



**THE SOUTHERN NEVADA REGIONAL PLANNING COALITION'S  
COMMITTEE ON HOMELESSNESS  
BYLAWS**

**ARTICLE 1. NAME AND AUTHORIZATION**

On September 25, 2003, in an effort to address the needs of homeless persons in the Southern Nevada region, the Southern Nevada Regional Planning Coalition (SNRPC) established the Committee on Homelessness (CoH) to oversee, coordinate, collaborate, plan and address homeless issues and activities at a regional level.

**ARTICLE 2. PURPOSE**

The mission of the CoH is to collaborate and coordinate resources, as well as establish policy recommendations to improve the lives of its regional citizens by preventing and combating issues of homelessness, through better utilization of community resources, open communication and dialogue to end homelessness in Southern Nevada.

**ARTICLE 3. MEMBERSHIP**

- A. Committee membership shall not exceed thirteen (13) members.
- B. Membership will mirror the structure of the Southern Nevada Regional Planning Coalition (SNRPC) and will include one representative from each of the following participating local jurisdictions and referenced as Jurisdictional Partners. Members include:
  - 1. Clark County
  - 2. City of Las Vegas
  - 3. City of Henderson
  - 4. City of North Las Vegas
  - 5. Boulder City
  - 6. Clark County School District (CCSD).
- C. The SNRPC CoH shall also have one representative from each of the following participating agencies and referenced as Community Partners. Each Community Partner will also be a voting member and include representation from each of the following categories:
  - 1. Las Vegas Metropolitan Police Department (METRO) representative
  - 2. Southern Nevada Adult Mental Health Services (SNAMHS) representative
  - 3. Veteran's Administration
  - 4. Local non-profit homeless provider representative
  - 5. Private business community representative
  - 6. Faith-based community representative
  - 7. A person who is or has experienced homelessness
- D. The SNRPC CoH may add representatives as needed to the SNRPC CoH and amend the bylaws accordingly.
- E. Each representing member will be selected by their respective organization and be in a position to make appropriate levels of decisions for their organization.
- F. Each representing organization also may appoint one Alternate member. Alternate members may attend all CoH meetings when a member is unavailable and will have the same authority, duties, and responsibilities as the member.

- G. In the event that the makeup of the SNRPC changes, the bylaws of the CoH and membership make-up will be re-evaluated to consider any appropriate changes accordingly.
- H. Length of term for each Committee Member will be determined by the respective representing agency.
- I. If a Committee Member fails to attend three consecutive meetings, notice will be provided to the respective agency by the CoH Chair or CoH Vice Chair of the desire to have a new individual identified and appointed. Committee members who wish to resign are required to provide notification in writing to the CoH Chair and the Regional Initiatives Office. The Alternate member may attend in place of the resigning member. The represented organization will appoint a new representative to replace the resigning member.
- J. The SNRPC, Committee members, and the Regional Initiatives Office may recommend individuals or organizations to the CoH Chair for Committee Membership consideration. Recommendations will be voted on and approved by a majority vote of the CoH.

**ARTICLE 4. OFFICERS**

- A. The Officers shall consist of a Chair and Vice Chair.
- B. The Chair shall rotate in conjunction with the rotation of the Southern Nevada Regional Planning Coalition. In the event the CoH member is not available or participating at the time appropriate to serve as Chair, the CoH will then vote to select a Chair to serve during the Interim until the CoH can get back on schedule with the SNRPC roster.
- C. The Vice Chair shall be represented by the jurisdiction next in line for Chair.
- D. Officer vacancies shall be filled by the Alternate member for that jurisdiction for the remainder of the unexpired term, unless the respective jurisdiction appoints a new replacement.
- E. The Chair shall:
  - 1. Chair and facilitate CoH meetings;
  - 2. Advance the mission and purpose of the CoH;
  - 3. Motivate and encourage active participation by all Committee Members at meetings and in identified initiatives;
  - 4. Uphold and enforce these bylaws;
  - 5. Meet with the SNRPC and Regional Initiatives Office as needed; and
  - 6. Serve as the spokesperson for the CoH
- F. The Vice Chair shall:
  - 1. Chair and facilitate the CoH meetings in the absence of the Chair;
  - 2. Advance the mission and purpose of the CoH;
  - 3. Oversee initiatives and serve as liaison to the Chair as necessary; and
  - 4. Serve as the spokesperson for the CoH

