

BYLAWS FOR HOME, OPPORTUNITY, PLANNING AND EQUITY (HOPE) EXECUTIVE COMMITTEE AND ADVISORY BOARD

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

- confirm the vision and principles that will guide Benton County and the Cities of Benton County ("the Parties") towards ending homelessness;
- establish the membership and responsibilities of the Home, Opportunity, Planning and Equity Advisory Board ("HOPE");
- establish the HOPE Executive Committee; and
- establish the overall scope of responsibilities of the Advisory Board and the Executive Committee within Benton County's Coordinated Homeless Response System, including the general limitations of their policy-making authority.

These Bylaws will be incorporated into the City of Corvallis/Benton County Coordinated Homeless Response Office Funding Intergovernmental Agreement ("Coordinated Office IGA") and the Coordinated Homeless Response System Memorandum of Understanding ("HB 4123") between Benton County, the cities of Corvallis and Philomath, and Community Services Consortium, as current Parties of the HB 4123 MOU. Other jurisdictions may join in the future through membership to the HB 4123 MOU. These Bylaws will be reviewed by the Executive Committee on a "As Needed Basis". Any material proposed changes must be authorized by the Parties by amendments to the Coordinated Office IGA and the HB 4123 MOU.

I. VISION

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.

Our vision:

Everyone in Benton County should have the opportunity to live in decent, safe, and affordable housing.

Our values are to:

- **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.

- **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. To provide a home for everyone, we must increase coordination and collaboration of service providers and strengthen efficiencies in our current system and better align our resources.
- **Engage and involve the community, not just direct service providers.** 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.
- **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. For example, women fleeing domestic violence, children, and people with disabilities, etc.
- **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. Hereinafter, this service scope will be referred to as Homelessness and Supportive Services System, or “System”.
- **Promote racial and ethnic justice.** In order to ensure that our programs do not unintentionally favor one population over another population we will strive to provide culturally specific services and use a racial equity lens across all program recommendations.

II. STRUCTURE AND GENERAL REPRESENTATION

The HOPE Advisory Board and Executive Committee together form collaborative local advisory bodies that are solely advisory bodies to the Benton County Commissioners and will provide policy recommendations to the Parties. The HOPE Advisory Board and Executive Committee support the Benton County Coordinated Homeless Response System within the following structure:

- **Chartering Jurisdictions** – Benton County and Parties to the HB 4123 MOU are Chartering Jurisdictions. The Chartering Jurisdictions establish the bylaws, establish governance structure, have direct policy and funding authority, define scope of the Advisory Board and Executive Committee, provide staff support to the advisory board, and establish lead agency roles.
- **Advisory Board** – The Advisory Board provides a wide array of community expertise and representation of groups working on homelessness, housing, and social determinants of health. The Advisory Board serves as a liaison between the

community and the Executive Committee and the Coordinated Homeless Response Office.

- **Executive Committee** – The Executive Committee provides representation from all Parties of the MOU and oversees the Advisory Board. The Executive Committee serves as a liaison between the Advisory Board and the Chartering Jurisdictions.
- **Coordinated Homeless Response Office** – The Coordinated Homeless Response Office (CHRO) provides staff liaison support to the Advisory Board and Executive Committee.

III. MEMBERSHIP OF THE EXECUTIVE COMMITTEE

A. Composition

The Advisory Board shall be overseen by an Executive Committee whose membership shall consist of:

- One (1) representative from the Benton County Commissioners.
- The County Administrator or their designee.
- One (1) representative from the city council of each member city to the HB 4123 MOU.
- The City Manager or their designee from each member city to the HB 4123 MOU.
- The Executive Director of Community Services Consortium or their designee.

B. Meetings

Executive Committee meetings will be conducted in accordance with Oregon's Public Meetings Law. Regular meetings will be held approximately once per quarter. Additional meetings, as needed, may be called by a majority of the Executive Committee and/or the CHRO.

C. Quorum

At a duly called meeting of the Executive Committee, a majority of the appointed Executive Committee will constitute a quorum. The quorum is defined by the number of voting members. All business of the Executive Committee will be transacted at a duly called meeting of the Executive Committee.

D. Notice

Except for emergency or special meetings, meeting dates, locations and agendas will be made public at least one week in advance of the meeting. Notes from the meeting will be posted publicly within seven business days of the meeting.

E. Voting

The Executive Committee will strive to make decisions through modified consensus.

When consensus is not possible, decisions shall be made by a vote of the majority of Executive Committee members present. When an Executive Committee member is not able to attend a duly called meeting, they may, with prior notice to the Executive Committee, designate a proxy. Designations of proxies to conduct Executive Committee business should be rare.

F. Responsibilities and Authority

Beyond the broader scope of duties of the Advisory Board, the Executive Committee will additionally:

- Appoint members to the Advisory Board and provide direction for the Advisory Board, including working with the Advisory Board Co-chairs to establish Advisory Board meeting agendas.
- As directed by the Parties, form any associated committees or ad hoc work groups, define their membership, and provide direction regarding their work.

