

Bylaws of the Governor's Interagency Council on Homelessness

I. Purpose

A. The Governor's Interagency Council on Homelessness was established under Executive Order 2004-10. The Governor's Interagency Council on Homelessness shall:

1. Promote collaborations among stakeholders.
2. Develop and implement strategies to improve access to services.
3. Develop and implement strategies to improve access to mainstream resources
4. Develop and implement strategies to improve access to affordable, permanent housing.
5. Develop and implement strategies to improve access to federal and state public benefits.

B. The Governor's Interagency Council on Homelessness shall submit an annual report to the Governor, the Speaker of the House, and the President Pro Tempore of the Senate

II: Membership

A. The Interagency Council shall consist of not more than 25 members with knowledge of the subject of homelessness.

B. Members shall be appointed by and serve at the pleasure of the Governor.

C. New members may be appointed to fill vacancies at the Governor's pleasure.

D. Recommendations for appointments may be submitted to the Governor's Director of Appointments for review.

E. The Council's membership may include representatives from:

1. the Governor's Office.
2. the Oklahoma Legislature.
3. the Oklahoma Housing Finance Authority.
4. the Oklahoma Department of Commerce.
5. the Oklahoma Department of Human Services.
6. the Oklahoma State Department of Health.
7. the U.S. Veterans Administration.
8. the Oklahoma Department of Education.
9. the Oklahoma Department of Mental Health and Substance Abuse Services.

10. the Oklahoma Office of Juvenile Affairs.
11. Head Start/Community Action Agencies.
12. The Disability Determination Division of the Oklahoma Department of Rehabilitation Services.
13. the Oklahoma Department of Corrections.
14. the Oklahoma Health Care Authority.
15. the Oklahoma employment and Security Commission.
16. CareerTech.
17. homeless service providers.
18. the faith-based community.
19. statewide or local continuums of care.
20. Legal Aid of Oklahoma.
21. local housing authorities.
22. currently or formerly homeless persons; and
23. persons with experience or knowledge of the subject of homelessness.
24. Native American Tribal Member.

F. When a vacancy becomes available due to resignation, lack of attendance or incapacity; an interim representative recommended by the organization may fill that member's position as an Interim member until they or another person has been appointed by the Governor.

G. The name of any Council member who is absent more than three consecutive meetings may be recommended to the Governor for removal from the Interagency Council.

H. A member may voluntarily relinquish his or her membership by submitting a letter of resignation to the Governor.

I. Members may designate a proxy to attend GICH meetings no more than six times per year. The name of the proxy must be submitted in advance to the GICH. Proxies may attend all GICH meetings with the member but will only be allowed to vote when the member is absent. The appointed member of the GICH may use their designated proxy six times during the calendar year. The proxy must vote as directed by the member.

III Officers

A. Officers shall be elected by a majority vote of the members to two-year terms at the last meeting of the calendar year.

B. The Council shall consist of the following officers:

1. The Chairperson will be responsible for:
 - a) Presiding over all meetings.
 - b) Ensuring that the business of the Council is presented in accordance with the prescribed order of business.
 - c) Stating and putting to vote all questions, motions and all other business that legitimately comes before the Council.
 - d) Expediting business in every way compatible with the rights of the membership.
 - e) Providing orientation of duties and responsibilities and the purpose of the Council to newly appointed members within 30 days of appointment.
 - f) Declaring the meeting adjourned when the Council so votes.

2. The Vice Chairperson shall be responsible for working closely with the Chairperson and assuming the responsibilities of the chair in the absence of the Chairperson.
 - a) The Vice Chairperson will serve as the Chair-Elect.

3. The Secretary shall be responsible for:
 - a.) Accurately recording the minutes of each meeting, to include the members present and absent and all actions taken by the Council and making the minutes available to the assigned support staff from Oklahoma Department of Commerce to distribute to the members prior to the next meeting.

