

# LOCAL HOMELESS COORDINATING BOARD BYLAWS

## Article I – Identification

### Section 1. Name

Local Homeless Coordinating Board (the “Local Board”)

### Section 2. Compliance with Applicable Laws

The Local Board shall comply with all applicable laws, including but not limited to the Ralph M. Brown Act (Cal. Government Code Section 54950 *et seq.*) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.1 *et seq.*) in publishing notices, agendas, and minutes and carrying out its operations and functions. Where publication or posting on a website is required, the Local Board shall use the San Francisco Department of Homelessness and Supportive Housing (the “Department”) website or another website designated by the Department.

## Article II – Establishment and Mission of the Local Board

The San Francisco Board of Supervisors established the Local Homeless Coordinating Board via Resolution 827-97. The Local Board’s powers and duties are codified in San Francisco Administrative Code Chapter 5, Article XXXI, sections 5.31-1 through 5.31-6. The Local Board is established as an advisory body who is responsible for advising on issues related to the City’s participation in the Continuum of Care program, and whose members are appointed by the Homeless Oversight Commission.

## Article III – Local Board

### Section 1. Membership

The Local Board has 11 members, appointed by the Homelessness Oversight Commission (the “Commission”). Seat 1 shall be held by a homeless or formerly homeless person and Seats 2 through 11 shall be held by people who represent relevant organizations or projects serving one or more homeless subpopulations in San Francisco, as the terms “relevant organizations” and “homeless subpopulations” are used in 42 C.F.R. Section 578.5(b), as it may be amended from time to time. Regarding Seats 2 through 11, any Local Board member may represent the interests of more than one relevant organization or homeless subpopulation. (Administrative Code § 5.31-2)

### Section 2. Terms

The initial terms of all members of the Local Board began on July 1, 2023, at noon. The initial terms of members in Seats 2, 4, 6, and 8 will end at noon on July 1, 2025, and the initial terms of members in the remaining seats will end on at noon on July 1, 2027. After the expiration of those initial terms, all terms will be four years. (Administrative Code § 5.31-3)

### Section 3. Removal and Absences

Members may be removed by the Commission at any time.

Additionally, any member who misses three regular meetings of the Local Board within a 12-month period without the express approval of the Local Board at or before each missed meeting will be deemed to have resigned from the Local Board ten days after the third unapproved absence. The Local Board will inform the Commission of any such resignation. (Administrative Code § 5.31-3)

The Local Board may vote to excuse an absent member from a Local Board meeting. If the Local Board does not take such a vote at the meeting or at a previous meeting, then the minutes shall note that the absence is unexcused. Regular attendance at the Local Board meetings is critical to the Local Board's ongoing success.

### Section 4. Compensation

Local Board members shall serve without compensation from the City. (Administrative Code § 5.31-3.)

### Section 5. Purpose and Responsibilities

The Local Board has the following responsibilities:

(a) Serve as the Continuum of Care governing body in accordance with applicable HUD rules and regulations, including but not limited to 24 CFR Part 578 et seq., as amended. The Coordinating Board shall adopt, and all members shall abide by, a written conflict of interest policy that complies with 24 CFR Section 578.95(b), as amended.

(b) Advise the Commission on issues relating to the City's participation in the Continuum of Care program. (Administrative Code § 5.31-4.)

The Local Board also works towards developing a continuum of services where the ultimate goal is to prevent and eradicate homelessness in the City and County of San Francisco. All efforts are aimed at permanent solutions, and the range of services is designed to meet the unique and complex needs of individuals who are threatened or currently experiencing homelessness.

## **Article IV – Officers**

### Section 1. Officers

The Local Board shall have two Co-Chairs.

### Section 2. Term of Office

The terms of the Co-Chairs appointed by the Local Board at its meeting on July 1, 2023 shall expire at July 1, 2024.