IV. MEMBERSHIP OF THE ADVISORY BOARD

A. Composition

The Advisory Board consist of no more than sixteen (16) members and no less than 11 members and will include an elected official appointed by the governing body of each member government to the HB 4123 MOU (this elected official can but is not required to be the same elected official appointed to the Executive Committee). The Executive Committee shall appoint Advisory Board members by selecting from those who apply to be members of the Board.

The Executive Committee will ensure that members of the Advisory Board are representative of the community and includes multiple service delivery systems, areas of expertise within the community, and homeless peers or formerly homeless individuals. Representation of the Advisory Board shall be drawn from all sectors across Benton County including but not limited to:

- Nonprofit homeless assistance providers
- Domestic violence victim service providers
- Culturally specific service providers
- Faith-based organizations
- Governments

- Businesses (small businesses, large businesses, locally owned, etc.)
- Business associations
- Workforce development organizations
- Advocates
- Public housing agencies
- School districts
- Social service providers
- Behavioral Health providers
- Hospitals and primary health care providers
- Coordinated Care Organizations
- Universities
- Affordable housing developers
- Law enforcement and criminal justice
- Organizations that serve veterans
- Homeless or formerly homeless individuals
- Oregon Department of Human Services self-sufficiency and foster care programs
- Residents of color
- Residents with disabilities
- Residents facing a housing cost burden.
- Neighborhood associations
- Philanthropic organizations
- Other relevant organizations and/or community stakeholders as determined by the Executive Committee

The Executive Committee will act in good faith in efforts to identify and address membership gaps in essential sectors, from key providers or other vital stakeholders.

B. Officers

The members of the Advisory Board shall elect two co-chairs. The Advisory Board co-chairs will direct Advisory Board meetings and may designate other Advisory Board members to direct Advisory Board meetings if required due to Advisory Board co-chairs' absence.

C. Meetings

Advisory Board meetings will be conducted in accordance with Oregon's Public Meetings Law. Regular meetings will be held at least once per quarter. Additional meetings may be called by a majority of the Executive Committee and/or the CHRO.

D. Quorum

At a duly called meeting of the Advisory Board, a majority of the appointed Advisory Board's voting members shall constitute a quorum. All business of the Advisory Board will be transacted at a duly called meeting of the Advisory Board.

E. Notice

Except for special or emergency meetings, meeting dates, locations and agendas will be made public at least one week in advance of the meeting. Notes from the meeting will be posted publicly within seven business days of approval of the meeting minutes.

F. Voting

The Advisory Board will make decisions by a vote of the majority of Advisory Board members present. A Role Member may delegate their participation in the Advisory Board to a regular designee. When a Role Member is not able to attend a duly called meeting, they may, with prior notice to the Advisory Board co-chairs, be represented by their regular designee or by an alternate proxy. Other Advisory Board members may not designate proxies.

G. Subcommittees and Network Groups

On behalf of the Parties and under direction of the Advisory Board and its Executive Committee, the responsibilities of the Advisory Board may be completed by the membership at large, or through delegation to various subcommittees and/or ad hoc workgroups.

H. Terms of Service

Members of the Advisory Board shall serve three-year terms. An individual may not be elected or appointed to serve more than three (3) consecutive terms. Advisory Board members appointed by the Executive Committee may have their appointments revoked at any time and at the sole discretion of the Executive Committee.

D. Attendance Policy

All Advisory Board members must be able to attend meetings regularly. If circumstances require that an Advisory Board member must be absent from a meeting, they will notice as soon as possible to CHRO staff liaison. An Advisory Board member will no longer be able to serve on the Advisory Board if the member has three consecutive un-notified absences.

E. Advisory Board Responsibilities and Authority

The Advisory Board, with oversight by the Executive Committee, will be responsible for providing input and recommendations to the Executive Committee regarding the following:

- Coordination and establishment of community partnerships to provide an integrated approach to service delivery for people experiencing homelessness.
- Research, education and coordination, and capacity building of community partners and the homeless response system in relation to best practices performance metrics, and state/federal funding opportunities.

Unless otherwise designated by the Executive Committee or these Bylaws, all recommendations made by the Advisory Board must be forwarded to the Executive Committee for review. The Executive Committee, at its sole discretion, may either ratify the recommendation of the Advisory Board (in which case the recommendation stands) or reject the recommendation (in which case the recommendation is returned to the Advisory Board for further discussion and review). The Executive Committee shall forward its recommendations to the Chartering Jurisdictions.

V. CONFLICT OF INTEREST

No member of the Advisory Board or Executive Committee shall participate in or influence discussions or resulting decisions concerning the award of a grant that financially benefits the member or the organization that the member represents. Advisory Board and Executive Committee members shall report such conflicts of interest to the Executive Committee and the Advisory Board and recuse themselves from discussions or resulting decisions on issues where a conflict of interest exists.