## **ARTICLE 5. COMMITTEE MEMBER ROLES AND RESPONSIBILITIES**

- A. All committee members or their alternates shall:
  - 1. Attend and actively participate in all meetings
  - 2. Advance the mission and purpose of the CoH; and
  - 3. Fulfill their responsibility to assist the CoH in achieving its mission and purpose

## **ARTICLE 6. MEETINGS**

- A. Regular Meeting: Regular CoH meetings shall be held at least monthly on the day designated in the Public Notice.
- B. Special Meetings: Special meetings of the CoH shall be held whenever called by the Chair or by the Vice Chair, in the absence or refusal of the Chair to call a meeting, or pursuant to the written request of any two (2) members of the CoH.
- C. Place of Meetings: All regular and special meetings of the CoH shall be held at the time and place identified on the official meeting notice.
- D. Notice: Written notice of all regular and special meetings of the CoH shall be given by or under the direction of the Chair or by the Vice Chair (in the absence or refusal of the Chair to give notice as required by NRS Chapter 241 (Open Meeting Law)). A copy of all CoH meeting notices shall be filed with the records of the CoH.
- E. Meeting Agenda: A written agenda of matters to be discussed at each CoH meeting along with supporting documentation for all action and discussion items shall be delivered to members of the CoH at least five (5) business days prior to a CoH meeting. Matters shall be placed on the agenda by direction of the Regional Initiatives Office, the Technical Working Group, or by an individual member of the CoH. Each agenda shall clearly specify all matters to be acted upon.
- F. Minutes of CoH Meetings: Accurate minutes of the proceedings of all CoH meetings shall be prepared by the Regional Initiatives Office or its designee and shall be filed with the records of the CoH.
- G. Records: All records of the CoH shall be housed in a central records depository with the Regional Initiatives Office and shall be available for inspection during normal business hours.
- H. Quorum: The presence of a majority of the Members shall constitute a quorum for all purposes (50%+1 of CoH Membership). Vacant or inactive seats shall not be counted in the determination whether a quorum has been reached. Once a quorum is established, a consensus or vote of the majority of the sitting Members present will serve as CoH approval of any recommendations or action items. All other conditions, guidelines, and stipulations regarding quorum requirements as specified by Nevada Open Meeting Law shall apply.

## **ARTICLE 7. ATTENDANCE**

- A. Attendance and active participation at CoH meetings is a key responsibility for all members.
- B. To authorize an absence before a scheduled CoH meeting, the Member seeking authorization must contact the Regional Initiatives Office via telephone or e-mail at least 24 hours in advance of the meeting. To authorize an absence within the 24 hour period or after the meeting, the Member seeking authorization must inform the Regional Initiatives Office as to the general reason for the absence within two (2) weeks after the meeting unless the Member can show undue hardship.
- C. Any member whom the CoH certifies to have missed three (3) regularly scheduled meetings in any six-month period without authorization shall be deemed inactive.
- D. If any Committee member has missed three (3) meetings as described above the Regional Initiatives Office shall notify the Chair and prepare a letter for the Chair to notice the respective agency (i.e., City Manager, County Manager, School Superintendent, CEO, etc.) in writing of the absences and request them to appoint a new representative.

## **ARTICLE 8. SUPPORT; WORKING GROUPS and STAFFING**

- A. The Regional Initiatives Office serves as the staff to the Committee on Homelessness. The office's primary focus is to coordinate homeless efforts for the Southern Nevada Region, and to notify CoH Members of activities, issues, and opportunities. The Regional Coordinator will also be responsible for updates of activities and/or reports before the Southern Nevada Regional Planning Coalition from time to time or as requested. Regional coordination and efforts also includes:
  - 1. Regional Coordination
  - 2. Policy recommendations
  - 3. Planning & Evaluation
  - 4. Budget and Funding
  - 5. Continuum of Care Allocations
  - 6. Homeless Trust Fund
  - 7. Community Mobilization
  - 8. Inclement Weather Shelter Program
  - 9. Homeless Manage Information System (HMIS)
  - 10. Homeless/In Shelter Count
  - 11. Homeless Census
- B. The Regional Initiatives Office will also be responsible for coordinating and facilitating the following items, including but not limited to:
  - 1. Preparing, for approval by the CoH, an annual budget for regional homeless coordination. The Technical Working Group will assign work plan tasks to staff of participating local jurisdictions as appropriate. All participating local jurisdictions will contribute to the achievement of work plan tasks in a collaborative fashion through informed and participatory processes.
  - 2. When compiling the agenda, indicate the type of action that may be taken on each item (i.e., formal vote of approval/denial, majority vote when warranted, receive report, etc.) as applicable.

