

**POLICIES AND PROCEDURES
OF THE
CLEVELAND/CUYAHOGA COUNTY
OFFICE OF HOMELESS SERVICES
ADVISORY BOARD**

ARTICLE I

LEGAL STATUS AND PURPOSE

The creation of the Cleveland/Cuyahoga County Office of Homeless Services Advisory Board was provided by an agreement between the City of Cleveland and the Board of County Commissioners on May 26, 1992 pursuant to the Ohio Revised Code Section 307.15.

ARTICLE II

MISSION AND GOALS

The goals of the Advisory Board as stated in the Board's Mission and Goals Statement are as follows:

1. To assist the Office of Homeless Services (OHS) in the implementation of the community's Homeless Plan through advocacy, policy review, technical assistance, priority setting, linkages and coordination, provision of financial and other resources, and the continued articulation of the vision of the community's Homeless Plan.
2. Facilitate interagency and intergovernmental cooperation and assure private sector collaboration and participation.
3. Clarify and prioritize the goals of the Coordinating Council on Homelessness Plan.
4. Identify and review local, state, and federal public policy issues impacting the homeless.
5. Develop financial priorities for the distribution of public funds, and influence the distribution of private funds.
6. Establish criteria to monitor and evaluate delivery of services.
7. Develop avenues to communicate concerns regarding policy issues.

ARTICLE III

MEMBERSHIP

Section I. Representation. The Advisory Board shall be broadly based with representation from all sectors of the community, including but not limited to: homeless individuals, homeless service providers, corporations, funders and representatives of federal, state and local government.

Section II. Board Composition. The Advisory Board shall be composed of a minimum of 21 members. Ten members will be appointed, as follows:

- One person appointed by the Mayor of Cleveland;
- One person appointed by the President of Cleveland City Council;
- Two persons appointed by the Board of Cuyahoga County Commissioners;
- One person appointed by Cuyahoga Metropolitan Housing Authority;
- One *currently* or formerly homeless person appointed by the Northeast Ohio Coalition for the Homeless;
- One advocate for the homeless appointed by the Northeast Ohio Coalition for the Homeless;
- One person appointed by the Cuyahoga County Community Mental Health Board;
- One person appointed by the Alcohol and Drug Addiction Services Board of Cuyahoga County;
- One person appointed by the Veteran's Administration.

A minimum of eleven (11) members will be elected to the Board following a nominating process. These members shall include the following:

- One shelter provider;
- One transitional housing provider;
- One representative of a nonprofit housing organization;
- One representative of the business community;
- One representative from the private philanthropic sector;
- A minimum of two (2) additional currently or formerly homeless persons;
- Four "at-large" representatives selected from the following categories, with no more than one person representing a single category:
 - Researcher/data specialist;
 - AIDS service organization;
 - Faith-based organization;
 - Criminal justice/law enforcement/ Legal Aid Services;
 - Children's service provider;
 - Federal Emergency Assistance Act (FEMA) Board;
 - Policy or planning specialist;
 - Public school system.

Section III. Terms of Service. Representatives to the Advisory Board will serve two-year terms. An elected member can serve two sequential terms of office. Appointed members can serve more than two sequential terms at the discretion of the appointing authority, but must be reappointed every three years. Elected members must be re-elected to serve the second of the sequential terms.

Section IV: Unexpired Terms. Persons (appointed or) elected to serve the unexpired term of an elected member who has resigned or been replaced will serve out the remainder of that person's term. This person will be eligible for (appointment or) election to two subsequent, sequential terms.

ARTICLE IV

SELECTION AND REMOVAL OF MEMBERS

Section I: Appointment Process. No less than eight weeks prior to the month in which new, appointed Advisory Board terms begin, appointing authorities will be sent letters requesting the name, address, telephone number, and other related information for the person(s) to be appointed to the Advisory Board. Appointing authorities may either reappoint the current appointee or replace the appointee. (Appointees will be contacted to determine their willingness and ability to serve. If willing and able,) The appointment will be ratified at the beginning of the term of office. (If not willing or able, the appointing authority will be contacted and asked to select a new appointee.)