### Section 3. Nomination and Election of Officers

A. The Local Board shall elect Co-Chairs at the first regular Local Board meeting in July of each year. At that Local Board meeting, any Local Board member may nominate themselves or another Local Board member for the office of Co-Chair. A Local Board member nominated for an office may decline the nomination. Unless the Local Board member declines, all Local Board members nominated at that meeting shall be considered candidates for office.

B. The Local Board shall vote on the office of Co-Chair, with each member voting for one of the candidates. If one candidate receives 6 (equivalent to a majority of total seats) votes, that candidate shall be elected as Co-Chair. If no candidate receives 6 (equivalent to a majority of total seats) votes, the Local Board may have additional discussion and votes, the Local Board may reopen nominations, and candidates may withdraw their candidacy. After the Local Board selects a Co-Chair, the Local Board shall vote on the office of the other Co-Chair following the same procedure.

C. If the office of the Co-Chair is vacated before the expiration of a term, the other Co-Chair shall serve as Chair until the next regular meeting. The Local Board shall elect the other Co-Chair at that meeting to fill the vacancy.

### Section 4. General Duties and Responsibilities of the Chair

The Co-Chairs shall preside at all meetings of the Local Board. The Co-Chairs, working with the Local Board staff, shall oversee the preparation and distribution of the agenda for all Local Board meetings. The Co-Chairs shall preside at meetings, call special meetings, decide points of order, announce all business, entertain motions, put motions to vote, announce vote results, appoint and may remove Committee and Ad Hoc members. The Co-Chairs shall also perform such other duties as may be assigned by the Local Board. Unless the Local Board assigns a different member, the Co-Chairs (or their designee) shall serve as the Local Board's spokesperson and liaison to the media and City departments, agencies and commissions, as necessary.

Whenever this is a disagreement between the Co-Chairs on a point of order, or the appointment or removal of a Committee or Ad Hoc member, then the decision will be put to a vote of the Local Board.

## **Article V – Administrative and Clerical Support**

The Department will provide clerical and administrative support for the Local Board, including posting agendas and minutes online, circulating agenda materials to Local Board members, and assisting with the administration of meetings. The Department will select and supervise the staff that supports the Local Board.

## **Article VI – Meetings**

### **Section 1. Quorum**

At all meetings of the Local Board, the presence of 6 (equivalent to a majority of total seats) members shall constitute a quorum.

### **Section 2. Public Participation**

Consistent with its mission and as required by law, the Local Board shall hold meetings open to the public and encourage the participation of interested persons. Each meeting agenda shall provide an opportunity for members of the public to directly address the Local Board on items of interest to the public that are within the Local Board’s jurisdiction but not on the Local Board’s agenda.

### **Section 3. Meeting Minutes**

The Department shall record the minutes of every meeting. The minutes shall be approved by the Local Board at a subsequent meeting.

### **Section 4. Record Retention**

The Local Board shall utilize the Department’s record retention and destruction policy.

### **Section 5. Meetings**

The Local Board’s regular meetings will occur on the first Monday of the month, at 11:00 am at 1 Dr. Carlton B. Goodlett Place, Room 416, City Hall. The Local Board will meet in-person unless it is authorized to meet virtually under the Mayor’s COVID-19-related emergency orders or other City law. Location, time, and date are subject to change. All changes will be noticed to the public under the requirements of the Sunshine Ordinance. Extension of meeting times or additional meetings should be scheduled as needed.

The Chair may schedule a special meeting at any time, subject to applicable noticing requirements. Additionally, the Local Board by vote of at least 6 (equivalent to a majority of total seats) members may schedule a special meeting at any time, subject to applicable noticing requirements.

### **Section 6. Future Agenda Items**

The agenda of each regular Local Board meeting shall include an item for the Local Board to discuss and approve items for future meeting agendas.

