responsibilities of the Home, Opportunity, Planning, and Engagement (HOPE) Advisory Board; and

3. Establish the overall scope of responsibilities of the HOPE Board within Benton County's Coordinated Homeless Response System ("System").

II. VISION

A. Like communities throughout Oregon and the United States, homelessness in Benton County has escalated in recent years and demands a comprehensive, coordinated response from the county, cities, and diverse community partners, leaders, and persons experiencing homelessness.

B. Our vision: everyone in Benton County should have the opportunity to live in decent, safe, and affordable housing.

C. Our values are to:

1. Use data to drive assessments, prioritization, and accountability. In order to best use scarce resources, we must understand the scope of the problem, evaluate the outcomes of our investments, evaluate progress, and demonstrate accountability.

2. Take a comprehensive systems and multi-sector approach. Strengthen System capacity and increase leveraging opportunities across systems of care, such as domestic violence, physical, mental, and behavioral health, criminal justice, and housing providers. We will improve our System through coordination and collaboration of service providers, strengthening efficiencies, and better alignment of our resources.

3. Engage and involve the community. Policy makers and community stakeholders must understand the magnitude of the challenge in achieving the vision, the costs of not achieving the vision, and the strategies necessary to get there. HOPE will strive to ensure that the specific concerns and interests of local and county-wide stakeholders are heard and considered.

4. Prioritize vulnerable populations. While homelessness can be traumatic for anyone, there are those whose health and safety is at greater risk without a safe and stable home. System prioritization should direct services and resources to those who are most vulnerable.

5. Promote community safety for all. This work is intended to be generally inclusive of all housing and services for people experiencing homelessness or at risk of becoming homeless in Benton County while acknowledging the limitations of funding and

considering the impact on safety and livability.

6. Promote access for all. In order to ensure that our programs do not unintentionally favor one population over another, we will strive to provide services that are responsive to individual community member needs.

III. STRUCTURE AND GENERAL REPRESENTATION

A. The HOPE Board is a local advisory body to the Benton County Board of Commissioners (BOC). Substantive changes to the HOPE Bylaws shall be recommended by the HOPE Board for review and consideration by the Benton County Board of Commissioners. The Benton County Board of Commissioners may also initiate changes to the HOPE Bylaws unilaterally.

B. The HOPE Board supports the Benton County Coordinated Homeless Response System within the following structure:

1. Coordinated Homeless Response Office – the Coordinated Homeless Response Office (CHRO) provides staff liaison support to the HOPE Board and associated HOPE work groups defined below. The CHRO is responsible for:

   a. Coordination and establishment of community partnerships to provide an integrated approach to service delivery for people experiencing homelessness.

   b. Research, education, coordination, and capacity building of community partners and the System in relation to strategic planning, best practices, performance metrics, and state/federal funding opportunities.

2. HOPE Board – the HOPE Board provides representation from policy makers and funders working on homelessness, housing, and social determinants of health, including the County, cities, health system, and other public entities that serve as a funder or policy maker for components of the System. HOPE members serve as a liaison between the HOPE Board, their member organization, and the CHRO. The operational coordination from leadership on the HOPE Board will support participation in appropriate work groups by necessary parties from each organization.

3. HOPE Work Groups – Work Groups may be formally initiated by the Chair, with concurrence of a majority of the HOPE Board and CHRO staff to support the HOPE Board on a particular project or question related to strategic plans. Work Groups are generally focused on time or scope limited topics that could involve ***policy*** level changes.

   a. Work groups may be comprised of HOPE Board members and/or representation from community technical experts, HOPE Board agency experts, or people with relevant lived experiences.

   b. HOPE Work Groups are predetermined, temporary, and will sunset when their project is completed, time has expired, or the question has been resolved. Prior to inviting members to a Work Group, the HOPE Board in consultation with CHRO staff will define a scope, timeline, procedures, leadership roles, and specific deliverables to guide the Work Group's activity.

   c. HOPE Work Groups structure and representation may vary based on the subject matter

or associated funding streams, as well as professional technical assistance available on the topic.

d. Members of HOPE Work Groups are expected to regularly attend and participate in Work Group activities.

4. It is acknowledged that CHRO staff have operational needs to frequently meet with community technical experts, people with lived experiences, community members, service providers, etc., and these Bylaws do not prevent CHRO staff's ability to hold meetings or fulfill its other operational duties.