Section II: Nomination and Election Process. The Nominating Committee, no less than eight weeks prior to the month in which elected terms begin, will circulate a "Call for Nominations" to appropriate organizations and parties. The "Call for Nominations" will set forth the criteria for nomination to the Advisory Board, and will set a deadline for the receipt of said nominations. Advisory Board members may also nominate individuals for service. The Nominating committee will develop a screening process and will interview appropriate candidates to discern their willingness and ability to serve. The Nominating Committee will prepare brief synopses of the candidates' qualifications for the Advisory Board. The Nominating Committee will recommend a slate of candidates to the Advisory Board for election. The Nominating Committee will mail the slate of candidates to the Advisory Board no later than two weeks prior to the next regularly scheduled meeting at which the vote for electing new members will be taken.

Section III: Removal. Failure to attend two consecutive Advisory Board meetings may be considered grounds for removal. If the member is an appointee to the Board, the appointing authority and the appointee will be contacted in writing. If the member is elected to the Board, the member will be notified in writing that missing two meetings constitutes grounds for removal. At the next regularly scheduled meeting the Board will take action that may include voting to remove. If removed, the member, and appointing authority if applicable, will be notified. If either an elected or appointed member must be replaced the process will follow the appropriate procedures described in Article III and Article IV.

ARTICLE V

OFFICERS AND COMMITTEES

Section I: Officers. The Advisory Board shall elect two co-chairpersons from among its members. To insure staggered terms the Board will annually elect one co-chairperson for a two year term. A Co-Chair may serve for no more than two consecutive two year terms.

Section II: Responsibilities of Officers. The Co-Chairs will serve as leaders of the Advisory Board and at least one Co-Chair will represent the Board in all public venues. The Co-Chairs will convene Advisory Board meetings, advise staff, and serve as spokespersons for the Board in public settings as required.

Section III: Committees. The Advisory Board shall have three standing committees, including an Executive Committee, a Nominating Committee, and a Public Policy Committee.

The Executive Committee shall be comprised of the two officers of the Advisory Board and the Chairs of the standing committees. Its role is to serve in an advisory capacity to the Office of Homeless Services Manager between Board meetings, to identify issues for deliberation by the Advisory Board as a whole,

and to vote on matters that require immediate resolution between regularly scheduled Advisory Board meetings.

The Nominating Committee shall consist of three members who are not Board officers or persons up for reelection or appointment. Officers will appoint the Nominating Committee members. The Committee shall both receive and suggest nominations for the elected Board member vacancies, shall interview potential candidates, and shall recommend the names of a slate of individuals for elected Board seats to the full Board for vote.

The Public Policy Committee shall be five Board members and other community persons, and will be appointed by the Officers. It shall bring to the attention of the Board those issues that require a public policy response, shall recommend action on policy issues, and shall identify potential partnerships and allies in the public and private sectors with whom a coordinated set of policy recommendations would be appropriate.

Other Committees The Chair may establish Ad Hoc Committees for specific purposes, chaired by a member of the Advisory Board and including non-Advisory Board members.

ARTICLE VI

MEETINGS

Section I: Frequency of Meetings. The Advisory Board shall have a minimum of six meetings in a calendar year, with emergency meetings on an as-needed basis.

Section II: Notice of Meetings. The staff of the OHS shall serve written notification of all Advisory Board meetings and agenda items for these meetings. This notification shall be sent at least one week prior to the scheduled meeting date.

Section III: Quorum. The presence of a majority (fifty percent or more) of the Advisory Board members shall constitute a quorum. The Board shall conduct business only if a quorum is present.

Section IV: The OHS Advisory Board Meetings are open to the public.

ARTICLE VII

RULES OF ORDER

Section I: Whenever not in conflict with these Policies and Procedures, the deliberations of the Advisory Board shall be governed by Revised Roberts Rule of Order.

ARTICLE VIII

AMENDMENTS

Section I: These Policies and Procedures may be amended, altered, or repealed by majority vote of the Board at a meeting of which a quorum is present, provided written notice of the proposed action is given in the notice of the meeting.