

HOMELESS ACTION COUNCIL OF ST. CLAIR COUNTY BYLAWS



CoC IL-508 - St. Clair County, Illinois

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HOMELESS ACTION COUNCIL OF ST. CLAIR COUNTY BYLAWS

ARTICLE I: Name and Geographic Area

The name of the organization shall be the Homeless Action Council of St. Clair County, hereinafter referred to as HAC. It will serve the East St. Louis/Belleveille/St. Clair County Continuum of Care (commonly known as the St. Clair County CoC) The permanent office and mailing address shall be #19 Public Square, Suite 200, Belleville, Illinois 62220.

ARTICLE II: Mission, Purpose, and Objectives

The mission of HAC shall be to carry out the responsibilities set forth in the Code of Federal Regulations: 24 CFR 578.1-24 CFR 578.109. The regulations governing CoC program implementation created through The McKinney-Vento Homeless Assistance Act, As Amended by S. 896 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The HAC is the principal planning entity for the St. Clair County Continuum of Care system for homelessness.

The purpose of HAC is to provide a clear and coordinated planning process to prevent and eliminate homelessness in St. Clair County, Illinois. HAC aims to identify and prioritize homelessness-related needs, promote service coordination and information sharing, foster community awareness, and seek resources to address homelessness

HAC covers the geographical area of St. Clair County, IL, and works to prevent, reduce, and end homelessness through effective planning and coordination of a community-wide response. This includes a full array of housing and support services such as prevention resources, emergency, transitional, and permanent housing options, trauma-informed case management, legal services, and other support options.

ARTICLE III: Membership

Section 1: Qualifications and Categories

The general membership of the HAC will be comprised of organizational and individual members. All members shall have an active and committed interest in working with and improving the quality of life for all individuals and families experiencing a housing crisis in St. Clair County.

Set forth by 24 CFR Part 578.5, composition of membership shall include representatives from relevant organizations within the geographic area to fulfill the duties outlined in this section. Relevant organizations include, but are not limited to:

1. Nonprofit homeless assistance providers
2. Victim service providers
3. Faith-based organizations
4. Governments
5. Businesses
6. Advocates
7. Public housing agencies
8. School districts
9. Social service providers
10. Mental health agencies
11. Hospitals
12. Universities
13. Affordable housing developers
14. Law enforcement
15. Organizations serving veterans
16. Organizations serving homeless and formerly homeless individuals

There shall be two categories of general membership: Organizational and Individual.

Organizational Membership

Any organization located in or doing business within St. Clair County and which accepts the mission, purpose and objectives of HAC shall be eligible for membership. The term "organization" covers all forms of organizations including but not limited to businesses, corporations, associations, nonprofit organizations, foundations, governmental agencies, educational institutions, financial institutions, healthcare providers, labor unions and neighborhood groups.

Individual Membership

Any individual who is a resident of or employed within St. Clair County and who accepts the mission, purpose and objectives of HAC shall be eligible for membership.

Section 2: Recruitment

The Board of Directors or designee thereof for HAC will annually post a notice inviting the general public to apply for General Membership with HAC. This notice can be found at [St. Clair County Illinois > Departments > Intergovernmental Grants > Community Development \(RC Version: 9.13.3.0\)](#)

Section 3: General Membership Meetings

At least quarterly, there will be specific sessions of the General Membership to garner input and to train on HAC functioning. General members of HAC will be involved in committee meetings described in Article IX. The General membership may attend monthly Board meetings.

Section 4: Voting Privileges

Membership must be deemed active in order to be granted voting privileges. General membership shall not have voting privileges except to elect the Board of Directors. Each member organization shall be entitled to one vote to elect the Board of Directors. If more than one representative from a member organization participates in HAC, only one representative designated by the member organization may vote. A quorum for any HAC meeting shall consist of one-half (1/2) of the active members. Once a

quorum is established, it remains valid even if some members leave the meeting. If a quorum is not present, no votes may be conducted during the meeting.

Section 5: Definition of Active Member

- a) Attend at least fifty percent (50%)/ 6 of the 12 scheduled General HAC meetings within the calendar year; and
- b) Participates in at least one committee; committing to advancing the committee's goals and tasks. Attend at least seventy-five percent (75%) of scheduled committee meetings.

