

ICH By-Laws & Membership Meeting  
Monday, September 30, 2020  
2:00 – 3:30 p.m.

**Agenda**

- A. Welcome and Introductions – Dr. Veronica Kelley
- B. Public Comment  
*(via email only at [homelessrjp@hss.sbcounty.gov](mailto:homelessrjp@hss.sbcounty.gov). In the subject line provide your full name and public comment next to it or item #. Your comments will be read up to 3 minutes for the record by the meeting secretary.)*
- C. Review Membership Applications & Elect two (2) New Members – Dr. Veronica Kelley
- D. Appoint Committee Secretary – Veronica Kelley
- E. Discuss ICH Bylaws & Governance Manual Amendments
  - a. The proposed amendments relate to the following:  
Bylaws
    - I. Term of Officers
    - II. Selection of Officers
    - III. Membership Voting – designation of alternates

Standing & Ad Hoc Committee Policy

- I. Establish an Executive Committee as a Standing Committee



**San Bernardino County Homeless Partnership**  
**Office of Homeless Services**  
215 North D Street, Suite 301, San Bernardino, CA 92415-0044  
(909) 501-0610 | Fax (909) 501-0622  
Internet: www.sbcounty.gov/dbh/SBCHP/

**APPLICATION FOR APPOINTMENT TO THE  
BYLAWS AND MEMBERSHIP COMMITTEE**

Please fill out each section as completely as possible.

**Agency Information:**

Name of Employer: Allstar Medical Respite & Recuperative Care for the homeless  
Address: \_\_\_\_\_ City: Rancho Cucamonga  
State: California Zip: 91730 Business Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Representative/Designee:**

Your Name: First: Maria Catherine Last: Chua Middle Initial: K  
Home Address: \_\_\_\_\_ City: Fontana Zip: 92336  
Mailing Address: \_\_\_\_\_ City: Fontana Zip: 92336  
Home Phone: \_\_\_\_\_ Alternate Phone No.: ( ) -  
Email Address: \_\_\_\_\_

**Explain why you would like to serve on this committee:**

With my passion and compassion for helping the homeless, I created a division for our home health agency to help the un-insured members of our community which is the AMRRC known as Allstar Recup to help them in their medical needs.

I am hands-on in getting to know each of the members admitted to AMRRC Recup and understand their concerns. I assist members in accessing community resources to help them get back on their feet.

I believe that my experience in working with the homeless community, gives me the first hand look on their way of life in the streets, their rampant use of prohibited substances and how they use these conditions to supplement their addiction by getting opioids as their new drug of choice which is free for them and prescribed by doctors.

I am familiar with the rules and regulations of CA Dept. of Public Health and have worked on the policies and procedures for AMRRC.

I would like to contribute to the best of my knowledge and ability to help with the mission of SBCHP.

I hereby certify that all statements in this application are true and complete to the best of my knowledge. I further certify that if I am appointed, I will serve fairly, impartially, and to the best of my ability.

Signature: \_\_\_\_\_ Date: 08/31/2020

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**Office of Homeless Services**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Date Referred to ICH: \_\_\_\_\_

**Interagency Council on Homelessness Bylaws and Membership Committee**



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**APPLICATION FOR APPOINTMENT TO THE  
BYLAWS AND MEMBERSHIP COMMITTEE**

Please fill out each section as completely as possible.

**Agency Information:**

Name of Employer: OPERATION GRACE

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: CA Zip: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Representative/Designee:**

Your Name: First: Jessica Last: Alexander Middle Initial: C

Home Address: N/A City: N/A Zip: N/A

Mailing Address: \_\_\_\_\_ City: San Bernardino Zip: 92408

Home Phone: \_\_\_\_\_ Alternate Phone No.: ( ) -

Email Address: pastorjessicaalexander@gmail.com

**Explain why you would like to serve on this committee:**

The Bylaws and Membership Committee is an important committee that considers and proposes changes to the ICH Board governance and structure. It is important that this committee be balanced and diverse and have the willingness to listen to input from the public. In my experience as an ICH Board Member and Central Valley Regional Chair (HPN & RSC), I have a good rapport with partners from the government, nonprofit, faith-based and private sector. I have the ability to listen and understand several sides of any issue and to build consensus among CoC members. As a committee member, I would commit to being independent in analyzing bylaws/governance matters and make decisions that are in the best interest of our SBCHP Continuum of Care and the homeless individuals we serve.

**I hereby certify that all statements in this application are true and complete to the best of my knowledge. I further certify that if I am appointed, I will serve fairly, impartially, and to the best of my ability.**

**Signature:**

*Jessica C. Alexander*

**Date:** 8/31/2020

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**Office of Homeless Services**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Date Referred to ICH: \_\_\_\_\_

**Interagency Council on Homelessness Bylaws and Membership Committee**

Received By: \_\_\_\_\_ Interviewed By: \_\_\_\_\_ Interview Date: \_\_\_\_\_

Recommend to Appoint: ☐ Yes ☐ No Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair Signature

Comments: \_\_\_\_\_



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**APPLICATION FOR APPOINTMENT TO THE  
BYLAWS AND MEMBERSHIP COMMITTEE**

Please fill out each section as completely as possible.

