



345 North Market Street, Wooster, Ohio 44691 330.264.2727

## Wayne County Housing Coalition By-Laws

### ARTICLE I: NAME

The name of the organization shall be the Wayne County Housing Coalition

### ARTICLE II: PURPOSE

- Section 1. The Wayne County Housing Coalition is a broad-based, countywide organization of citizens who live and/or work in Wayne County, Ohio dedicated to the belief that everyone should be able to obtain and maintain safe, decent and affordable housing.
- Section 2. The purpose of the Coalition is to bring people together in a forum where they can advocate for, and educate all sectors of the community about the housing needs in Wayne County.
- Section 3. The Coalition seeks to include a diverse representation of all the citizens of Wayne County with members including consumers of housing services, government officials, social service agencies, financial lending institutions, builders, businesses, landlords and tenants.
- Section 4. The Wayne County Housing Coalition serves as the Housing Advisory Committee (HAC) for the City of Wooster and for Wayne County's unincorporated areas, the City of Rittman, the City of Orrville and other small villages.
- Section 5. On an annual basis the Coalition is responsible for completing the Housing Needs/Use/Service Assessment, developing the local Continuum of Care and determining the gaps in services that impede meeting local housing needs monitoring the progress toward meeting the goals set forth in the Continuum of Care.

### ARTICLE III: MEMBERSHIP

- Section 1. Membership is open to any interested person or group who is concerned about housing issues and supports the purposes of the Coalition.
- Section 2. Members will be specifically recruited from areas of expertise or experience that is considered to be valuable to achieving the goals of the Coalition.
- Section 3. Membership shall be based on a calendar year, which shall also serve as the fiscal year.
- Section 4. An annual membership fee is due each year by March 1<sup>st</sup>, in order to be in good standing and included on the official roster of voting members. The membership fee rate shall be recommended by the Executive Committee and voted on by the Coalition membership.
- Section 5. Membership dues may be waived by the Executive Committee in cases of financial hardship and/or politically advisable situations.

### ARTICLE IV: VOTING

- Section 1. All individual members in good standing are entitled to one vote.
- Section 2. All organizational memberships, regardless of the number of representatives attending the Coalition meeting(s), are entitled to one vote.
- Section 3. For the purposes of voting, a quorum shall consist of a meeting where at least five members are present, or five members responding by telephone or electronic ballot.

ARTICLE V: RULES OF ORDER

Robert’s Rules of Order will prevail in the event procedural issues arise.

ARTICLE VI: OFFICERS

- Section 1: Officers shall be members of the Coalition in good standing.
- Section 2: Chair – will preside over the Coalition and Coalition meetings to assure the mission, outlined in Article II is carried out.
- Section 3. Vice Chair – will serve if the Chair is not present at meetings and will be responsible for overseeing recruitment of new members as outlined in Articles II and III.
- Section 4. Secretary – will take minutes of the meetings, distribute them, handle Coalition mailings and send out meeting notices.
- Section 5. Treasurer – will collect dues, maintain the organization’s financial records, produce a roster of members in good standing, and report on the Coalition’s financial situation at meetings and assure all financial obligations are met.
- Section 6. The Coalition may elect to split the duties of any office between two members and form co-officers in order to assure the efficient and effective operation of the organization.
- Section 7. The election of Officers will be held every two years and officers may serve without term limitations upon reelection.

ARTICLE VII: EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall consist of all of the officers.
- Section 2. The Executive Committee shall assure that the purposes of the organization, outlined in the By-Laws are carried out.
- Section 3. The Executive Committee shall be responsible for defining the organization’s structure and developing the protocols necessary to meet the Coalition’s purposes.
- Section 4. The Executive Committee shall have the power to call emergency meetings of the Coalition as necessary.
- Section 5. The Executive Committee will fill officer vacancies by appointment should an officer be unable to fulfill his/her term.

ARTICLE VIII: ELECTION OF OFFICERS

- Section 1. During an election year, the slate of officers will be determined by an ad hoc committee appointed by the Coalition Chair at the September meeting.
- Section 2. The slate of officers will be presented for a simple majority vote of the quorum present at the November meeting.