An organization's membership shall be deemed active based on the attendance of any representative from the organization, without the requirement for the same individual to attend each time.

Individual membership shall be deemed active based on the attendance of the member.

Section 6: Compensation

No member of the (HAC) shall receive compensation for their participation in HAC activities, except for individuals with lived experience and expertise in homelessness (PLEE). The hourly compensation rates for PLEE are based on 2022 data from the Bureau of Labor Statistics' (BLS) Occupational Employment and Wage Statistics program. BLS state-level data has been assigned to regions according to HUD's ten designated regions; St. Clair County, Illinois, falls within Region 5. For more information, please refer to PLEE and Data Decision-Making: CoC Facing Compensation.

Please refer to Appendix A: Persons with Lived Experience Meeting Policy for compensation specifics.

Section 7: Approval of Members

Membership shall provide for fair representation of all target areas. Interested organizations and individuals shall apply for membership to the Executive Committee. The Executive Committee or a designee thereof shall review the request and approve or deny all requests for membership. The Secretary or a designee thereof the Board shall notify any organization or individual requesting membership of the decision of the Board.

Section 8: Terms

Membership may be verified annually by the Secretary or their designee to confirm the member's intention to continue.

Section 9: Resignation of Members

Members may resign at any time by submitting a letter of resignation to the Chairperson and/or to the Secretary.

Section 10: Removal of Members and Representatives

HAC may terminate organizational or individual membership for actions counter to the interests of HAC or when it is in the best interests of HAC to do so. Removal of membership requires a three-fourths majority of Board of Directors present and voting.

Individuals representing member organizations may be removed from attendance and further participation in HAC for actions that counter the interests of HAC or when it is in the best interests of HAC to do so. Prior to any such action, a representative of the Board of Directors shall attempt to discuss the problem with and present options to a person in authority over the member organization. Following

this step, the Board of Directors may make a recommendation to HAC for removal. Such recommendations require a three-fourths majority of those present and voting.

ARTICLE IV: BOARD OF DIRECTORS

Section 1: Purpose

The Board of Directors shall act on behalf of the HAC using the process established as a requirement by 24 CFR 578.7 (a)(3) and must comply with the conflict-of-interest requirements at 24 CFR 578.95(b).

The Board of Directors should be responsible for reviewing and approving, in consultation with the collaborative applicant and the HMIS Lead, necessary policies and procedures for the effective functioning of the HAC. Policies and procedures shall comply with 24 CFR Part 578 -Subpart B, and at a minimum will include those related to establishing and operating a coordinated assessment system, establishing performance targets and monitoring Emergency Solutions Grant (ESG) and Continuum of Care (CoC) project performance and evaluate outcomes, establish written standards for administering CoC assistance, oversee the operation of a Homeless Management Information System (HMIS)), and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board. In addition, the Board of Directors, in consultation with the Collaborative Applicant, will oversee the point-in-time count of homeless persons as set forth by 24 CFR Part 578, as well as conducting the annual gaps analysis of the homeless needs and services available within the geographic area. The Board of Directors will uphold all other policies as necessary to comply with the mission of HAC. Such policies and procedures may be recommended by HAC committees, the Collaborative Applicant, or the Board of Directors. The Board of Directors is also responsible for reviewing and approving reallocation recommendations made by the planning committee.

Section 2: Qualifications of Directors

The Board of Directors should be representative of relevant organizations and projects serving homeless subpopulations. Additionally, the Board must include at least one individual who is currently homeless or has previously experienced homelessness. Each Director shall be a person of legal age and every effort shall be made by the Board of Directors to include Directors from the general membership either an individual member or as a representative from an organizational member. If more than one representative from a member organization participates in HAC, only one representative designated by the member organization may be appointed to the Board of Directors. If two member organizations are closely linked but organized as separate non-profit organizations for IRS tax purposes, then each such organization is eligible to be on the Board of Directors.

Section 3: Number of Directors

There shall be at least fifteen (15) Directors. All Directors shall have equal and full voting rights and responsibilities as members of the Board of Directors.

