



## **COMMITTEE OPERATIONS EXPECTATIONS GUIDANCE**

The Grand Rapids Area Coalition to End Homelessness (CTEH) Governance Charter identifies various committees that serve to implement the work of the Continuum of Care (CoC). The Charter details committee roles and responsibilities, participants and terms of service, meeting frequency, and related matters. This document outlines expectations for the manner in which committees carry out their work and seeks to provide structure and accountability.

### **Committee Roles and Responsibilities**

In addition to committee roles and responsibilities identified in the Governance Charter, each committee shall be responsible for:

- Recruiting its members
- Selecting a chairperson, vice-chairperson, and secretary
- Establishing its policies and procedures, consistent with the Charter, and providing them to the Steering Council and CoC staff.
- Recording its minutes and attendance and providing them to CoC staff.
- Ensuring transparency of its process and meetings and reporting regularly to the Steering Council and CoC membership.

### **Committee Membership**

All committees, except those requiring election, may include any CoC member. However, in committees where there may be two or more members from the same agency, voting will be limited to one vote per agency. Whenever possible, at least one (1) Steering Council member shall serve on each committee. Any CoC member can request to join a committee's roster by emailing the committee chairperson and/or CoC staff.

Committee rosters will be confirmed each year in January. In order to maintain an up-to-date roster and quorum, if a member misses more than 2 scheduled meetings without notice within a rolling 6-month period, CoC staff or the Committee Secretary will request that they remove themselves from the roster or reaffirm their commitment to participation.

### **Committee Leadership**

- Each committee shall choose a chairperson, vice-chairperson, and secretary.
  - The chairperson, and vice-chairperson in the chairperson's absence, shall coordinate each committee.
  - The secretary shall record meeting minutes and maintain an up-to-date committee membership and contact list.
- The chairperson, vice-chairperson, and secretary shall retain their position for a 12-month term beginning in January of each year.

### **Meeting Structure**

- An agenda shall be prepared for each committee meeting. Meeting agendas shall be action-oriented and reflect CTEH Strategic Plan actions assigned to the committee.
- A majority of 51% of the membership constitute a quorum at all committee meetings. If 51% of the membership is not in attendance at a meeting, no votes may take place during the meeting.
- Robert's Rules of Order will be followed and a simple majority of the members present is necessary for any vote to pass. All formal decisions must be ratified by the Steering Council.

### **Reporting**

Minutes of all meetings shall be circulated and approved at the subsequent meeting. Once approved, minutes shall be made available on the CTEH website. Meeting minutes shall detail how the committee's work is making progress toward assigned actions identified in the CTEH Strategic Plan.

Committee leadership shall utilize standardized templates provided by CoC staff to prepare meeting agendas, minutes, membership rosters, and other documents as deemed appropriate.