<b>Agency Information:</b>			
Name of Employer:	Operation New Hope		
Address:	City:	San Bernardino	
State: CA	Zip: 92401	Business Phone #:	
Email Address:			

<b>Representative/Designee:</b>			
Your Name:	First: Russell	Last: Degnan	Middle Initial: E
Home Address:	City: Rancho Cucamonga	Zip: 91730	
Mailing Address:	City:	Zip:	
Home Phone:			
Email Address:			

<b>Explain why you would like to serve on this committee:</b>
Devoting my entire case management career working with those who face significant barriers in their lives, I have been successful in developing Youth Opportunity Centers in San Bernardino County that have fostered healthy collaborations to create opportunities for those most in need of support.
I seek to serve as a Committee Member on the San Bernardino County Interagency Council on Homelessness to join passionate community leaders who are positively moving the needle in creating a comprehensive countywide network of service delivery for the ever-growing homeless population in our County we serve.
Ten years serving as Executive Director of Operation New Hope has equipped me with an understanding and the personal experience of board governance, building valuable networks and relationships with fellow members. Being committed to the responsibilities and the time commitment, just going to board meetings is not the only task. Serving on committees, reading financial documents, preparing for meetings, representing ICH at community affairs, and networking.
Operation New Hope has been an active community partner with the Youth Homeless Count since 2015, providing our Youth Opportunity Centers as a drop in center for youth to participate in, our Youth Leadership team assisting with collecting data. Operation New Hope actively collaborates with each TAY center in San Bernardino County; each year providing case management, life skills, career readiness, and mentoring to 1000 youth throughout San Bernardino County.
Passionately serving the less fortunate in San Bernardino County for 25 years has provided me the knowledge of the essential needs to have a comprehensive network to service this vulnerable population. The success we have made is a testimony of our cohesive collaboration with our community partners, which we have developed and continue to enhance our communication, coordination, planning, and leveraging resources to best serve those we provide services for.
One of my utmost "values" is building, developing, and establishing lasting community partnerships.
If the opportunity is provided for me to serve as a Member of the Committee I am confident you will recognize my passion for the mission. You will have a Member who has a strong desire for stewardship to others, an eagerness to participate at every meeting, supportive, and willing to allow others to express their own opinion.

I hereby certify that all statements in this application are true and complete to the best of my knowledge. I further certify that if I am appointed, I will serve fairly, impartially, and to the best of my ability.

Signature: Russell E. [Signature]

Date: 8/31/2020

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**Office of Homeless Services**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Date Referred to ICH: \_\_\_\_\_

**Interagency Council on Homelessness Bylaws and Membership Committee**

Received By: \_\_\_\_\_ Interviewed By: \_\_\_\_\_ Interview Date: \_\_\_\_\_

Recommend to Appoint: ☐ Yes ☐ No Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair Signature

Comments: \_\_\_\_\_



# San Bernardino County Homeless Partnership

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### APPLICATION FOR APPOINTMENT TO THE BYLAWS AND MEMBERSHIP COMMITTEE

Please fill out each section as completely as possible.

#### Agency Information:

Name of Employer: Family Assistance Program

Address: City: Victorville

State: Zip: 92395 Business Phone #: -

Email Address:

#### Representative/Designee:

Your Name: First: Levi Last: Deatherage Middle Initial: M

Home Address: City: Riverside Zip: 92501

Mailing Address: City: Zip:

Home Phone: Alternate Phone No.: ( ) -

Email Address:

#### Explain why you would like to serve on this committee:

I feel as an already active member of the ICH I have proven myself to be very focused on how we better our group for the future. I am certain involvement in this committee will allow me greater ability to ensure that the ICH continues to develop as a collaborative and beneficial body for the clients we serve. I want to play whatever role possible to aid my colleagues in the effort of determining how our by-laws and membership can be improved.

I hereby certify that all statements in this application are true and complete to the best of my knowledge. I further certify that if I am appointed, I will serve fairly, impartially, and to the best of my ability.

Signature: Levi Deatherage Date: 9/3/20

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**Office of Homeless Services**

Date Received: Received By: Date Referred to ICH:

**Interagency Council on Homelessness Bylaws and Membership Committee**





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### APPLICATION FOR APPOINTMENT TO THE BYLAWS AND MEMBERSHIP COMMITTEE

Please fill out each section as completely as possible.

#### Agency Information:

Name of Employer: City of Montclair

Address: \_\_\_\_\_ City: Montclair

State: CA 91763 Business Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Representative/Designee:

Your Name: First: Gabriel Last: Fondario Middle Initial: F

Home Address: \_\_\_\_\_ City: Rancho Cucamonga Zip: 91730

Mailing Address: \_\_\_\_\_ City: Montclair Zip: 91763

Home Phone: \_\_\_\_\_ Alternate Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Explain why you would like to serve on this committee:

To ensure that teamwork and collaboration between City and County personnel, as well as service providers within the COC is the foundation of the Interagency Council for Homelessness.

I hereby certify that all statements in this application are true and complete to the best of my knowledge. I further certify that if I am appointed, I will serve fairly, impartially, and to the best of my ability.

Signature: Gabriel Fondario Date: 09/04/2020

#### County Use Only – Do Not Write Below This Line

#### Office of Homeless Services

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Date Referred to ICH: \_\_\_\_\_

#### Interagency Council on Homelessness Bylaws and Membership Committee

Received By: \_\_\_\_\_ Interviewed By: \_\_\_\_\_ Interview Date: \_\_\_\_\_

Recommend to Appoint: ☐ Yes ☐ No Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Chair Signature

Comments: \_\_\_\_\_

## **BYLAWS OF THE INTERAGENCY COUNCIL ON HOMELESSNESS**

### **San Bernardino County Homeless Partnership Interagency Council on Homelessness**

#### **BY-LAWS**

**Adopted March 22, 2010**

**Amended August 15, 2018**

**Amended August 28, 2019**

**Amended August 26, 2020**

*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 is to provide a system of care network that is inclusive, well planned, coordinated, evaluated and accessible to all who are homeless or at-risk of being homeless.*

#### **Article I**

##### **Purpose**

The Interagency Council on Homelessness ("ICH") is a vital component of the San Bernardino County Homeless Partnership ("Partnership"). The ICH serves as the policy making body of the Partnership and oversees the implementation of the 10-Year Strategy to End Homelessness in San Bernardino County ("10-Year Strategy"). The ICH will focus on resource development to ensure the funding of homeless projects and 10-Year Strategy recommendations. In addition, ICH serves as the HUD-designated primary decision-making group and oversight board of the City of San Bernardino & County (hereinafter referred to as the "geographic area") Continuum of Care for the Homeless (CA-609) funding process, (hereinafter referred to as the "CoC").