The Board of Directors should be comprised of a representative from an organizational member agency whose mission is to assist consumers from each of the following categories:

1. Chronically homeless
2. Victims of domestic violence
3. Veterans
4. Persons with substance abuse issues

5. Persons with HIV/AIDS
6. Persons with mental health issues
7. Unaccompanied youth
8. Homeless families
9. Legal services
10. Unit of local government
11. Education
12. Public Housing Authority
13. Formerly homeless
14. Faith-Based Organization
15. General member

Section 4. Election and Term of Office

The initial members of the Board of Directors shall be self-selected by the St. Clair County Homeless Action Council and approved by the general membership. The term of the office of each Director shall be for one (1) year commencing January 1 thru December 31 and will automatically renew annually unless notification of intent to resign or until their successor has been selected by the

Board of Directors and seated. Each Director shall be entitled to one (1) vote and the result shall be determined by the majority of votes cast.

When necessary, an ad hoc Nominating Committee shall present candidates for the Board of Directors to HAC, with no more than two candidates. Vacant Board positions may be elected at a regularly scheduled November meeting and take office January 1 of the following year. At the November meeting, additional nominations may be made from the floor by any member organization. Such nominations require a second from a member organization. After all nominations have been made, the presiding officer shall conduct the election. As provided in Article III, Section 4, only member organizations may vote in the election.

Section 5. Active Members

Directors must be Active Members

Section 6. Removal and Resignation

Any Director may be removed with or without cause at any time by a vote or the majority of the then serving Directors. Directors may resign at any time on written notice to the Chairperson and/or Secretary. Vacancies occurring on the Board by death, removal, resignation, refusal to serve, or otherwise may be filled for the unexpired term by a majority vote of a quorum of Board members present at a regular or special meeting held for that purpose after appropriate notice to the other Board members.

Section 7: Compensation

No Director shall receive any compensation from HAC for participation in HAC, except for individuals with lived experience and expertise in homelessness (PLEE). The hourly compensation rates for PLEE are based on 2022 data from the Bureau of Labor Statistics' (BLS) Occupational Employment and Wage Statistics program. BLS state-level data has been assigned to regions according to HUD's ten designated regions; St. Clair County, Illinois, falls within Region 5. For more information, please refer to PLEE and Data Decision-Making: CoC Facing Compensation

Please refer to Appendix A: Persons with Lived Experience Meeting Policy for compensation specifics.

Section 8: Code of Conduct

Each member of HAC is expected to act with the utmost good faith and honesty in all dealings and transactions related to the HAC/CoC. Members should use their positions and the knowledge gained from the HAC responsibly and ethically, ensuring that their actions always align with the best interests of the HAC.

Members must avoid any actions that could create a conflict between the interests of the HAC/CoC and their personal or organizational interests. This means that no member should use their position or the information they have access to for personal gain or to benefit their organization in a way that conflicts with the HAC's goals.

Furthermore, members are prohibited from participating in or influencing discussions or decisions regarding the award of grants or other financial benefits to the organizations they represent. This ensures that all decisions are made impartially and in the best interest of the HAC.

Section 9: Conflict of Interest

The Conflict-of-Interest Section is designed to uphold the integrity and credibility of the HAC, ensuring that all individuals involved in its activities maintain the highest standards of ethical conduct and transparency. This section applies to all members, including but not limited to board members, officers, and committee members.

A conflict of interest exists when an individual's personal interests or relationships could influence, or appear to influence, their ability to act impartially and in the best interests of the HAC. Such conflicts may arise in situations involving financial interests, personal relationships, or any other factors that could compromise objectivity.

All voting members of the HAC are required to promptly disclose any actual or potential conflicts of interest in writing to the Board of Directors. The notification must include all relevant facts pertaining to the conflict, such as financial interests, personal relationships, and any other pertinent information. The Board of Directors will review the disclosed conflict and determine the appropriate course of action. Possible responses may include limiting the individual's voting privileges, excluding the individual from the decision-making process entirely, or implementing other measures necessary to mitigate the conflict. All disclosures and discussions regarding conflicts of interest will be treated with the utmost confidentiality, except as required by law or organizational policies.

Section 10: Recusal

With respect to Board of Directors decisions, Directors who become aware of circumstances that pose an actual or potential conflict of interest must recuse themselves from the decision-making process and take no part in the discussion or the vote.

