

**San Bernardino County Homeless Partnership
Homeless Provider Network**

BY-LAWS – FOURTH AMENDED

A Continuum of Care is a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency. The mission of the San Bernardino County Homeless Partnership (Partnership) is to provide a system of care network that is inclusive, well planned, coordinated and evaluated and is accessible to all who are homeless or at-risk of being homeless.

**Article I:
Purpose**

The Homeless Provider Network (HPN) is a vital component of the Partnership. The purpose of the HPN is to develop and implement measurable goals and objectives to address the needs of the homeless in San Bernardino County in accordance with the 10-Year Strategy to End Homelessness, coordinate services, develop collaborative relationships, and share information and resources. The HPN shall consist of five (5) Regions as defined in Article IV.

**Article II:
Vision**

The purpose of the Partnership is to end chronic homelessness and reduce the instance of episodic homelessness in the County of San Bernardino. This will be accomplished through collaborative partnerships with federal, state, and local governments, social services agencies and community and faith-based organizations. To that end, the HPN shall facilitate a joint working approach through regional and countywide collaboration among HPN members to implement the action steps adopted in the 10-Year Strategy.

**Article III:
Objectives**

- A. Serve as an Advisory Body to the Interagency Council on Homelessness (ICH).
- B. Develop new programs or redesign current programs to coordinate the effectiveness and comprehensive delivery of services and resources.
- C. Endeavor to remain on the cutting edge of innovation in homeless programs and service delivery.

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- D. Strive to fully utilize the Homeless Management Information System (HMIS) for data collection and analysis.
- E. Identify gaps in services and best practices.
- F. Monitor proposed legislation.

Article IV:
Regional Committees

- A. HPN members are organized into the following Regional Committees based on the member’s service area:

West Valley Region: Encompasses the cities of Chino, Chino Hills, Montclair, Ontario, Rancho Cucamonga, Upland, and the surrounding unincorporated communities.

Central Valley Region: Encompasses the cities of Colton, Fontana, Grand Terrace, Highland, Loma Linda, Redlands, Rialto, San Bernardino, Yucaipa, and the surrounding unincorporated communities.

East Valley Region: Encompasses the cities of Needles, Twenty-nine Palms, Yucca Valley, and the surrounding unincorporated communities.

Desert Region: Encompasses the cities of Adelanto, Apple Valley, Barstow, Hesperia, Victorville, and the surrounding unincorporated communities.

Mountain Region: Encompasses the city of Big Bear and the unincorporated communities which include Blue Jay, Cedar Glen, Cedarpines Park, Crestline, Forest Falls, Green Valley Lake, Lake Arrowhead, Rim Forest, Running Springs, Skyforest, Sugarloaf, and Twin Peaks.

A member whose service area covers more than one Region shall designate a Region as their primary service area. Members may participate in meetings and activities outside of their designated Region, but may only hold the office of Regional Representative in their designation Region.

- B. The functions of the Regional Committees shall include:

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1. Develop efficient and effective regional partnerships to enhance local Continuum of Care service activities through coordinated efforts consistent with the Vision and Objectives of the HPN.
2. Implement regional HPN projects and activities.
3. Provide a forum for addressing region-specific issues and concerns related to the provision of homeless services.
4. Report to the HPN on the progress of regional projects.
5. Other roles and tasks as assigned by the HPN and/or the ICH.

**Article V:
Membership**

- A. Any person, group, or organization within San Bernardino County or any organization providing homeless services, or related services, to San Bernardino County residents may seek membership in the HPN. Each Member may have one voting representative and two alternates. A representative may only exercise voting authority for a single group or organization.
- B. A person, group or organization is considered to be a member in good standing if he, she or the entity, has a valid member registration on file with the Office of Homeless Services (OHS) and has not missed more than one (1) HPN and two (2) Regional Committee meetings during the previous six month period.
- C. If a Member has missed more than the designated number of meetings in a six month period without providing prior explanation to OHS by email or telephone (“excused absence”), that Member will be placed on the inactive rolls for a minimum of three meetings. A Member will be limited to two excused absences during any twelve month period. An inactive Member may become active by submitting a written request to OHS any time after the three meeting suspension. Inactive Members will receive notice of their inactive status.

