

# Southern Nevada Homelessness Continuum of Care

## Appendix A - CoC Governing Board Operations

There shall be a Chair and Vice-Chair for the CoC

- A. The Chair and Vice-Chair shall be elected from among the members by a simple majority vote.
- B. The Director of the CoC ("Director"), or his/her designee, shall serve as the Secretary of the CoC.

## OFFICER POWERS AND DUTIES

- A. The Chair shall preside at all meetings, introduces business in proper order per the agenda, recognizes speakers, determines if a motion is in order, keeps discussion focused on the agenda item at hand and pending motion, maintains decorum during Board meetings, puts motions to a vote and clarifies results.
- B. The Vice-Chair shall act as Chair and perform those duties in the absence of the Chair.
- C. The Secretary prepares and distributes agendas and supporting documents via email at least X days in advance of meetings, reserves meeting space, maintains contact information of members, and other duties as assigned by the Board. The Secretary shall distribute agendas and supporting documents X days in advance of Board meetings.