#### **Article II**

##### **Vision**

Provide leadership in creating a "comprehensive countywide network" of service delivery for the homeless population. Identify families and individuals at-risk of homelessness and circumstances leading to homelessness through facilitation of better communication, planning, coordination, and cooperation among all entities that provide services and/or resources for the relief of homelessness in the County of San Bernardino in a united effort to eliminate homelessness county-wide.



### **Article III**

#### **Duties**

The ICH is charged with directing, coordinating and evaluating all of the activities related to implementation of the 10-Year Strategy to End Homelessness. The ICH members are directed to report progress on the implementation of the 10-Year Strategy to their colleagues and constituents following each meeting of the ICH. The ICH will promote collaborative partnerships among homeless providers and stakeholders throughout San Bernardino County on a regional basis in order to carry out implementation activities and will develop resources to ensure the funding of homeless projects and 10-Year Strategy recommendations.

As the oversight board of the CoC, the ICH duties are:

1. To ensure that the CoC is meeting all of the responsibilities assigned to it by the United States Department of Housing and Urban Development (HUD) regulations including:
  - a. The operation and oversight of the local CoC;
  - b. Designation and operation of a Homeless Management Information System (HMIS);
    - i. Designate a single HMIS for the geographic area;
    - ii. Designate an eligible applicant to manage the CoC's HMIS, which will be known as the HMIS Lead;
    - iii. Ensure consistent participation of recipients and sub-recipients of CoC and Emergency Solutions Grant (ESG) funding in the HMIS.
    - iv. Ensure the HMIS is administered in compliance with all requirements prescribed by HUD.
  - c. The development of a CoC plan that includes outreach, engagement, assessment, annual gap analysis of the homeless needs and services available, prevention strategies, shelter and housing supportive services, and HUD CoC annual and biennial requirements;
2. To represent the relevant organizations and projects serving homeless subpopulations;
3. To support homeless persons in their movement from homelessness to economic stability and affordable permanent housing within a supportive community;
4. To be inclusive of all the needs of all of geographic area's homeless population, including the special service and housing needs of homeless sub-populations;
5. To facilitate responses to issues and concerns that affect the agencies funded by the CoC that is beyond those addressed in the annual CoC application process;
6. To consult with recipients and sub-recipients of CoC funding to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers; and
7. To evaluate outcomes of projects funded under the County of San Bernardino CoC program including the ESG.

**Article IV**  
**Membership**

**A. ICH Membership Composition**

The membership of the ICH shall be broadly based with representation from all sectors of the community, including but not limited to: homeless service providers, representatives of federal, state and local government, corporations, and concerned individuals. Due to the large size of San Bernardino County (22,000+ square miles) and to encourage collaboration among members, representation on ICH will be on a regional basis. The regions will be as follows:

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 Forrest, 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 designated Region

The ICH membership shall be composed of no more than 19 members.

1. Two (2) members from the San Bernardino County Board of Supervisors ~~or designee;~~

2. City Representative (West Valley Region)
3. City Representative (Central Valley Region)
4. City Representative (East Valley Region)
5. City Representative (Desert Region)
6. City Representative (Mountain Region)
7. San Bernardino County Law & Justice Group
8. San Bernardino County Superintendent of Schools
9. Deputy Executive Officer, Community Development & Housing Agency
10. Assistant Executive Officer of Human Services
11. Director of the Department of Behavioral Health
12. Director of the Housing Authority of San Bernardino County
13. Homeless Provider Network (West Valley Region)
14. Homeless Provider Network (Central Valley Region)
15. Homeless Provider Network (East Valley Region)
16. Homeless Provider Network (Desert Region)
17. Homeless Provider Network (Mountain Region)
18. Homeless or Formerly Homeless Individual

City Representatives will be selected by the City Selection Committee of San Bernardino County (Government Code 50270 et. Seq.). Should a city seat not be filled within thirty (30) days of a vacancy, the seat will default to an at-large position from the same region, with said appointment being made by the ICH members. City representatives are not required to be council members but must be at the level of a department director or higher.

The HPN Chair will automatically serve as the delegate member from his/her region.

Should a HPN regional seat not be filled within thirty (30) days of a vacancy, the seat will default to an at-large position from the same region, with said appointment being made by the ICH members.

Regional representatives will also participate in their respective regional subcommittee.

#### **B. Membership Application and Approval Process**

Solicitation for ICH membership applications for unfilled positions shall begin no less than eight weeks after the vacancy of an individual ICH member. The Office of Homeless Services (“OHS”) on behalf of the ICH shall circulate a “Call for Applications” to the appropriate organization or parties. The “Call for Applications” will set forth the criteria for appointment to the ICH, and will set the deadline for the receipt of said applications. Applications must be accompanied by a Letter of Recommendation from the sponsoring ICH Member agency or organization or an individual Member of the ICH.

Directors listed in Article IV, section A, and elected officials, which have been designated to sit on the ICH by a local government agency listed in Article IV, section A, shall become a member of the ICH by reason of their position without application. Designees, recommended in lieu of the above listed individuals, must comply with the application process.

The ICH will establish an ad-hoc Application Review Committee as needed to review applications and develop a screening process. The Application Review Committee will recommend candidates for appointment to the ICH after reviewing the applications. ~~The~~OHS shall prepare a synopsis of the recommended applicant's qualifications for the ICH. OHS shall forward the recommendations and synopses to the ICH no later than two (2) weeks prior to the next regularly scheduled meeting at which the approval of new members will occur.