ARTICLE V: Officers of the Board**Section 1: Titles and Duties**

HAC may have the following officers for the Board of Directors: Chairperson, Vice Chairperson, and Secretary-

The duties of each officer shall be as follows:

Chairperson

The Chairperson shall convene and preside or arrange for other persons to preside at all meetings of the Board of Directors and general HAC meetings in the following order: Vice Chairperson, and Secretary. The Chairperson shall serve as an ex-officio member of all committees and shall perform such duties incident to the office of Chairperson and such other duties as may be assigned by the Board of Directors. The Chairperson will be responsible for creating an agenda for the monthly meetings of the CoC Board of Directors and general HAC meetings.

Vice Chairperson

The Vice Chairperson shall preside at meetings of the Board of Directors in the absence of the Chairperson and shall serve in the role of the Chairperson in case of the resignation or dismissal of the Chairperson until a new Chairperson is appointed consistent with Section 7 of this Article. The Vice Chairperson shall perform such duties incident to the office of Vice Chairperson and such other duties as may be assigned by the Board of Directors or the Chairperson.

Secretary

The Secretary shall attend all meetings of the Board of Directors and general HAC meetings, record and maintain all votes and the minutes of the meetings of the Board of Directors, take attendance, maintain a current membership roster, and send out general correspondence. The Secretary or a designee thereof will send out the agenda and minutes of the previous month's meeting approximately 72 hours before the monthly meeting. The Secretary shall perform such duties incident to the office of Secretary and such other duties as may be assigned by the Board of Directors or the Chairperson.

The Collaborative Applicant will serve as an ex-officio member.

Section 2: Qualifications

The officers shall be elected from the Board of Directors. Officers shall be persons, not organizations.

Section 3: Terms of Office

The term of the office of each Officer shall be for one (1) year commencing January 1 thru December 31 and will automatically renew annually unless notification of intent to resign or until their successor has been selected by the Board of Directors and seated.

The board is required to follow the written process within the bylaws, established and approved by the CoC, for selecting members. This process must be reevaluated at least once every five years, though more frequent evaluations are permitted. To remain compliant with the CoC Program Interim Rule, the process must be reviewed within each five-year period

Section 4: Nomination and Election

If there are any resignations/replacements the nominating committee shall recommend candidates for the offices of Vice Chairperson and Secretary for the coming year. Such slate shall have no less than one and no more than two candidates for each said office. These officers may be elected during the December Board of Directors meeting and take office January 1 of the following year.

Section 5: Resignation

An officer may resign at any time by submitting a letter of resignation to the Chairperson or Secretary.

Section 6: Removal

Any officer may be removed from office for failure to perform the duties of the office, for actions counter to the interests of HAC, or when it is in the best interests of HAC so to do. Such actions require three-fourths majority of the Board of Directors present and voting.

Section 7: Vacancies

Vacancies in the offices of Chairperson, Vice Chairperson and Secretary shall be filled by appointment by the Board of Directors. The replacements must meet the qualifications stated above in Section 2 and shall serve the remainder of the term.

ARTICLE VI: Meetings

Section 1: Regular Meetings of the Board of Directors

HAC Board of Directors shall meet regularly at a date, time and place to be determined by the officers. At the beginning of each year the Board shall establish a schedule of dates and times for regular meetings and general HAC meetings, and the Secretary or designee thereof shall distribute this schedule to all members and place it on the SCCCOC website. The place for each meeting shall be determined by the Board at least one month prior to the meeting. Such Board Meetings shall be open to all members.

HAC Board of Directors may conduct any business at a regular meeting, whether such business is on the agenda.

Section 2: Special Meetings

Special meetings of the Board of Directors may be called by any officer. The person(s) calling the meeting shall state the purpose(s) for which the meeting is to be called. Business at any special meeting is limited to the purpose(s) for which the meeting is called, and no other business of any nature may be conducted.

Section 3: Notification of Meetings

The Secretary or a designee thereof shall provide notification to all HAC members of all meetings, regular and special. Such notification must be given at least 72 hours prior to the meeting. Notification may be by letter, telephone, facsimile, electronic or personal communication. The notification must clearly state the date, time, and place of the meeting. In the case of special meetings, the notification must additionally state the purpose(s) for which the meeting is being called.