3. Coordinate and facilitate the CoH Technical Working Group. Direction to the CoH Technical Working Group shall come from the CoH and/or the Regional Initiatives Office. Associated responsibilities include, but not limited to the following:
  - a. The CoH Technical Working Group will be comprised of representation from each of the respective agencies represented on the CoH. Each representative will be determined by the CoH sitting member.
  - b. The CoH Technical Working Group shall advise the CoH regarding available technical resources to accomplish the Coalition's business.
  - c. CoH Technical Working Group shall advise and lead efforts regarding the design and implementation of a regional continuum of care plan to organize and deliver housing and services to meet the specific needs of people who are homeless using a HUD collaborative funding approach
  - d. CoH Technical Working Group shall advise and lead efforts regarding the development, and administration of the region's Homeless Management Information System (HMIS). HMIS is a computerized data collection application designed to aggregate client-level data to generate information on clients served within a community's system of homeless services.
  - e. CoH Technical Working Group shall advise and lead initiatives geared towards increasing community awareness regarding homeless issues, activities and events.

## **ARTICLE 9. DECISION-MAKING PROCESS AND BUDGETARY/FISCAL ITEMS**

- A. As specified in the SNRPC Interlocal Agreement, a super-majority (two-thirds) vote of the CoH is necessary to pass an action, particularly as it relates to either a budgetary matter or a matter which involves an expenditure of public money by the Committee on Homelessness.
  1. The CoH Technical Working Group shall develop the annual budget to submit to the CoH within the process and timeframe set forth in this section. The CoH Technical Working Group should explore the availability of State, Federal, and other monies which, together with private donations, may assist in meeting the budgetary requirements of the CoH.
  2. Annually, at a regular noticed meeting of the CoH, the proposed regional homeless coordination budget for the next fiscal year shall be presented by the Regional Coordinator to the members of the CoH for their consideration. The final proposed budget shall contain each Public Entity's proportional share pursuant to the Regional Homeless Coordination Interlocal Agreement. An annual final budget shall be effective for the fiscal year commencing July 1st.
    - a. The final proposed budget will be included as an Exhibit in the draft Regional Homeless Coordination Interlocal and must be circulated to each participating local jurisdiction for approval.
    - b. Circulation and approval must occur prior to the execution of the budget. The Regional Initiatives Office shall forward a copy of the draft Interlocal Agreement and proposed budget which shall confirm each participating jurisdiction's share through final approval through their respective jurisdiction.
    - c. Each participating jurisdiction shall, upon receipt of the approved Interlocal, shall submit them for formal approval by each participating jurisdictions.

3. Upon approval of the Interlocal, the Regional Initiatives Office will circulate final documents for signatures and submit executed copies to all public entities.
  4. Each jurisdiction will remit to the CoH's designated fiscal agent the participating jurisdiction's share of the approved budget for deposit into the account designated for the regional homeless coordination.
- B. Administrative items such as approval of the agenda, minutes, creation of sub-committees or working groups, and other such administrative matters may be approved by a simple majority of those CoH members present.

#### **ARTICLE 10. CITIZEN INVOLVEMENT**

- A. The Regional Homeless Coordination Interlocal requests an "open and participatory citizen involvement process." Such process shall include at a minimum the following:
1. At each meeting of the CoH, appropriate time will be allotted for public comment, according to the standards set forth by Nevada Open Meeting Law.
  2. In compliance with Nevada Open Meeting Law, at a meeting of the CoH, members of the public in attendance shall be allowed to speak on an agenda item on a first come-first served basis for up to three (3) minutes per person, and up to an aggregate time of ninety (90) minutes for all speakers.

#### **ARTICLE 11. MISCELLANEOUS PROVISIONS**

- A. Outside professional services may be contracted by the CoH from time to time as needed. Every opportunity should be given to a Request for Proposal process and approved by the CoH. Exceptions will be made in the case of an emergency or when there is a unique or specialized service that is not conducive to an RFP as determined by the CoH, or if a participating CoH member contributes resources (i.e., professional services) to the homeless initiatives and/or cause.
- B. Amendments to the bylaws may be proposed at any regular meeting of the Committee and scheduled for action at a subsequent Committee meeting. The bylaws may be amended by a super majority affirmative vote of the Committee members present.

Adopted by the Southern Nevada Regional Planning Coalition's Committee on Homelessness on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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Chair, SNRPC Committee on Homelessness

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