#### **C. Membership Terms of Service**

Once appointed to the ICH, Members shall serve an unlimited term unless the relationship is terminated pursuant to the terms of Article IV of these Bylaws.<sup>1</sup>.

#### **D. Membership Responsibilities**

All Members are expected to attend meetings. Member absences will be noted in the minutes. Other responsibilities may include:

1. Providing oral and/or written comment on issues being discussed by the ICH;
2. Assisting in the development and implementation of task forces, subcommittees and/or committees necessary to conduct the business of the ICH;
3. Supporting and participating in training, summits, and activities sponsored by the ICH;
4. Active participation in the annual Point-in-Time Count;
5. Reviewing and commenting on documents, such as those concerning the Continuum of Care Homeless Assistance Grant funding; and
6. Providing regular reports and updates regarding ICH activities and progress back to member agencies (i.e., inclusion of ICH agenda and minutes in the agency's official public records).

#### **E. Membership Voting**

1. A Member representing more than one Agency or Office shall receive only one vote.
2. A Member shall designate one representative to vote on behalf of the Member and, except for the Chair, may establish one alternate to vote in the absence of the designated representative. The Chair may not designate an alternate to preside over meetings or vote on his or her behalf during

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At least ninety (90) days notice shall be given unless otherwise mutually agreed.

his or her term of office. In addition to the preceding limitation applicable to the Chair, members of the San Bernardino County Board of Supervisors may only designate another member of the San Bernardino County Board of Supervisors as an alternate.

**F. Membership Vacancies**

1. ICH membership ends when:
  - a. A Member resigns or is unable to serve for justified reasons; or
  - b. A Member is deemed inactive by the ICH upon the relevant facts that have been presented; or
  - c. A Member is replaced by the sponsoring agency or organization; or
  - d. A Member is terminated by a majority of the ICH for just cause:
    - i. Charged with a crime that would subject the Member to debarment, suspension, disqualification or other exclusion from participating in a federally funded transaction pursuant to federal law.
    - ii. Unprofessional behavior.
    - iii. Violation of these bylaws.
    - iv. Conduct prejudicial to the best interests of the ICH;
    - v. Lack of participation in three (3) consecutive ICH meetings without prior ICH approval.
    - vi. Just cause as defined by the majority of the ICH.
2. Termination of an individual's membership does not terminate the sponsoring agency or organization's representation of the ICH.
3. If a Member representative who has been duly notified of ICH meetings misses three meetings within a one-year period, the Chair shall formally and in writing contact the Member requesting a written response of the ability of the Member's representative to continue participation in the ICH. If a written response acceptable to the Chair is not received within 30 calendar days, then the Chair may ask that a new representative be designated.

**Article V**  
**Officers**

**A. Chair and Vice-Chair Term**

The ICH shall elect from among its Members, a Chair and Vice Chair. -Each officer shall serve for a term of two (2) years commencing ~~October-February~~ 1 and ending ~~September-January~~ 31~~0~~ of the second year.

**BA. Selection of Officers**

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The offices of Chair and Vice Chair shall rotate between a member of the San Bernardino County Board of Supervisors and a non-member of the San Bernardino County Board of Supervisors. Officers shall be nominated by the membership and elected to office by a majority vote of the Members present at a meeting in which a quorum has been established.

**CB. Duties of Officers**

1. The duties of the Chair shall include:
  - a. Provide oversight, direction and leadership to the ICH.
  - b. Conduct and facilitate ICH Meetings.
  - c. Coordinate agenda setting with OHS in the absence of an agenda from the ~~Executive Committee the Office of Homeless Services (OHS).~~
  - d. Appoint Committee Chairs.
2. The duties of the Vice Chair shall include:
  - a. Perform all of the Chair's duties in the absence of the Chair, unless the Bylaws of the ICH provide otherwise.
  - b. Perform other duties as requested.

Note: In the absence of the Chair and the Vice-Chair, an OHS -staff member ~~of the Office of Homeless Services~~ shall chair the meeting(s).

**Article VI**  
**Vacancies of Officers**

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 ICH meeting.

**Article VII**  
**Meetings**

**A. Regular Meetings**

Regular meetings of the ICH shall be held at least bi-monthly at a time and date determined by the Members, or as modified by a majority vote of the Members at any regular meeting where a quorum has been established.



**B. Special Meetings**

A special meeting may be called at any time by the Chair, or at the request of the majority of the Members, 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.

**C. Governing Rules**

Meetings shall be conducted in accordance with the provisions of the Brown Act (Government Code, section 54950, et seq.) and under Robert's Rules of Order. Each member will be provided with a copy of Roberts Rules of Order at installation.

**Article VIII**

**Quorum**

One half of the Members in good standing, plus one, shall constitute a quorum for the transaction of business. The affirmative votes of at least a majority of the Members constituting a quorum at a duly scheduled meeting shall be required to take any action.

A member in good standing is a Member of the ICH who has met membership and attendance requirements.

**Article IX**

**Agenda**

The agenda for the regular meetings shall be prepared ~~in consultation with by the Executive Committee or~~ the ICH Chair, ~~in the absence of an agenda from the Executive Committee,~~ and distributed by OHS to each Member at least seven (7) calendar days prior to the meeting. The agenda should be accompanied by agenda support materials and shall be posted per the Brown Act requirements.

**Article X**

**Agenda Deadline**

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

**Article XI**

**Minutes**

Minutes shall be taken and distributed by the Office of Homeless Services, or designee. The Chair, and/or the Office of Homeless Services shall review and preliminarily approve the minutes prior to distribution. Minutes shall normally go out with the agenda for approval at the next meeting.