4. The Parliamentarian shall be responsible for serving as key advisor to the Chairperson when requested and to any other Council member regarding procedural matters or interpretation of the Executive Order or the bylaws.

IV. Standing Committees

A. All standing or special committees shall be appointed by the Chairperson of the Governor's Interagency Council on Homelessness as the body shall, from time to time, deem necessary to assist in carrying out the work of the Council.

1. Subcommittee members shall consist of members of the Governor's Interagency Council on Homelessness and non-GICH members/ community stakeholders,
2. The decisions made by subcommittees are not binding upon the Governor's Interagency Council on Homelessness
3. The Chair of each subcommittee shall be a member of Governor's Interagency Council on Homelessness and shall be responsible for the subcommittee membership roster and minutes.

B. The Governor's Interagency Council on Homelessness shall create the following standing committees:

1. The **Nominating Committee** shall make recommendations for officers in advance of the election to be voted on by the Governor's Interagency Council on Homelessness.
 - a) This shall also apply should any office become vacant.
 - b) Members of the nominating committee may become nominees for office themselves.
 - c) All nominees recommended by the nominating committee must be presently serving on the Council.
 - d) Not more than one candidate will be nominated for any one office.
 - e) The nominating committee shall ensure that the nominee will accept and serve in the specified office for which he or she is nominated.
2. The **Bylaws Committee** shall review any proposed changes to the bylaws of the Governor's Interagency Council on Homelessness and make recommendations regarding changes to the Council. When no Bylaws Committee is appointed, then the Executive Committee shall act as such.
3. The **Action Plan Committee** shall ensure that the Council continues to progress in the implementation of the action plan. When no Action Plan Committee is appointed, then the Executive Committee shall act as such.
3. The **Executive Committee** shall consist of the Officers of the Council and shall meet as necessary for the proper leadership of the Council.

During the time between regularly scheduled meetings, this committee shall have the following responsibilities:

- a) Write/approve correspondence for items as they relate to items approved by the membership or follow the State Action Plan or Plan to end Homelessness.
- b) It shall be the duty of the Executive Committee to carry out the orders of the GICH and to conduct all business of the GICH during the interim period between GICH meetings.

V. Meetings

A. A quorum shall consist of most of the appointed members of the Governor's Interagency Council on Homelessness.

B. Regular meetings shall be held every other month in accordance with an annual schedule of meetings approved by the Council.

C. All meetings shall be posted at least 48 hours in advance and conducted in a manner consistent with the Open Meetings Act. When appropriate, the Chairperson may cancel any meeting by providing written or verbal notice to all members and by posting written notice of the meeting cancellation.

D. Special meetings may be called and conducted by the Council. To conduct a special meeting, a two-day advance notice must be given and only business mentioned in the notice may be transacted at the meeting.

E. Continued or reconvened meetings shall be conducted for the purpose of finishing business appearing on a previous meeting's agenda. For these kinds of meetings, notice of the date, time, and place of the continued or reconvened meeting must be announced at the original meeting.

F. Meetings shall be conducted in an orderly manner consistent with Robert's Rules of Order.

G. Members may abstain from a vote any time without explanation.

VI. Bylaws

A. Any proposed amendment to the bylaws shall be submitted through the Chairperson to the bylaws committee for review.

B. The Bylaws Committee shall present any recommended amendments to the full Council at least one meeting before the meeting at which the vote on the amendments is to be held.

C. Amendments to the bylaws shall be approved by a two-thirds vote of the Council quorum present.

VII. Executive Order-Oklahoma Department of Commerce support staff

The designated support staff shall be responsible for:

- A. Keeping a permanent copy of the minutes on file.
- B. Sending out notices of each meeting including any documents to be considered or actions to be taken.
- C. Maintaining a special record book in which reports, bylaws, standing rules and all official rules are kept.
- D. Maintaining attendance records and communications with the Governor's office regarding vacancies and appointments.