ARTICLE IX: COMMITTEE STRUCTURE

- Section 1. There will be five standing Coalition Committees
  - A. Publicity & Community Education Committee duties:
    - a. Responsible for the Planning & Execution of the Annual Point in Time Count
      - i. Will work with Service Evaluation & Development Committee to complete PIT & E-HIC reporting

- b. Schedule Presentations & Community Education Events
    - i. At least 4 per year
  - c. Provide Media Sources with Monthly Meeting Minutes
    - i. The Wooster Daily Record
    - ii. The Wooster Weekly
  - d. Responsible for Membership to Housing Coalition
    - i. Member from Wayne County Veteran's Services
      - 1. Need to attend 75% of meetings
    - ii. Homeless Liaison from each school district
      - 1. Need to attend 75% of meetings
    - iii. Formerly homeless individual
      - 1. Need to attend 75% of meetings
    - iv. Graduate of HPRP
      - 1. Need to attend 75% of meetings
    - v. Representative from the Hospital System
  - e. Responsible for Compiling a Housing Coalition Annual Report
- B. Faith Based Connection Committee duties:
- a. Responsible for developing and maintain a positive relationship with all faith-based initiatives related to Housing and Social Services
  - b. Act as a Liaison between the Faith-Based Community and the Social Service Sector
  - c. Attend or send a representative to any Faith-Based initiatives, meetings, presentations or events related to Housing or Social Services
  - d. Schedule presentations at Churches
- C. Service Evaluation & Development Committee duties:
- a. Responsible for all Communication & Projects as assigned by:
    - i. BOSCoC Region 4
    - ii. Coalition of Housing & Homelessness in Ohio (COHHIO)
    - iii. Ohio Department of Development (ODOD)
    - iv. Housing and Urban Development (HUD)
  - b. Responsible for New Project/Program Evaluations
    - i. Provide and compile evaluation results
  - c. Responsible for Grant Application Review
    - i. Must review the narrative portion & project summary of ALL grant applications requiring or requesting the support of the Housing Coalition
    - ii. Summary sheets must be completed and signed by committee chair(s) before a signature from the Housing Coalition President will be given
  - d. Responsible for Letter of Support Requests
    - i. Must review the narrative portion & project summary of ALL grant applications requiring or requesting the support of the Housing Coalition
    - ii. Summary sheets must be completed and signed by committee chair(s) before a signature from the Housing Coalition President will be given
  - e. Responsible for Holding Programs Accountable for Success
  - f. Responsible for HMIS County Wide Information & 2-1-1 Data Collection
- D. Policy & Government Committee duties:
- a. Work closely with City & County Officials on all Housing & Social Service Related projects

- i. Keep a close eye on the City Council agenda and notify HC members as needed
  - b. Research and Provide Monthly Updates on any Housing or Social Service Related Policy Changes (A monthly summary is typically provided by COHHIO)
  - c. Work Closely with COHHIO Advocacy Rep as Requested
  - d. Continue communication with the Wayne County Court System
  - e. Listen to Webinars related to Housing Laws
- E. Healthcare & Education Committee duties:
  - a. Act as a liaison between the Social Service Sector and the Healthcare Field
  - b. Provide Monthly updates in regards to any changes in the Healthcare Field
  - c. Schedule Presentations to Healthcare Providers
  - d. Work with the School District Homeless Liaisons to Communicate Available Services
  - e. Promote 2-1-1 to Access Services

Section 3. Ad Hoc committees will be appointed as deemed necessary by the Executive Committee or the membership with a simple majority vote at a meeting with a quorum present.

#### ARTICLE X: MEETINGS

- Section 1. Meetings of the entire Coalition will be held monthly except for July and December.
- Section 2. Notice of regular meetings shall be provided to members at least one week in advance of the meeting schedule through the postal service, e-mail or other electronic delivery method.
- Section 3. Additional meetings may be called by the Executive Committee as necessary.
- Section 4. Ad hoc committee meetings will be scheduled at the discretion of the committee members based upon the tasks they need to accomplish.
- Section 5. Any member of the Coalition can request of the Executive Committee that an emergency meeting be called. Notice of these special meetings may be made by telephone, fax, email or mail at least two days before the meeting and the notice must inform the members of its purpose.
- Section 6. The Executive Committee shall meet as often as necessary to carry out the business of the Coalition.

#### ARTICLE XI: AMENDMENTS

- Section 1. These by-laws may be amended by a two-thirds majority vote of the members present at any duly called meeting for which there is a quorum.
- Section 2. Two weeks advanced notice must be given to the members indicating that changes to the by-laws will be made on a meeting agenda, and the proposed changes to the by-law's language will be included.

#### ARTICLE XII: EFFECTIVE DATE

These by-laws shall be effective the first day of January 1994.

#### ARTICLE XIII:

- 1. The first revision of the by-laws was made by the Executive Committee on January 12, 1996 and voted on, and adopted by the membership on February 21, 1996.
- 2. The second revision of the by-laws was made by the Executive Committee on April 3, 1997 and voted on, and adopted by the membership on May 21, 1997.

3. The third revision of the by-laws was made by the entire Coalition present at the January 21, 2004 meeting and voted on, and adopted by the membership on March 17, 2004.
4. The fourth revision of the by-laws was voted on, and adopted by the membership of the entire Coalition present at the meeting on March 20, 2007.
5. The fifth revision of the by-laws was made by the Executive Committee on January 17, 2013 and voted on, and adopted by the membership on March 20, 2013.