**Article XII**  
**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 in compliance with Robert's Rules of Order.

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**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 - Office of Homeless Services*



SAN BERNARDINO COUNTY  
INTERAGENCY COUNCIL ON HOMELESSNESS  
**COMMITTEE AND REGIONAL  
– RULES AND PROCEDURES**

## **COMMITTEE BACKGROUND**

### **Mission and Scope**

The mission of the Committees shall be to support the development of policies and procedures which serve the growth and development of the Interagency Council on Homelessness (ICH), and which do not conflict with the adopted Governance Charter and Bylaws of ICH. The ICH desires to obtain the broadest possible involvement in homeless assistance programs and the decision making process that affect homeless individuals and families within the County. The principal means of obtaining this participation is through the ICH Membership and its advisory bodies.

Advisory bodies are established through the committee structure. Committee development is designed to achieve the following goals:

1. Increase participation by ICH and Continuum of Care (CoC) members and designees in the policy process;
2. Undertake specific tasks as requested by the ICH;
3. Develop proposals and recommendations, with Office of Homeless Services (OHS) staff assistance, for ICH consideration;
4. Interact with staff and Council members so the concerns of local governments are fully understood in the formulation of regional policies; and
5. Actively seek the involvement of other regional agencies, and business and citizen groups so that their perspective can be incorporated in ICH's policies and decisions.

### **Duties and Responsibilities**

The ICH Committees shall have the power, duty and responsibility to:

- Compile, document and have archived, in a form accessible to the membership and public, any documents related to the Committee and/or ICH including all actions taken to amend said documents.
- On its own initiative or in response to a request by a committee, committee members, members of the CoC or the ICH governing board, review CoC related governing documents and recommend amendments to such documents to the ICH.
- Conduct periodic reviews and recommend amendments to policies, written standards, and procedures in order to enhance the CoC.

Adopted November 13, 2019

**Amended August 26, 2020**

- Assist in the development and documentation of the structure and functioning of all committees.
- Develop internal standards for its committees as long as they do not supersede or supplant ICH rules and/or regulations.
- Create sub-committees as needed to complete its work.
- Adopt such special rules as it deems advisable to govern the conduct of internal Committee business which are not inconsistent with the Rules, Policies and Procedures of ICH.
- Perform other duties as requested by the ICH and provide copies of correspondence to the ICH through the OHS.

## **STRUCTURE**

Committee meetings shall be conducted in accordance with the Brown Act. All committee meetings shall have an agenda that will be posted on the San Bernardino County Homeless Partnership website in advance of the meeting.

All committees will have a designated time on the agenda for public comment. If the committee wishes to solicit additional input it should schedule a specific time and notify all stakeholders of that opportunity. Seating for the public will be provided in an area of the meeting room that is distinct from that of the committee members. A meeting summary should be kept to the extent necessary to record important discussions and decisions made. All motions must be recorded, including the persons making and seconding the motion and the outcome of the vote.

If a committee wishes to request a meeting that is not regularly scheduled, the committee chair must consult with OHS staff on room availability and support staff. Meeting notices shall be distributed through OHS.

## **Committees**

Committees, comprised of active members of the CoC (committee members do not have to be ICH board members), are established to perform specific functions for the ICH. These committees also may be structured to provide specific services to the membership of the ICH and overall CoC.

Specific committees will continue on an ongoing basis as “standing” committees of the ICH while “other” committees, discretionary or special ad hoc, may be established as necessary for the efficient operation of the ICH or to accomplish special functions that may be useful to the working of the ICH and CoC.

## **Standing Committees**

A standing committee is one that the ICH has recognized as essential to the function of the CoC and its governing board and is maintained on an ongoing basis unless dissolved through board

action of the ICH. Specific duties and responsibilities of each standing committee are outlined in the subsequent sections of these rules, policies and procedures.

Standing committees include the following:

- Executive Committee
- Bylaws and Membership
- CoC Performance Oversight
- Emergency Preparedness and Response
- Health
- Homeless Youth Taskforce
- Housing
- Identify Resource Availability
- Outreach and Coordinated Entry System
- Point-In-Time Count Oversight

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#### Executive Committee

The Executive Committee is a standing committee established to assist with the efficient administration of ICH business matters and procedures. Accordingly, the Executive Committee shall:

- Establish the agenda for ICH meetings;
- Identify the time and location of regular ICH meetings;
- Establish the scope of the ethics training for ICH members and their alternates, which shall include, at a minimum, coverage of federal and state conflict of interests, the Brown Act, the California Public Records Act, transparency in government, parliamentary procedure, and meeting management;
- Approve letters of support for grant applications on behalf of ICH; and
- Review and recommend program and project initiatives for the ICH.

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#### Bylaws and Membership Committee

The Bylaws and Membership Committee is a standing committee that is responsible for the ongoing review of the ICH Bylaws and the enhancement of ICH Member participation. To that end, the committee shall:

- Review current ICH bylaws to identify and recommend changes to conform to current policies, procedures, best practices and rules of proper governance;
- Collaborate with the Chair and County Counsel to enhance understandability of the bylaws and to add necessary or remove unnecessary verbiage as needed;
- Develop membership policies and procedures, review strategies for recruitment of new ICH member individuals, and make recommendations for ICH membership. The committee will consider the following criteria when evaluating potential ICH Members:
  - Commitment to ICH's vision and mission,
  - Strong willingness to serve, and
  - Capacity to be "ambassadors" for ICH and represent the organization as needed and desirable;
- Develop and implement strategies for welcoming new ICH members; and
- Develop and implement strategies for re-instating lapsed members.

#### CoC Performance Oversight Committee

The CoC Performance Oversight committee is responsible for monitoring the CoC's strategic, operational, fiscal, and grant performance of federal and state CoC funded programs and for ensuring alignment between local, state and/or HUD strategic priority system performance measures and local performance measures as set or encouraged by the ICH.

The CoC Performance Oversight Committee shall:

- Provide oversight of the CoC funded recipients and make recommendations based upon documented outcomes.
- Review the Annual Performance Reports of the above responsible organizations and/or programs and provide strategic recommendations regarding outcomes to the ICH.
- Review data outcomes for CoC funded recipients.
- Provide recommendations on current policies and procedures for accessing the CoC homeless service delivery system, complementing county contract compliance standards.