**Article VI:
Officers**

- A. The Officers of the HPN shall consist of a Chair, Vice Chair and five (5) Regional Representatives, one from each Region. An officer must be a voting representative of a Member in good standing. No person shall be elected to hold the position

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unless he or she accepts the nomination. Each officer shall serve for a term of two (2) years. The program years shall be aligned with that of the ICH.

B. Election of Officers

1. The Chair and Vice Chair shall be nominated by the membership and elected to office by a majority vote of the Members present at an HPN meeting in which a quorum has been established.
2. Each Region shall nominate one or more candidates to serve as their Regional Representative. One (1) Representative from each Region shall be elected to office by a majority vote of the Members present at a HPN Regional meeting in which a quorum has been established.

**Article VII:
Duties of Officers**

A. HPN Officers shall ensure that the functions of the HPN are carried out, which include:

1. Prepare recommendations and adjustments to the 10 Year Strategy to End Homelessness and any subordinate plans as appropriate as directed by the ICH.
2. Develop annual goals and work plans for the HPN and Regional Committees.
3. Assist in the promotion of the annual Continuum of Care application process as needed.
4. Communicate innovations, concerns, and recommendations to the ICH on countywide and/or regional homeless related policies and issues.
5. Perform other duties as established by the ICH.

B. The duties of the Chair shall include:

1. Provide oversight, direction and leadership to the HPN and Regional Representatives.
2. Conduct and facilitate HPN Meetings.
3. Interact with all Partnership members.

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4. Coordinate HPN agenda setting and HPN activities with OHS.
5. Serve as an HPN representative to the ICH.
6. Report activities of the HPN to the ICH during the regularly scheduled meetings of the ICH.
7. Appoint chairs for Standing Subcommittees, Ad Hoc Committees and Special Task Forces, and members thereto, as needed.

C. The duties of the Vice Chair shall include:

1. Act as Chair in the absence of the chairperson.
2. Provide oversight, direction and leadership to the Chairs of the Standing Subcommittees, Ad hoc Committees and Special Task Forces.
3. Serve as ICH alternate in the absence of the Chair.
4. Perform other duties as assigned.

D. The duties of the Regional Representatives shall include:

1. Convene all meetings of their assigned Regional Committee.
2. Appoint a Regional Secretary for their assigned Regional Committee.
3. Report findings, recommendations and actions of the Regional Committee to the HPN during the Quarterly HPN meetings.
4. Coordinate Regional HPN agenda setting and activities with OHS.
5. Ensure official minutes of each meeting of assigned Regional Committee are prepared, indicating attendance and actions taken, and filed with OHS.
6. Coordinate all activities with the HPN and OHS.
7. Serve as an HPN representative to the ICH.
8. Perform other duties as assigned.

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- E. The OHS staff shall act as administrative support to the HPN and its five (5) Regional Committees and the duties shall include:
 - 1. Assist the Chair and Regional Representatives in the preparation of an agenda for each regular and special meeting of the HPN and Regional Committee meetings. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the meeting and shall be posted at least 72 hours before any regular meeting and 24 hours before any special meeting in a location that is freely accessible to members of the public.
 - 2. Prepare official minutes of each HPN regular and special meeting indicating attendance and recording actions taken at each meeting.
 - 3. Convene the meeting of the HPN in the absence of the Chair and Vice Chair.

**Article VIII:
Vacancies of Offices**

- A. Should the office of Chair become vacant prior to the end of the present term, the Vice-Chair shall complete the term of office. The position of the Vice-Chair shall be filled by a special vote at the next regular HPN meeting, unless the Members direct otherwise.
- B. Vacancies in other offices shall be filled by appointment of the Chair subject to the ratification of the HPN Members by simple majority vote.

**Article IX:
Code of Conduct**

- A. The Members of the HPN are expected to observe the highest standards of ethical conduct in the participation and execution of full HPN and HPN regional meetings. HPN Members are expected to carry out the mandate of the HPN to the best of their ability, and to maintain the highest standards of integrity for actions with other Members of the HPN, CoC Representatives, Service Recipients, Service Providers, and members of the public.