Section 4: Quorum

The presence of one-half (1/2) of seated members of the Board of Directors shall be a quorum and sufficient to conduct business at any meeting of HAC. When a quorum is once present to organize a meeting, it cannot be broken by the subsequent withdrawal of any of those present.

Section 5: Voting

The vote of a majority of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors or of any committee.

Section 6: Virtual Meetings

Members of the Board, or any Committee designated by the Board, may participate in any meeting of the

Board or Committee by using communication technology enabling all persons participating in the meeting to hear each other.

Section 7: Parliamentary Procedure

The latest revised edition of Robert’s Rules of Order shall prevail at all HAC and Board meetings except where contrary to the bylaws or any standing rule. As a general rule, HAC should govern itself by consensus when possible.

**ARTICLE VII: Committees,
Collaborative Applicant, and HMIS
Lead Agency**

Section 1: Committees and Duties

All individual and organizational members of the CoC must actively participate in a Committee. Members may choose the committee(s) they wish to join. If voluntary membership is insufficient to conduct the committee’s business, the Board may appoint members as needed.

Each Standing and Ad Hoc Committee shall elect a Chair to organize and facilitate committee meetings and assist in developing and achieving goals. The term of office for each shall be one (1) year, from January 1 to December 31, and will automatically renew annually unless a notification of intent to resign is given or until their successor is selected and seated.

Record Keeping: Committees shall keep records of membership, meeting minutes, and attendance. An updated membership list shall be submitted to the Secretary or designee thereof the HAC.

Meeting Frequency: All Standing Committees shall meet at least four times per calendar year.

Planning Committee

The Planning Committee shall formulate and recommend strategic goals and objectives for HAC and monitor progress.

Tasks:

- Set project(s) priorities based on application rankings and reports (e.g., SPM, Gap Analysis, LSA PIT/HIC, etc.)
- Utilize performance reports to establish goals for other committees to implement strategies addressing gaps in housing needs, resources, and program utilization
- Identify disparities in housing access and set goals to enhance compliance with Fair Housing
- Review and update COC Policies and Procedures.

Ranking and Review Committee

The Rank & Review Committee is tasked with using objective, performance-based scoring criteria to evaluate and prioritize how well each project aligns with HUD's policies and the CoC's priorities. Eligibility for funding is based on threshold requirements defined by HUD's annual NOFO, and the Committee will determine the eligibility of proposed projects for funding based on criteria established by the Ranking and Review Committee. Eligible projects will be ranked in priority order, and the Committee will recommend budget adjustments as necessary to maximize funding for the St. Clair County Continuum of Care system. Organizations applying for projects may not be represented on the Ranking and Review Committee.

Tasks

- Ensure that the ranking process is in compliance with Hud requirements
- Define evaluation criteria and review/ update ranking criteria
- Conduct annual project ranking and quarterly review of all projects
- Make recommendations of reallocation of funds to the Board of Directors, based on project performance set forth by HUD's annual CoC Notice of Funding Opportunity (NOFO) and in accordance with 24 CFR 578.105(b)(2) and 24 CFR 578.107(b)(1)(iv).

Executive Committee- Consists of the officers of the Board.

- Establishes the agenda for upcoming HAC meetings
- Approves new member applications
- Uphold the duties and responsibilities outlines within the Bylaws

Community Resource/Prevention-

The Community Resource/Prevention Committee focuses on several key areas to support individuals and families in need, as well as providing information to service providers. The committee is dedicated to obtaining the most current information regarding available community programs, including specific details and requirements for each.

- Identify ways HAC can be involved in the housing transition of individuals after institutional discharge.
- Coordinate with each of these: HOPWA; TANF; Runaway and Homeless Youth (RHY); Head Start; philanthropic organizations and foundations; and other housing and services programs funded by federal, state, and local government.
- Locate resources to fund programs and supportive services
- Update the community resource directory regularly to maintain up to date information
- Notify HAC members with a current list of cooling and warming centers

Coordinated Entry – Develop operating protocols for Coordinated Assessment

Tasks:

- Provide guidance and advice to the Housing Resource Center
- Assess performance of grantees' navigation and utilization of Coordinated Entry

- Update policies and procedures for the coordinated entry system

HMIS- To ensure that participating HMIS organizations are processing information consistent with both HUD regulations and Continuum of Care procedures.