#### Emergency Preparedness and Response Committee

The Emergency Preparedness Committee will plan emergency-related activities and services for the homeless that will include enhancing mass notification and communication systems, and systematically evaluating its communication systems to ensure continuous quality improvement and messages targeting homeless communities.

The Emergency Preparedness Committee shall assist in:

- Reviewing the County's Emergency Operations Plan and other supporting emergency documents and recommending changes to the appropriate agencies.



- Exploring the formation of homeless emergency teams that can assist agencies and departments in carrying out emergency activities when called upon.
- Coordinating with agencies to educate the homeless on their individual responsibilities in preparing for emergencies and providing information on what they can expect from homeless service providers during an emergency.
- Collecting and providing, as appropriate, research and data as well as assembled comments on emergency-related events for the Interagency Council on Homelessness (ICH).
- Reporting to the ICH on the Committee's progress. Each report will provide information on upcoming emergency interventions along with recommendations for improving the region's preparedness, if appropriate.
- Advising the ICH on strategies to improve the effectiveness and efficiency of regional preparedness activities for the homeless and its relationship with relevant agencies, organizations, and community groups.

#### Health Committee

The Health Committee is a standing committee responsible for: the development of collaborative solutions to the challenges associated with providing health care to unsheltered and sheltered homeless individuals and families, and adults and children at-risk for homelessness. The Health Committee will seek to improve the coordination and communication between health care and homeless service providers to bridge the gap between homeless and health related services. The Committee will focus on addressing the need for additional training and providing educational resources for health care and homeless service providers.

The Health Committee shall advise on the following:

- Expand chronically homeless persons' mainstream resource access and use, particularly Affordable Care Act and Medi-Cal Reform opportunities.
- Increase the availability/accessibility of homeless housing options, especially for chronically homeless persons and individuals exiting hospitals/in-patient settings.
- Increase permanent supportive housing (PSH) inventory and chronically homeless persons' access to PSH. This includes increasing awareness of "Housing First," an evidence-based practice.
- Provide education for homeless providers on Health Homes and Whole Person Care.
- Facilitate partnerships among homeless assistance system and managed care organizations.
- Promote increased use of Medicaid waiver opportunities to provide services to target populations.
- Identify relevant partners, agencies, and sectors not represented currently in housing-healthcare coordination and develop strategies to engage them.

- Expand the use of peers to support of Medi-Cal enrollment and follow through work, including navigating housing, homeless services, medical and behavioral health systems, employment and other non-clinical steps along the road to recovery and housing stability.

#### Homeless Youth Taskforce Committee

Originally established by the Children’s Network Policy Council on February 2010, the Homeless Youth Taskforce was formed to investigate the needs of homeless and unaccompanied youth in San Bernardino County and to find solutions to address those needs. Homeless children and youth are a distinct and vulnerable population in need of intensive, developmental appropriate targeted support. It is estimated that 1.6 to 1.7 million youth experience homelessness on their own each year. The purpose of the Homeless Youth Taskforce is to ensure that youth-related runaway and homelessness issues are appropriately addressed through a “comprehensive countywide network” of service delivery for this hard to reach population.

The Homeless Youth Taskforce shall:

- Raise awareness on the issue of child and youth homelessness throughout San Bernardino County and advocate through ICH to improve related services;
- Educate the public about the unique needs and challenge faced by youth living in homelessness;
- Act as a clearinghouse for homeless youth service providers to exchange ideas and resources in order to better meet the ends of homeless children within the County;
- Promote programs and services for homeless children and youth so that they may have access to free and appropriate public education while removing or minimizing any barriers that they may face;
- Increase homeless youth collaborative and coordination efforts through engagement, sharing of information, and reducing and/or eliminating any overlap and duplication of services for homeless youth;

#### Housing Committee

The Housing Committee is a standing committee responsible for identifying and promoting housing opportunities and resources for homeless individuals and families, including individuals that have recently been incarcerated and/or on probation/parole. The Committee shall work closely with the San Bernardino County Reentry Collaborative (SBCRC) and the CoC Regional Network in identifying existing resources that support permanent housing solutions for the homeless and recently incarcerated.

The Housing Committee shall:

- Research, identify, and create housing opportunities for homeless individuals and families, including the provision of housing for ex-offenders;

- Consider delivery methods and models that take into account the specialized needs of the reentry population;
- Identify stakeholders and establish relationships for collaboration with housing service delivery;
- Develop a marketing and awareness plan for recruitment of housing developers and to build public and private support;
- Create and maintain a list of housing providers that are willing to assist homeless populations ; and
- Coordinate and report to both the Interagency Council on Homelessness and the Reentry Collaborative.

#### Outreach and Coordinated Entry System Committee

The Outreach and Coordinated Entry System committee will be a standing committee responsible for the enhancement and continual development of a coordinated entry system and assessment process for the entire CoC region, which works to meet the needs of clients from all jurisdictions in the CoC and which prioritizes local, state and federal efforts. This committee will strive to have government and/or non-profit representation from each jurisdictional region within the Continuum.

The Outreach and Coordinated Entry System committee is charged with the following responsibilities:

- Advocacy on behalf of those who are homeless or at-risk of becoming homeless as well as coverage of all the subpopulations served by the regional CoC.
- Maintaining a system of outreach, assessment, and prevention for determining the needs and conditions of an individual or family who is homeless.
- Monitoring the progress and impact of, and periodically recommending any necessary revisions to an implementation plan for a coordinated entry and assessment system for all homeless and prevention resources within the CoC.
- Create recommendations for any outreach or coordinated entry system written standards for eligibility, assessment, and prioritization of resources for all CoC and Emergency Solutions Grant (ESG) program types.
- Evaluating, updating, and recommending training for the Coordinated Entry System policies and procedures.

