

Appendix C: Core Function Committee Criteria & Nomination Process

Southern Nevada Homelessness Continuum of Care (SNHCoC)

Purpose

This process ensures that CoC Core Function Committees are composed of qualified, diverse members who bring relevant expertise and lived experience to guide CoC initiatives effectively.

Committee Member Eligibility

- Members must be part of the SNHCoC general membership.
- Non-members may join by submitting a SNHCoC membership form.
- Individuals with relevant expertise or lived experience of homelessness are encouraged to participate.

Examples of Relevant Expertise by Committee:

- **Coordinated Services Committee:**
 - Experience in service delivery, system coordination, or lived experience of homelessness.
 - Knowledge of client-centered design and collaboration.
 - **HMIS Steering Committee:**
 - Experience with HMIS/data systems or data entry via lived experience.
 - Understanding of ethical data collection and policy impacts.
 - **Programs Committee:**
 - Experience in system planning, compliance, or project oversight.
 - Understanding of performance-based funding and program impact.
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Committee Structure

- Up to 11 elected voting members per committee.

- The Programs Committee has 4 additional appointed members representing the consolidated plan jurisdictions.
 - Supported by non-voting lead entity staff (Collaborative Applicant, HMIS Lead, or Coordinated Entry Lead).
 - One-year renewable terms. Vacancies are filled via the standard election process.
 - Contractors or technical advisors may participate as non-voting members.
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Diversity & Representation

- Committees must reflect racial and experiential diversity.
 - **Coordinated Services Committee** must include at least 51% direct service providers and/or individuals with lived experience.
 - It is recommended that the **Programs Committee** adopt the same 51% representation standard.
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Nomination & Election Process

1. Announcement & Timeline

- The Collaborative Applicant announces open seats and the nomination/election timeline.

2. Committee Overview

- Descriptions of each committee's focus, ideal member qualifications, and expected involvement are shared.

3. Nomination Period

- Nominations are open for at least 2 weeks.
- Outreach through emails, website, newsletters, and forums.
- Emphasis on diversity and relevant expertise.

4. Review & Voting

- Nominations are reviewed and prepared for member voting.
- SNHCoC members vote based on qualifications and diversity.

5. Notification

- Selected nominees are notified.
 - Non-selected nominees may be placed on a waitlist to fill future vacancies (eligibility duration to be defined).
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Support Structure

Each committee is supported by non-voting lead entities:

- **Collaborative Applicant (Programs Committee):** Coordinates logistics, develops agendas, maintains work plans, and ensures alignment with other CoC efforts.
 - **HMIS Lead (HMIS Steering Committee):** Provides strategic support, connects with contractors, and guides HMIS policy and operations.
 - **Coordinated Entry Lead (Coordinated Services Committee):** Supports logistics and coordination with other system components.
 - Administrative support is provided for all committees to ensure timely communication and note distribution (within 3 business days).
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Committee Leadership

- Each committee elects two co-chairs for a one-year term (renewable up to 2 additional terms).
 - Co-chairs:
 - Set agendas, facilitate meetings, and ensure alignment with goals.
 - May represent the committee in related workgroups or delegate this role.
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Meetings & Attendance

- Committees meet monthly or as needed.
 - **Quorum:** At least 6 of 11 voting members must be present to hold a meeting.
 - Absences: Members with 3 or more absences in a 12-month term will be removed.
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Agenda Process

- Agendas are shared at least 48 hours in advance.
 - Members may request additions before distribution.
 - Urgent items can be added at the start of meetings by committee vote.
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Decision-Making Process

- **Consensus First:** Committees aim to reach consensus (agreement and commitment by all members).
 - Levels of consent: Full, Qualified, Tolerated, or Non-Agreement with Support.
- **Voting:**
 - If consensus cannot be reached, a supermajority vote (6 members or 75% of those present, whichever is greater) is required.
 - If the vote fails, the issue may be tabled or further discussed with a timeline for resolution.
- **Emergency Actions:**
 - May occur via email vote or emergency meeting with at least 24 hours' notice.
 - Must address immediate harm or time-sensitive needs.