

NEBRASKA STATE CONTINUUM OF CARE COMMITTEE:
NEBRASKA HOMELESS ASSISTANCE PROGRAM ADVISORY COMMITTEE

BY-LAWS AND OPERATIONAL PROCEDURES

Adopted November 17, 2004

Revised July 2010

ARTICLE I.

Name

Section 1 - The name of the organization shall be known as the Nebraska State Continuum of Care Committee and will operate according to these by-laws and operational procedures.

ARTICLE II.

Mission

Section 1 – Mission Statement

The Nebraska State Continuum of Care Committee is a cooperative body comprised of representatives of governmental, not-for-profit, public, and private entities. We are committed to facilitating the development, implementation, and delivery of a comprehensive, statewide network designed to reduce the incidence of homelessness, address the immediate needs of those who are homeless or near homeless, and improve the quality of housing and supportive services for individuals and families who are homeless or near homeless in Nebraska.

ARTICLE III.

Objectives

Section 1 - Objectives

The Nebraska State Continuum of Care Committee is one (1) of four (4)-standing committees of the Nebraska Commission on Housing and Homelessness (hereinafter “NCHH”). The objective of the NCHH is to develop ongoing, specific policies and program recommendations to the Governor that address affordable housing and homelessness/near-homelessness issues. Issues include:

1. Identifying and monitoring the implementation of models of community-based affordable housing production and homeless/near-homeless programs;
2. Identifying and monitoring the implementation of progressive housing and homelessness/near-homelessness policies, plans and courses of action;
3. Identifying and monitoring the implementation of Continuum of Care-based models that provide supportive services for persons who are homeless or at risk of becoming homeless;
4. Monitoring implementation of those recommendations.
(Article II, Bylaws for the Nebraska Commission on Housing and Homeless)

Section 2 – Nebraska State Continuum of Care Committee Objectives

The purpose of the Nebraska State Continuum of Care Committee is to support the objectives in addressing the issues of the NCHH. To accomplish this, the following objectives must be reached:

1. Focus attention on the needs of people who are homeless and near homeless in Nebraska;
2. Propose solutions to the needs of people who are homeless and near homeless in Nebraska;
3. Encourage and support continuity, coordination, and cooperation at the State level among the State agencies that deliver programs and services to people who are homeless and near homeless as well as the not-for-profit providers of services throughout the State.
4. Coordinate the development of a statewide comprehensive plan to:
 - a. Ensure and sustain a method of annually counting the number and types of people who are homeless and near homeless in Nebraska;
 - b. Comply with all relevant reporting and programmatic regulations as required by the United States Department of Housing and Urban Development (hereinafter “HUD”)
 - c. Ensure and sustain common terms and definitions for the purposes of data gathering and program descriptions;
 - d. Recommend policies and strategies for reducing conditions of homelessness, including specialized needs of those who are chronically homeless.
5. Coordinate with the Nebraska Commission on Housing & Homelessness in developing recommendations for programs and/or services that involve housing and people who are homeless and near homeless.
6. Serve as an advisory body to the Nebraska Homeless Assistance Program on issues of homelessness and near-homelessness.

SECTION IV. Vision Statement

Section 1 – Vision Statement

Nebraska will be a place where every homeless person and every person in danger of becoming homeless has a place to call home and a community supportive of well-being.

ARTICLE V.
Members

Section 1 - Membership of the Nebraska State Continuum of Care Committee

The membership of the Nebraska State Continuum of Care Committee is composed of:

1. Governor appointments to the Nebraska Commission on Housing and Homelessness (NCHH) and individuals identified by the Nebraska Homeless Assistance Program Coordinator. NCHH members identify and determine members to serve on committees, including the State Continuum of Care Committee.
2. Members who represent populations not represented by Nebraska Commission on Housing and Homelessness appointed members, including people who are homeless and near homeless or individuals who represent other populations that are homeless and near homeless.
3. Members may serve as long as they represent the particular population for which they were selected. They may resign as a member if they are no longer able to carry out member responsibilities.
4. The membership of the Nebraska State Continuum of Care Committee shall be limited to 40 members.
5. At least one formal representative shall be designated by each of the seven (7) statewide Continuum of Care regions to represent each region on the Nebraska State Continuum of Care Committee.