Tasks:

- Oversee Implementation and Maintain HMIS Policies and Procedures related to data collection, privacy protections and security.
- Monitor participating agency data usage and data quality.
- Monitor performance of HMIS vendor/product.
- Monitor performance of HMIS Lead agency.

Each committee should have a minimum of three (3) persons and establish a regular meeting schedule with minutes provided to the Board. And Collaborative Applicant.

Section 2: Committee Selection and Terms

Following the election of the Board of Directors and officers, the Chairperson of the Board shall recruit chairpersons and committee members for each standing committee. Committees shall serve for at least one year, commencing January 1 and ending December 31 of each calendar year, but may automatically renew annually.

Membership on committees shall provide for fair representation of all target areas and is subject to approval by the Board. Persons may volunteer to serve on any committee or be recruited by the Board or committee chairpersons. Committee membership may be drawn from the community at large, not only from those associated with HAC. However, all persons active in HAC are expected to serve on at least one committee.

Section 3: Ad Hoc Committees

HAC may from time to time appoint and approve the appointment of such ad hoc committees as may be needed. The responsibilities, selection and terms of such committees shall be determined by HAC.

Section 4: Collaborative Applicant

The Collaborative Applicant shall comply with and uphold the duties and responsibilities outlined in the Memorandum of Agreement for the Designation of Collaborative Applicant. A copy of the Memorandum of Agreement will be kept by the Housing Resource Center Coordinator and the Collaborative Applicant.

Specific responsibilities:

- Serve as an ex-officio member of the Board
- Maintain records and office of HAC.
- Gather and consolidate the required application information from all CoC Program-funded projects within the geographic area.
- Submit the annual application to HUD for CoC Program funding.
- Apply for CoC Planning funds.
- Provide monitoring to ensure compliance with 24 CFR Part 578
- Any additional responsibilities as documented in the East St. Louis/Belleville/St. Clair County Continuum of Care CoC Collaborative Applicant Memorandum of Understanding.

Section 5: Appointment of the Collaborative Applicant

The Board of Directors shall appoint the Collaborative Applicant who shall implement policies and procedures as directed by the Board of Directors.

Section 6: HMIS Lead Agency

The HMIS Lead Agency is the recipient of the HUD CoC Program HMIS Grant. The HMIS Lead Agency shall provide staffing for HMIS and work with committees on projects that require HMIS data. The HMIS Lead Agency shall also perform duties and utilize funds as designated by HAC and in compliance with HUD requirements and set forth in 24 CFR Part 578 Subpart B .

For more information regarding background and operating procedures, please refer to the East Saint Louis/ Belleville/ Saint Clair County Continuum of Care II 508 Homeless Management Information Systems (HMIS) Policies and Procedures Manual (Appendix B).

Documentation and record-keeping requirements for service providers can be found in the St. Clair County Illinois Continuum of Care Homeless Program Standards (Appendix B).

Section 7: Appointment of the HMIS Lead Agency

The Board of Directors shall appoint the HMIS Lead Agency.

Section 8: Coordinated Entry Lead Agency

The Coordinated Entry Lead Agency is the recipient of the HUD CoC Program CE grant. The CE Lead Agency shall ensure that the coordinated entry system operates as an effective, fair, and client-centered process for connecting individuals and families experiencing homelessness to the most appropriate housing and services available.

For more information regarding agency participation and requirements, please refer to the Saint Clair County Continuum of Care II 508 Coordinated Entry System Policy and Procedures (Appendix B) and The CoC Program interim rule 24 CFR Part 578.7(a)(8).

ARTICLE VIII: Appeal Process

Section 1: Appealable decisions

Any organizational or individual member may appeal a decision of a committee or Board of Directors that adversely affects a member including membership decisions, funding approval recommendations, and ranking decisions.

Section 2: Written Appeal

All appeals must be in writing. A member must submit a written appeal to the Chairperson/Vice Chairperson of the Board within fourteen (14) days of the date of the decision being appealed. A member may request an expedited appeals process.