IV. MEMBERSHIP

A. The HOPE Board shall be comprised of no less than 5 and no more than 15 members.

B. Members will be appointed and removed by the Benton County Board of Commissioners pursuant to county code chapter 3. Membership shall be determined as follows:

1. No less than 4 members representing local governmental entities including Benton County and incorporated cities in Benton County; and

2. No less than 1 member from the following type of organizations. HOPE member organizations are defined as organizations that provide funding, administrative support, or policy guidance on homelessness and housing in Benton County.

a. Examples include the public housing authority, community action agency, coordinated care organization, council of governments, Tribal representation, and community boards or advisory councils from unincorporated areas in Benton County.

C. The Benton County Health Department shall maintain a list of current HOPE members and shall provide a current, updated list to the Benton County Board of Commissioners no later than March 1 of each year.

D. Each member organization shall be represented by its highest operational decision-maker. A HOPE member may name a designee in lieu of its decision-maker. Any such delegation shall be communicated in writing to the HOPE Board Chair and shall specify the duration of the designation. Local governmental entities shall recommend to the Board of Commissioners their preferred elected appointee to the HOPE Board.

E. Terms of Office: All HOPE members shall serve a term of four (4) years. HOPE members may serve more than one term. Governmental entity members shall serve at the pleasure of the appointing authority or until the member no longer holds the public office described.

V. Meetings

A. Public Meeting Laws: The HOPE Board is a public body subject to the public meetings and record laws as stated in ORS Chapter 192. All meetings will be open to the public.

B. Regular Meetings: The HOPE Board shall meet at least three times per year. Regular meetings may be canceled or changed to another specific place, date or time provided that actual notice is given. Additional meetings may be called by a majority of the HOPE Board, if requested by the Chair, or by CHRO staff with the concurrence of the HOPE Board Chair.

C. Attendance: Members are expected to attend meetings. If circumstances require that a HOPE Board member must be absent from a meeting, they will provide notice as soon as possible to the Chair and CHRO staff and send an alternate designee from their organization who is empowered to act in their place. Lack of attendance may result in subsequent removal pursuant to Benton County Code ch. 3.035.

D. Quorum: At a duly noticed meeting of the HOPE Board, a simple majority of the sitting members will constitute a quorum.

E. Notice: Except for emergency or special meetings, meeting dates, locations and agendas will be made public at least 48 hours in advance of the meeting. Notes from the meeting will be posted publicly within a reasonable time frame of the meeting.

F. Voting: The HOPE Board will strive to make decisions through modified consensus. When consensus is not possible, decisions shall be made by a vote of the majority of members present at a meeting where a quorum of the members are present.

VI. OFFICERS

A. The following officers shall be elected from the HOPE Board membership annually at the first regular meeting of each year:

1. Chair: the Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. The Chair, in consultation with CHRO staff and with input from HOPE Board members shall set the agenda for each meeting.

2. Vice Chair:the Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

VII. RESPONSIBILITIES AND AUTHORITY

A. The HOPE Board members will:

1. Review HOPE Bylaws on an “As Needed Basis.” Any proposed material changes must be authorized by the Board of Commissioners following the recommendation from HOPE Board. The Board of Commissioners may also initiate changes to the HOPE Bylaws on its own.

2. Provide input during strategic planning processes that contributes to the content of strategic plans. Members also provide direction and consultation during the implementation of strategic plan components.

3. Create HOPE Work Groups as needed to address priority policy projects from strategic plans or System improvements, subject to any resource constraints, including, but not limited to, staffing and financial resource constraints.

4. Formally approve the appointments of members to HOPE Work Groups. The HOPE Board may delegate this authority by vote.

5. Review and consider the HOPE Work Group recommendations in the HOPE Board decision making process.

6. Coordinate systemwide improvements recommended by the HOPE Board and/or approved by the BOC (when BOC approval is necessary). Coordination is the desired goal, but not a legal obligation for member organizations.
7. Report back to the HOPE Board regarding System improvement progress at each member organization as needed.
8. HOPE Board members shall liaise with their member organizations by providing communication updates at routine meetings with their member organizations.

VIII. CONFLICT OF INTEREST

A. HOPE Board members shall comply with all federal, state and local regulations regarding conflict of interest.