### **Section 7. Parental Leave Policy**

Administrative Code Chapter 67B authorizes members of Local Board to take parental leave in certain circumstances. The terms of the parental leave policy are set forth in Administrative

Code Section 67B.1. That section is incorporated by reference into these bylaws. The Department shall provide a copy of Section 67B.1 to each member of the Local Board when the member assumes office. Any member who intends to take parental leave under this policy must inform the Department and the Chair of the Local Board in writing. To the extent feasible, the member's written notice shall state the beginning and end dates of the leave and whether the member intends to participate in Local Board meetings remotely during the leave. But the notice is not binding on the member and does not limit the member's rights under the parental leave policy, but rather is intended to aid Department and the Chair in planning the work and the meetings of the Local Board while the member is on parental leave.

#### Section 8. Standing Committees and Membership

The Local Board may create standing committees to advise the Board, and their meetings shall comply with the Sunshine Ordinance. The Local Board currently has the following committees to advise the Local Board: Funding Committee and Coordinated Entry Committee. Members of the Local Board who are appointed will be the designated chairs of each committee.

#### Section 9. Funding Committee

The Funding Committee has 2 members of the Board, appointed by the Local Board.

The Funding Committee shall:

- (a) Coordinate and manage the McKinney-Vento application process;
- (b) Explore new revenue streams for existing programs that may be phased out of the McKinney-Vento funding stream;
- (c) Establish working relationships regionally and inter-county in order to review regional approaches to homelessness.

#### Section 10. Coordinated Entry Committee

The Coordinated Entry Committee has 2 members, appointed by the Local Board.

The Coordinated Entry Committee shall:

- (a) Ensure that the San Francisco Coordinated Entry Written Standards is developed, implemented and evaluated consistent and compliant with the requirements of the U.S. Department of Housing and Urban Development (HUD);
- (b) Convene system-wide stakeholders for coordinated planning and improvement of the Coordinated Entry System and after consultation with stakeholders;
- (c) Make recommendations for improvement and bring for approval any proposed significant changes in the design and delivery of the Coordinated Entry System;
- (d) Ensure all other functions or requirements that are necessary to ensure that the Coordinated Entry process is conducted in an accessible, consistent, equitable manner and connects households to the appropriate service or resource in a timely manner according to requirements outlined by HUD.

#### Section 12. Ad Hoc

The Co-Chair of the Local Board and/or the vote of at least 6 (equivalent to a majority of total seats) Local Board members may form a Ad Hoc. Ad Hoc committees are formed for a specific

purpose and cease to exist after completion of a designated task, and their meetings shall comply with the Sunshine Ordinance.

### **Article VII – Voting and Abstention**

The Local Board will act by motion. Any Local Board member may make a motion orally during a meeting, and any other member may second that motion. All motions must receive a second before the Local Board votes.

Each member present at a Local Board meeting shall vote “yes” or “no” on all motions, unless the either (1) the member is excused from voting by a motion adopted by a majority of the members present, or (2) the member has a legal conflict of interest that prohibits the member’s participation in the vote. If a member is excused or has a legal conflict prohibiting the member’s participation, the member is not counted for purposes of establishing a quorum.

The affirmative vote of at least a simple majority of members present and voting shall be required for the approval of any matter unless otherwise provided in these Bylaws.

Absentee votes and alternates are prohibited.

### **Article VIII – Conflict of Interest**

Local Board members must disclose personal, professional, and/or financial relationships with respect to any person or entity involved in an item that comes before the Local Board. If there is a legal conflict of interest, the member must recuse themselves prior any discussion or vote. Local Board members should consult the City Attorney’s Office to determine whether the member has a legal conflict in a particular matter.

Local Board members who are employees or officers of non-profit organizations who receive CoC funding must recuse themselves from any discussion or vote on matters that may affect their organization’s financial interest.

When a member recuses, they must leave the room and their presence will not count towards establishing a quorum.

### **Article IX – Parliamentary Procedures**

Unless the Charter, City law, or these Bylaws provide to the contrary, the Local Board’s parliamentary procedure shall be governed by Robert’s Rules of Order.

### **Article X – Amendment of Bylaws**

The Local Board may amend these Bylaws by a simple majority vote of the Local Board, provided that a description or copy of any substantive proposed amendments are circulated in writing to all Local Board members and noticed to the public at least ten days prior to such meeting.