

UTAH BALANCE OF STATE CONTINUUM OF CARE STEERING COMMITTEE  
Operational Protocols and Procedures

- i) Article 1: Name:
  - (a) Utah Balance of State Continuum of Care Steering Committee.
  
- ii) Article 2: Mission:
  - (a) The mission of Balance State Continuum of Care Steering Committee is to advocate for homeless people by coordinating services, sharing information, and increasing public awareness.
  
- iii) Article 3: Vision
  - (a) This Vision of the Balance of State is to break the cycle of homelessness by:
    - (i) Identifying gaps in the continuum of care;
    - (ii) Utilizing research and resources to establish creative, effective action programs which address these gaps;
    - (iii) Supporting and collaborating on grant applications; and educating the public, elected officials and policy makers regarding homelessness and solutions.
  
- iv) Article 4: Membership:
  - (a) Membership in the Balance of State Steering Committee is open to agencies or organizations within the balance of state that provide or facilitate homeless services.
  - (b) Each agency or organization will have only one voting member at any given time. This individual will also serve as the official contact person for the agency or organization that she/he represents.
  - (c) Prospective members may attend meetings as non-voting members before they are nominated.
  - (d) New member agencies or organization must approved by a simple majority vote.
  - (e) Once membership of the agency or organization has been approved, one voting member/official contact person will be designated by the member agency or organization.
  - (f) Project coordinator will maintain an official list of member agencies or organization.
  
- v) Article 4: Subcommittees and activities:
  - (a) A Prioritization subcommittee will be established. It will be made up of members not seeking prioritization/funding under the HUD SuperNOFA Continuum of Care Grant request cycle.
    - (i) The committee will be composed of no less than five voting members.
    - (ii) The members will review the proposals and present recommendations to the entire Balance of State Continuum of Care Steering Committee for

- action.
- (b) A Continuum of Care subcommittee will be established to provide oversight for the HUD SuperNOFA process. Privacy and Ethics subcommittee will be established. The Chair will be a voting member of the Steering Committee.
  - (c) Ad Hoc Committees will be established as needed, by the executive committee.
- vi) Article 6: Establishment of meeting of the Steering Committee:
- (a) A minimum of ten (10) meetings will be held each year, held on the third Monday.
  - (b) All meetings of the full Steering Committee are open to the public.
  - (c) The officers of the Steering Committee may call special meetings.
  - (d) It is recommended that one annual half-day strategic planning session be held in the fall each year.
- vii) Article 7: Membership fees:
- (a) There are no membership fees for the Steering Committee.
- viii) Article 8: Election of Officers:
- (a) The Executive Committee shall consist of the representatives from the three Continuums of Care. In the event of a resignation, a special election will be held. Officers are elected to two-year terms by a simple majority of the voting membership.
  - (b) The Executive Committee slate shall be made up of three officers, consisting of the Chair, Chair-Elect. Each will serve a one-year term.
- ix) Article 9: Responsibilities of Officers:
- (a) The Chair of the Steering Committee will have oversight of the business of the Steering Committee; represent the Steering Committee as needed at other meetings.
  - (b) The Chair-Elect will substitute for the Chair in her/his absence or if there is a conflict of interest, and perform other duties as assigned.
  - (c) The subcommittees will report to the Chair and Chair-Elect who shall provide oversight of, and decide how to inform the Balance of State Continuum of Care Steering Committee members.
  - (d) The Chair shall work with the project coordinator to ensure minutes are taken and distributed to members in a timely fashion.
- x) Article 10: Staffing of the Steering Committee
- (a) The Steering Committee shall seek funding from government and private sources to contract for various services. The contract activities shall be carried out under the direction of the Executive Committee.
  - (b) The activities shall include, but not be limited to: preparation of agendas and minutes of steering committee minutes; coordination, writing and submission of the Balance of State Continuum HUD application; and preparation of an

annual inventory of services and gaps within the State.

xi) Article 11: Ratification, amendments and absentee voting:

- (a) Ratification of these operational protocols will be by a simple majority vote of all voting members present at the vote.
- (b) The operational protocols of the Steering Committee may be amended by a simple majority vote of all voting members present at the vote. All voting members will be notified in advance of elections.
- (c) A voting member may submit an absentee vote or be represented by a proxy, however the proxy must have a note submitted by the voting member to the Chair.
- (d) A voting member may propose amendments to these operational protocols at any time.
- (e) Absentee votes must be submitted on or before the day of the actual vote.

xii) Article 12: Individual Action:

- (a) Notwithstanding any other provision of these operational protocols, no member, officer, or representative of the Committee may take any action or carry on any activity by or on behalf of the Committee without specific prior approval by voting members.
- (b) Motions will be made following Robert's Rules of Order. Motions can only be made by voting members.