#### **Other Committees**

Other (discretionary) committees are those appointments which the ICH recognizes as being necessary to fulfill distinct needs of the CoC. However, the ICH Chair has the discretion whether to activate these committees as needed. The ICH Chair, with the approval of the governing board, may identify additional discretionary committees as the needs of the CoC warrant. Such

committees have the same general responsibilities to the ICH and the membership of the CoC as standing committees. Specific duties and responsibilities of discretionary committees will mirror general responsibilities of established standing committees.

**Special Ad Hoc Committees**

At the discretion of the ICH Chair and members of the ICH, certain ad hoc committees may be established to address special, short-term projects. In contrast to other (discretionary) committees, and given the primary purpose of these committees, it is unlikely that these committees will continue beyond one year or as needed per year.

**Committee Membership and Officers**

Each ICH committee shall consist of a minimum of three (3) members. Each ICH Committee shall~~will~~ elect a voting committee ~~member~~officer to serve as Chair of that Committee for a three (3) year terms. The appointed Chair currently serving in this capacity at the time of the adoption of the new Governance Charter and Bylaws will be considered as the Chairperson elect of the committee and will serve the full term as identified in these rules and procedures.

Each ICH committee ~~also~~ shall also elect a voting committee member to serve as Secretary of that Committee~~and remaining five voting Executive Committee members that will each for a two (2) year term.~~serve no more than two (2) year terms.

The balance of committee members shall each serve two (2) year terms.

Notwithstanding anything to the contrary contained herein, the membership of the Executive Committee shall consist of the following five ICH members:

- 1. ICH Chair,
- 2. ICH Vice Chair,
- 3. Assistant Executive Officer of Human Services, or the Deputy Executive Officer of the Community Development & Housing Agency, or the Director of the Department of Behavioral Health,
- 4. Homeless Provider Network (HPN) Chair, or other HPN Member of ICH designated by the HPN Chair, and
- 5. City Representative,

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The election of each ICH committee member will be voted on individually using the following procedures:

- The first nominee receiving a majority of votes cast will be declared duly elected to fill the position.
- If no nominee receives a majority vote on any vote, then the lowest vote receiver and anyone not receiving a vote will be dropped from the next ballot until a nominee receives a majority.
- After a position is filled, nominations will again be requested for the next position until all five (5) elected Committee positions have been filled.
- No two elected Executive Committee members may come from the same agency or affiliated agency. The elected members of the Executive Committee must represent one of the five established regions.

## **COMMITTEE MEETINGS LOGISTICS**

### **Location**

Except as permitted by law, Committee meetings shall be held at a location accessible to the public and accommodating to special needs.

### **Dates and Times of Committee Meetings**

Meetings of all standing committees shall be held regularly at dates and times set by committee members in good standing. The date and time of committee meetings shall be determined by the Committee Chair, in consultation with the other Committee member(s) and the appointed Secretary.

### **Distribution of Meeting Notices**

Regular Meetings: No later than 14 days before each regular standing meeting, notice of a scheduled committee meeting shall be delivered, mailed, or transmitted electronically to the OHS so as to meet the Brown Act requirements (Government Code sections 54950-54963).

Special Committee Meetings: As soon as practical but not less than 24 hours prior to a Special Committee Meeting, notice of a Special Committee Meeting shall be delivered, mailed or transmitted electronically to the OHS so as to meet the Brown Act requirements (Government Code sections 54950-54963).

## **PREPARATION OF THE AGENDA**

The Chair of a Committee shall be responsible to oversee the preparation of the agenda for Committee meetings, in consultation with the OHS. The agenda items for a Committee meeting shall be within the subject matter of the Committee as determined by or under the descriptions described within this document. The Committee Chair shall determine the order of agenda items and shall make time allocations for the agenda items in 5-minute increments.

## **CONTENTS OF THE AGENDA**

## **Agenda Order**

The general order of the agenda for a Meeting shall be:

1. Call to Order
2. Roll Call
3. Public Comment
4. Review of the Consent Calendar
5. Approval of the Minutes
6. Routine Business Items (such as reports)
7. Old Business
8. New Business
9. Adjournment

## **Agenda Order Adjustments**

The Committee Chair shall have the discretion to change the order of agenda items.

## **DISTRIBUTION OF THE AGENDA AND AGENDA PACKAGE**

### **Posting of the Agenda**

#### **1. Time for Posting.**

- a. Regular Meetings: The agenda for a Regular Meeting shall be posted no later than 72 hours before the meeting. (§54954.2)
- b. Special Committee Meetings. The agenda for a Special Committee Meeting shall be posted no later than 24 hours before the meeting. (§54956)

#### **2. Place and Manner of Posting.**

The agenda for a meeting shall be posted on the San Bernardino County Homeless Partnership website (<http://www.sbcounty.gov/sbchp>) that is freely accessible to all members of the public (§54954.2) and posted at the meeting site.

### **Distribution of Agenda Package**

On the same day the agenda for a Committee meeting is posted, the agenda shall be transmitted electronically to: each committee member and members of the public having filed written or electronic requests to receive same. The agenda package shall be distributed to committee members with the agenda.

## **CONDUCT OF A COMMITTEE MEETING**

In general, code of conduct for committees shall be followed in accordance with the Code of Conduct as described in the Governance Charter and Bylaws of ICH.

## **QUORUM AND VOTING**



Except for the Executive Committee, a quorum shall consist of one-third of the total committee members, provided that in no event shall less than two committee members constitute a quorum. A quorum of the Executive Committee shall consist of three-fifths (3/5) of the Executive Committee membership. A simple majority of those present and constituting a quorum carries a motion or other action. When technical issues cannot be resolved, but a communication on the matter at hand is required or appropriate, the communication may reflect significant varying positions of members. The chair of every committee can vote as a member of the committee.

