

S3 Housing Connect
Bylaws September 12, 2019

ARTICLE I: Mission Statement – *S3 Housing Connect* seeks to bring together the needed resources in Sanford and Lee County to create a coordinated and comprehensive approach to ensure that homelessness is prevented whenever possible, or is otherwise a rare, brief, and non-recurring experience.

ARTICLE II: Members - Membership with *S3 Housing Connect* is divided into two distinct roles:

Voting Members will: make the final decisions regarding policy and program recommendations to elected officials, plan and implement community activities, expand and maintain an active and diverse membership, and identify additional resources necessary to address homelessness in alignment with the community strategy and federal, state and local regulations.

There will be no fewer than 13 members and no more than 21 Voting Members. New Voting Members will be added each year based on the recommendations of the Nominations Committee (see description).

Non-voting Members will include elected officials and members of the city staff and county administrative staff who are supporting the voting members and *S3 Housing Connect*.

ARTICLE III: Officers The Voting Members shall elect a Chair and Vice-Chair. The duties of each officer shall be as follows:

The Chair shall perform such duties as leading all *S3 Housing Connect* meetings, setting the agenda for *S3 Housing Connect*, and other duties incidental to the office of Chair. The Chair shall serve as an ex-officio member of all standing committees.

The Vice-Chair shall be a member of *S3 Housing Connect* and preside at meetings in the absence of the Chair, and shall serve in the role of the Chair in case of the resignation or dismissal of the Chair until a new Chair is installed. The Vice-Chair shall perform such duties incident to the office of Vice-Chair and such other duties as may be requested by *S3 Housing Connect*.

Election of Officers – Office of Chair and Vice-Chair shall be selected from the membership of the voting members of *S3 Housing Connect* and shall be elected annually at the June meeting. Each officer shall be elected by a majority vote of the voting members of *S3 Housing Connect* with the first poll being the election of the Chair and then Vice-Chair. Vacancies in either office shall be filled immediately by the same election procedure.

Terms of Officers – Officer terms shall be for one (1) year.

ARTICLE IV: Meetings - *S3 Housing Connect* shall meet no less than eight (8) times per year to conduct a general meeting.

Scheduling - *S3 Housing Connect* shall establish a schedule of dates and times for regular meetings. *S3 Housing Connect* may conduct any business at a regular meeting, whether or not such business is on the agenda in consideration of all matters.

S3 Housing Connect shall routinely hear reports from the committee liaisons, and offer encouragement, support, and guidance to their work.

Voting, Quorum, and Participation

- The presence of a simple majority of the Voting Members of *S3 Housing Connect* shall be a quorum and sufficient to conduct business at any meeting of *S3 Housing Connect*.
- Any motions brought forward for a vote are approved by simple majority of voting members present. All official votes of *S3 Housing Connect* shall be recorded. If prior arrangements are made, Voting Members may call in to vote on a particular motion.
- Member Attendance - Attendance is essential to the success of this initiative and members are expected to participate in the majority of meetings. More specifically, members are expected to participate in at least 75% of the meetings as scheduled within each calendar year.

ARTICLE V: Termination - A voting or non-voting member may resign at any time by giving written notice of intention to Chair. When a voting or non-voting member is absent for three (3) consecutive meetings without notifying the chair, the Chair shall advise *S3 Housing Connect* and the voting members will vote to retain or remove the member, by a majority vote.

ARTICLE VI: Vacancies - Vacancies which occur as a result of resignation or removal, shall be filled by election by *S3 Housing Connect* with nominations by either a designated nominating committee or from the floor.

ARTICLE VII: Committees - There shall be one standing committee for *S3 Housing Connect*, the Nominations Committee. The remainder of the committees will be ad hoc committees.

Nominations Committee: The Nominations Committee will be the only standing committee for S3 and will meet at least once every year to consider nominees for membership in S3 and to ensure that the values of inclusion and diversity are represented in the Voting Membership.

The Nominations Committee shall be made up of the newly elected Chair and Vice Chair of S3, along with elected officials and the City and County staff supporting the Voting Members.

To ensure representation, the following criteria shall serve as a guide, but not a requirement:

- Between 6 - 8 nonprofit organizations representing health, education, human services and religious organizations.
- Between 4 - 6 public sector organizations
- Between 1 - 3 private sector representatives
- Between 1 - 3 individuals with lived experiences of homelessness

- Between 1 - 3 representatives from the health care sector, including mental health care
- Between 1 - 3 private citizens

The Voting Membership shall be configured in a way that the total number does not exceed 21.

Only one member may represent an organization and its interests. If a second individual who is a Voting Member has a connection to an organization represented on *S3 Housing Connect*, that member may need to acknowledge a potential conflict of interest (see below).

Each year, the Nominations Committee will encourage current voting members to continue serving as voting members of *S3*. The Nominations Committee will identify potential prospects. The Nominations Committee will design a process for reviewing and recommending prospects to the current Voting Members of *S3*. The Nominations Committee will bring a diverse slate of prospective voting members to be approved by the voting members.

Ad Hoc committees: will be created by the Voting Members during regular planning activities of *S3 Housing Connect*. These committees may include, but will not be limited to the following:

- Low Barrier Shelter Committee
- Service Provision Committee
- Housing Committee
- Community Engagement Committee
- Resource Development Committee
- Data and Metrics Committee

These committees are intended to research and develop proposed activities and recommendations for the larger body. Participants for the committees are recruited informally, and presented for recognition to the larger body by the Committee Liaison or Committee Chair. Each committee shall have at least one voting member of *S3 Housing Connect* participating

Committees shall meet and adopt a schedule for meetings to complete their tasks as identified. Although flexible scheduling is allowed, subcommittees shall meet regularly so as to provide needed input to *S3 Housing Connect*.

Each committee will have one liaison and one chairperson (could be the same person) voted on by the committee. The liaison, or their appointee, will be responsible for reporting the progress of the committee back to the overall *S3 Housing Connect*. The chairperson, or their appointee, will be responsible for leading the meetings and creating meeting agendas.

ARTICLE VIII: Conflict of Interest Policy A member or officer of *S3 Housing Connect* has a conflict of interest if the Member or Officer has existing or potential financial or personal interests which impair or might reasonably appear to impair the exercise of independent, unbiased judgment in the discharge of his or her responsibilities to *S3 Housing Connect*. The conflict exists if the personal or financial interest is held by the member or officer or by a family member (spouse, parents, siblings, children, or other close relative), or any organization in which the member or officer (or family member) is an officer, director, volunteer, employee, partner, trustee or controlling stockholder. An officer or member shall disclose a potential or existing

conflict of interest to S3 and shall not vote on or participate in (except to furnish information) the consideration of any matter in which he or she has a conflict of interest.

ARTICLE IX: Changes to the Bylaws- As it may be necessary at times to make revisions to the bylaws concerning members, standing committees, and other relevant items, proposed changes shall be submitted in writing to *S3 Housing Connect* by the Chair, or the Chair's designee, at least one month prior to members voting on the recommended revisions. Approval of proposed changes must have the support of at least 2/3 of all Voting Members.

These Amended and Restated Bylaws were approved and adopted by *S3 Housing Connect* as of the 12th day of September, 2019.