Section 2 – Member Responsibilities

Members are expected to attend meetings of the Nebraska State Continuum of Care Committee. Other responsibilities may include:

1. Providing oral and written comment on issues being discussed by the Nebraska State Continuum of Care Committee;
2. Assisting with development and operation of task forces, subcommittees and/or committees necessary to conduct the business of the Nebraska State Continuum of Care Committee;
3. Supporting and attending training, activities, and conferences sponsored by the Nebraska State Continuum of Care Committee; and
4. Reviewing and commenting on documents, such as those concerning applications for funding.

Section 3 - Lead Agency Member & Responsibilities

The Nebraska Homeless Assistance Program is designated as the lead agency for the purposes of coordinating the activities of the Nebraska State Continuum of Care Committee. Responsibilities of the lead agency are to:

1. Arrange, notify members of, and assist the Chairperson of the Nebraska State Continuum of Care Committee in conducting meetings held quarterly or more often as deemed necessary.
2. Facilitate communication among members regarding development of services, activities, and initiatives at the State, regional, and local level.
3. Provide administrative support for the Nebraska State Continuum of Care Committee as the Advisory Committee. Duties will include maintaining records of the activities and distributing meeting minutes as well as materials and other resources available.

ARTICLE VI.
Officers

Section 1 – The Chairperson of the Nebraska State Continuum of Care Committee must be a member of the NCHH.

ARTICLE VII.
Committees or Task Forces

Section 1 - When necessary, the Nebraska State Continuum of Care Committee shall be aided in its operation by Task Forces/Committees/Subcommittees.

Section 2 - Membership on a Task Force/Committee/Subcommittee shall consist of current Nebraska State Continuum of Care Committee members and others knowledgeable about the particular topic.

Section 3 - Task Forces/Committees/Subcommittees will be specific to a particular topic. Task Force/Committee/Subcommittee work scope, membership, and timeline may be reviewed at each Nebraska State Continuum of Care Committee meeting upon request of the current membership.

Section 4 - Task Forces/Committees/Subcommittees shall be chaired by a member of the Nebraska State Continuum of Care Committee. Whenever possible, Task Force/Committee/Subcommittee Chairpersons will represent different geographical areas and different consumer groups.

ARTICLE VIII.
Meetings

Section 1 - Meetings of the Nebraska State Continuum of Care Committee

1. Regular meetings of the Nebraska State Continuum of Care Committee shall be called at least quarterly with a time and place designated by the lead agency. Additional meetings may be scheduled as deemed necessary by the Committee and the lead agency. Notice of the regular meetings shall be distributed electronically not less than five days in advance, or 20 days in advance if an item must be acted on, to all Committee members. All meetings of the Committee are subject to the Nebraska Open Meetings Law 84-1408 – 84-1414.
2. Task Force/Committee/Subcommittee meetings deemed necessary to carry on the work assigned to the Nebraska State Continuum of Care Committee shall be held on the call of the Chairperson of the Task Force/Committee/Subcommittee or by the Lead Agency.

3. The Lead Agency will ensure that records are kept of all proceedings of all Task Forces/ Committees/Subcommittees.
4. Meetings will be held in areas that are geographically accessible to statewide members, or arrangements will be made to make meetings geographically accessible.

ARTICLE IX.

Parliamentary Authority & Voting

Section 1 - Formal actions of the Nebraska State Continuum of Care Committee shall be conducted according to standard methods of parliamentary governance.

Section 2 - Each Committee member, with the exception of the Chairperson, is entitled to one (1) vote on each matter submitted to a vote. In the event of a tie vote, the Chairperson shall cast the deciding vote.

ARTICLE X.

Amendments to the By-Laws and Operational Procedures

These by-laws and operational procedures may be altered, amended, or repealed and new by-laws may be adopted by formal action of the Nebraska State Continuum of Care Committee at regular or special meetings. Proposed changes shall be submitted in writing to the membership at least ten (10) days prior to the scheduled meeting at which the action is to be taken. In order for the amendment to go into full effect, a motion must be proposed, and voted upon by a majority vote.

ARTICLE XI.

Miscellaneous

These by-laws will be printed and submitted to members prior to formal adoption or acceptance of revision.