In general, committee proceedings should be conducted on an informal basis. The rules of order shall be in accordance with the latest edition of Roberts Rules of Order.

## **RIGHTS OF MEMBERS OF THE PUBLIC**

Members of the public have the following rights:

- Attend all meetings of the committees except where confidential or exempt information is likely to be disclosed, and that part of the meeting is therefore held in closed session;
- See all reports and background papers, and any records of decisions made by the Committee unless they contain confidential or exempt information; and
- Right to complain to the committee regarding breaches of the ICH Code of Conduct or violations of these policies or ICH policies under the ICH Governance Charter Grievance Policy.

## **Responsibilities**

A member of the public who is violent, abusive or threatening to any other person while at a committee may be excluded by the Chair or Co-Chair of the Committee from the meeting until such conduct is resolved.

## **Equal opportunities**

In all its dealings with members of the public the members of each committee will endeavor to provide the highest level of service and aim to distribute services fairly across the community except where they need to (or by law must) be targeted to meet special needs, regardless of age, gender, marital status, disability, color, race, nationality, ethnic and national origin, religious beliefs or sexual orientation and will thoroughly investigate any complaint of noncompliance with this policy.

## **REGIONAL STEERING COMMITTEES**

### **Background**

On September 25, 2019, the ICH voted to accept changes to its Governance Charter and Bylaws reflecting a change in the structure of the ICH. The restructuring calls for the creation of Regional Steering committees that will combine the efforts of members of the Homeless

Provider Network (HPN) with city regional representatives to create a new joint regional committee that will report directly to the ICH.

The new joint regional committee will represent all cities, homeless services organizations, homeless advocates, and members of the public interested in the provision of homeless services to the region through the CoC. The HPN will continue to meet on a quarterly basis comprised of all five (5) regional groups representing the following regions as identified in the ICH Governance Charter and Bylaws: Central Valley, Desert, East Valley, Mountains, and West Valley. The new joint regional committee will meet monthly in place of the HPN monthly regional meetings.

### **Role and Functions of the Committees**

The ICH Regional Steering committees will provide leadership and serve as a regional advisory body for the ICH as members of the CoC. ICH Regional Steering committees will be comprised of CoC members uniting members of the HPN and representatives from each regional city, incorporated and unincorporated, schools, county agencies, and public and private entities. The Regional Steering committees roles and responsibilities include:

1. Setting regional priorities, goals and action steps based on recommendations set forth in the Multijurisdictional Homeless Action Plan;
2. Facilitating regional alignment of resources and service coordination;
3. Coordinating regional participation in all San Bernardino County Homeless Partnership and CoC activities;
4. Engaging a broad range of public and private stakeholders in regional planning and coordinated service delivery; and
5. Providing project funding priorities and recommendations for regionally funding resources, based on a project prioritization process.

The Regional Steering Committees will meet as many times as necessary to accomplish the assigned tasks stated in these rules and procedures. Committees will make available all meeting minutes for the ICH and public, and provide a summary of activities and other recommendations monthly or as requested by the ICH. Each Regional Steering committee may create subcommittees to focus on specific issues, challenges, or projects related to the committee's assigned tasks.

### **Membership**

Regional Steering cCommittee membership will include relevant CoC members and other interested stakeholders or relevant experts. Each Regional Steering committee is open to all agencies or municipalities interested in addressing homelessness in one of the five regions. For the purposes of conducting business and maintaining a quorum, each region will be composed of a minimum of six (6) or a maximum of twenty (20) voting delegates. There must be a minimum of one (1) non-governmental seat for every government seat on each committee and voting delegates must represent a governmental or community-based organization located within the region.

Each Regional Steering committee will be composed of two (2) co-chairs, one HPN individual elected by the HPN to represent the homeless service providers, and one appointed by the City Select committee to represent their region on ICH. In addition, each Regional Steering committee will appoint a Secretary to be responsible for preparing agendas, invitations, draft recommendations and reports for meetings in consultation with the OHS.

The election of the remaining eighteen (18) voting regional delegates will be voted on individually using the following procedures:

- The first nominee receiving a majority of votes cast will be declared duly elected to fill the position.
- If no nominee receives a majority vote on any vote, then the lowest vote receiver and anyone not receiving a vote will be dropped from the next ballot until a nominee receives a majority.
- After a position is filled, nominations will again be requested for the next position until all eighteen (18) elected regional voting delegates have been filled.
- No two elected regional delegates may come from the same agency or affiliated agency.

All participants of each Regional Steering committee may vote for the delegates who will be voting on their behalf as part of each committee. Each of the eighteen (18) voting delegates shall serve a term not to exceed two (2) years. Elections will occur biennially.

### **Meetings**

Each Regional Steering committee shall convene regular monthly meetings. Each meeting of the Regional Steering committee shall be held at a date and location, fixed by the Committee at its previous session, and preceding meetings of the ICH when such meetings are scheduled at an appropriate time.

Ad hoc meetings may be convened by either co-Chair:

1. When the majority of voting delegates make a request for such a meeting;
2. At the request of the ICH when circumstances demand; and
3. Via internet/teleconference if so agreed by a simple majority of delegates, in accordance with the Brown Act.

In addition to exercising the powers conferred upon them elsewhere by these rules, either co-Chair shall declare the opening and closing of each meeting of the Regional Steering committee, shall direct the discussion, ensure the observance of these rules, and shall accord the right to speak, and announce decisions. The Chairperson may also call a speaker to order if their remarks are not relevant to the subject under discussion.

Records of the meetings of the Regional Steering committee shall be kept by the Secretary and shared with the Office of Homeless Services secretary to be made available to the ICH Board. Meetings shall be conducted in accordance with the provisions of the Brown Act (Government Code, section 54950, et seq.) and under Robert's Rules of Order.