1. Membership Comportment:

- a. HPN membership may be terminated when:

- i. A Member resigns or is unable to serve for justified reasons; or

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- ii. A Member is deemed inactive by the HPN upon the relevant facts that have been presented; or
- iii. A Member is replaced by the sponsoring agency or organization; or
- iv. A Member is terminated by a majority of the HPN for just cause:
 - 1. Unprofessional behavior.
 - 2. Violation of these bylaws.
 - 3. Conduct prejudicial to the best interests of the HPN;
 - 4. Just cause as defined by the majority of the full HPN or HPN regional members.

**Article X:
Meetings**

- A. Regular meetings of the HPN shall be held at least quarterly at a time and date determined by the Members, unless modified by a majority vote of the Members at any regular meeting where a quorum has been established.
- B. Regional Committee meetings shall be held at least monthly at a time and date determined by the Regional Committee members, or at the discretion of the Regional Committee Representative. Quarterly meetings of the HPN shall serve as a substitute for regular Regional Committee meeting times.
- C. A special meeting of the HPN may be called at any time by the Chair by delivering personally or by mail or electronically written notice of the date and purpose of the meeting to each Member 48 hours before the time specified in the notice.
- D. HPN and Regional Committee meetings shall be conducted in accordance with the provisions of the Brown Act (Government Code, Section 54950) and under Robert’s Rules of Order.

**Article XI:
Additional Committees**

- A. The HPN shall maintain at least one (1) Standing Subcommittee: Discharge Planning. The Committee shall have an appointed Chair, who will convene meetings and coordinate Subcommittee activities. The Subcommittee Chair must

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be a voting representative of a Member in good standing. Members of the Standing Subcommittees can be drawn from the HPN Members and from partner organizations and entities, and the community, including consumers.

- B. The HPN may establish Ad hoc Committees and Special Task Forces as necessary.

**Article XII:
Quorum**

- A. Meetings of the HPN: A quorum should be defined as 25% of the voting members in good standing. A majority shall be defined as 50% plus one of those voting members in good standing in attendance. Action shall require an affirmative vote of a majority of the voting members in good standing, provided a quorum is present as defined herein. As may become necessary, a member association may authorize, in writing, a duly appointed representative in lieu of the duly appointed person or alternate to represent an association for a meeting. No proxy voting is allowed. It is assumed that any voting member who may have a conflict of interest should disclose the potential and recuse themselves from a vote.
- B. Meetings of Regional Committees and Additional Committees: The presence of three committee/subcommittee members shall constitute a quorum for the transaction of business. Any non-standard or official written communication to an outside entity that is initiated by a committee must be approved by the OHS and the HPN Chair.

**Article XIII:
Agenda**

The agendas for the HPN and Regional Committee meetings shall be prepared in consultation with the HPN Chair and Regional Representatives, respectively, and distributed by the OHS to the HPN Members at least three (3) calendar days prior to the meeting. The agenda may be accompanied by agenda support materials. Copies of the agenda shall be posted as required by the Brown Act and made available to the public at each meeting.

**Article XIV:
Agenda Deadline**

All matters to be considered for the agenda must be submitted to OHS at least fourteen (14) calendar days prior to the meeting.

Article XV:

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Minutes

HPN meeting minutes shall be taken and distributed by the OHS staff. Each Regional Committee shall establish a Regional Secretary, appointed by the Regional Representative for the purpose of recording and transcribing the minutes for each regional meeting. These minutes shall be given (via email) to the Regional Representative and OHS within 5-7 days after said meeting. The Homeless Services Officer and County Counsel shall review and preliminarily approve the minutes prior to distribution. Minutes shall normally go out with the agenda for the next meeting.

**Article XVI:
Amendments**

These bylaws may be amended by a two-thirds vote of the Members present at a meeting in which a quorum has been established.

CERTIFICATE OF OHS

I certify that the above bylaws, consisting of nine (9) pages, including this page, are the Bylaws of this body as amended by the Members.

Date: _____

By: _____

*Tom Hernandez
Homeless Services Officer*

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