Section 3: Ad-Hoc Appeals Committee

Upon receipt of the written appeal, within ten (10) days, the Executive Committee will form an ad hoc Appeals Committee to hear the appeal. The ad hoc Appeals Committee shall consist of three (3) general

members who was not involved with the decision being appealed. After the ad hoc Appeals Committee has been formed, the Board Chairperson shall notify the appellant and the chair of the committee whose decision is being appealed in writing of the members of the ad hoc Appeals Committee. In the event an appellant is appealing a decision of a Board member, then the remaining Board members shall form the ad hoc Appeals Committee and shall send proper notice.

Section 4: Informal Hearing

The ad hoc Appeals Committee shall conduct a hearing within twenty-one (21) days of its formation. The appellant and the chair of the committee whose decision is being appealed shall be present. Either party may present testimony and evidence and may be represented.

Section 5: Decision

The ad hoc Appeals Committee shall make a written decision promptly upon termination of the informal hearing. The written decision shall be signed by the ad hoc Appeals Committee members or the majority of them. A dissenting vote without further comment may be noted. The written decision shall be delivered to the Chairperson within twenty-four (24) hours. The Chairperson shall mail a copy of the written decision to the appellant and the chair of the committee whose decision was appealed within three (3) days. In the absence of the Chairperson, the Vice Chairperson of the Executive Committee shall be responsible for delivering the written decision to the appellant and appropriate chair.

The Board Chairperson shall inform the full Homeless Action Council at the next scheduled monthly meeting of the decision of the ad hoc Appeals Committee.

ARTICLE XI: Ratification and Amendments

Section 1: Ratification and Effective Date

These bylaws shall be presented to the membership of HAC and reviewed for two consecutive meetings prior to being submitted for formal ratification at the third meeting. A simple majority vote of those present and voting is required for ratification. The bylaws shall take effect immediately upon ratification.

Section 2: Repeal of Previous Bylaws

All previous bylaws of the Homeless Action Council of St. Clair County and its predecessor -organizations are repealed immediately upon ratification of these bylaws.

Section 3: Review of Bylaws

These bylaws will be reviewed at least annually by the Board of Directors.

Section 4: Amendments

These bylaws may be amended or repealed by a majority of the Board of Directors present and voting at any meeting of HAC, provided that the amended or replacement bylaws shall have been presented in their final form and discussed at the preceding meeting of HAC. Notification for such meeting shall clearly state that amendment(s) to or repeal of the bylaws is being considered.

AMENDED: October 14, 2003, eff. October 14, 2003; December 9, 2003, eff. December 9, 2003; June 8, 2004, eff. June 8, 2004; May 9, 2006, eff. May 9, 2006; June 13, 2006, eff. June 13, 2006; November 14, 2006, eff. November 14, 2006; December 12, 2006, eff. December 12, 2006; August 14, 2007, eff. August 14, 2007; September 9, 2008; eff. September 9, 2008; eff. September 8, 2021; August 23, 2022, April 22, 2025

CERTIFICATION OF RATIFICATION

This is to certify that the Homeless Action Council of St. Clair County, Illinois, did formally ratify and adopt these bylaws on the date specified below:

Date Ratified: **April 22, 2025**

Executed at HAC Board Meeting via zoom, Illinois this 22 day of April , 2025.

By _____

Name:

Name:

Chairperson _____

Title:

Vice Chairperson _____

Title:

APPENDIX A

Persons with Lived Experience Meeting Policy

Policy Planning Grant will provide a \$20.00 gift card per 1 monthly committee meeting, 1 monthly homeless action council general meeting, 1 monthly Board of Directors meeting up to a maximum of \$720.00 per person, per year for no more than five persons with lived experience to serve and attend the above referenced meetings. Must attend entire meeting to obtain gift card.

Board Adopted 10-25-22
Board Adopted 8-22-23

APPENDIX B

To access the following policies and procedures, along with other helpful information, please visit the Saint Clair County website:

[St. Clair County Illinois > Departments > Intergovernmental Grants > Community Development \(RC Version: 9.13.3.0\)](#)

- East Saint Louis/ Belleville/ Saint Clair County Continuum of Care II 508 Homeless Management Information Systems (HMIS) Policies and Procedures Manual
- St. Clair County Illinois Continuum of Care Homeless Program Standards
- Saint Clair County Continuum of Care II 508 Coordinated Entry System Policy and Procedures