



Lowcountry Continuum of Care

Lowcountry Continuum of Care Governance Charter

1. Purpose of the Charter:
This Charter documents the purpose, composition, and governance structure of the Lowcountry Continuum of Care.
2. Purpose of the Lowcountry Continuum of Care (CoC):
The CoC plans, develops and implements comprehensive and coordinated strategies to address homelessness within the HUD-defined CoC service area which includes the following counties in South Carolina: Beaufort, Berkeley, Charleston, Colleton, Dorchester, Hampton and Jasper.
3. General Membership:
 - a. The membership of the CoC is defined as those persons and entities assembled and fully participating in CoC general membership meetings. New organizations or individuals serving those experiencing homelessness, within the CoC's service area, are invited to join at any time during the year. An open invitation to participate in CoC activities will be posted on and will remain on the CoC's website.
 - b. General Members may terminate their membership at any time.
 - c. There shall be no fee associated with General Membership.
 - d. General Membership Meetings shall be held at least quarterly and in-conjunction with the Governing Council meetings.
4. Governance:
The CoC is governed by a Governing Council. The Governing Council shall act on behalf of the CoC and meet all requirements as specified in 24 CFR Part 578.5(b) and listed in item 6 below.
5. Governing Council Membership:
 - a. The Governing Council shall consist of no more than 20 members, as necessary, to fulfill HUD CoC requirements. Additional members can be added to have representation from each county in the CoC. If organizations become new recipients for ESG and/or CoC funds, additional members can be added with a 51%majority vote from the Council.
 - b. Membership of the Governing Council must:
 - i. Include at least one individual with lived experience of homelessness.
 - ii. Represent relevant organizations and projects serving homeless subpopulations.
 - iii. Include one appointed member from each currently-funded HUD-CoC and each Emergency Solutions Grant (ESG) grant recipient.

- c. The process for selecting Governing Council members is as follows:
 - i. Nominations may be made at any time by current Governing Council members or the CoC general membership.
 - ii. A list of the nominees shall be provided to the Governing Council no later than 10 days prior to the meeting when the vote will take place.
 - iii. The Governing Council will vote on new members at its fourth quarter of the calendar year meeting and new members' terms begin in January.
 - iv. Each elected member shall serve a term of three years. No one member may serve more than two consecutive terms.
 - v. The CoC Governing Council will elect a chairperson at the first meeting after new members are elected. The term will be two years. No chairperson may serve more than two consecutive terms.
 - vi. The chair-elect will be elected in the first quarter of the final year of the chairperson's term.
 - d. The Governing Council members may be removed by majority vote of the Governing Council for reasons deemed necessary to meet HUD CoC requirements (attendance, ethics). Governing Council Members who miss multiple meetings without communications may be asked to resign or be removed from the Council with a 51% majority vote of the Council. Prior to removal, an email will be sent to the member with notification that the Governing Council may vote to remove them at the next scheduled meeting to provide them an opportunity to make an appeal prior to the vote.
 - e. If a vacancy occurs, a new member may be elected or appointed by the Governing Council to fill the unexpired term.
 - f. The Governing Council will hold meetings at least quarterly. A meeting schedule and agendas will be posted to the Lowcountry CoC's website.
 - g. The Governing Council must review and approve the written process for selecting Governing Council members every five years.
6. Responsibilities of the Governing Council:
 The CoC Governing Council will ensure that the CoC fulfills HUD's requirements and additional duties, including but not limited to:
- a. Operate the CoC, which will:
 - i. Hold meetings of the general membership at least quarterly
 - ii. Issue a public invitation for new members, at least annually.
 - iii. Adopt and follow a written process to select the Governing Council. Appoint committees and work groups as needed to conduct the work of the CoC.
 - iv. Consult with recipients and sub-recipients to establish performance targets appropriate for population and type of program, monitor performance of recipients and sub-recipients, evaluate outcomes and take corrective action against programs and/or agencies who are not performing in accordance with adopted goals and outcome measures.
 - v. Evaluate and report outcomes of ESG and HUD CoC-funded projects.
 - vi. Operate a Coordinated Entry System.
 - vii. Establish and follow written standards for providing assistance with HUD funds.
 - viii. Conduct planning activities for the CoC, including setting strategic priorities.
 - ix. Coordinate and implement a housing and service system within the seven-county area served by the CoC.
 - x. Conduct the HUD-required Point in Time count.

- xi. Conduct periodic needs assessment and gaps analysis.
- xii. Provide information to local government entities to complete each entity's Consolidated Plan.
- xiii. Consult with ESG recipients regarding allocation of ESG funds and the evaluation of the performance of ESG sub-recipients.
- xiv. Advocate at the state and local level around issues that support homeless individuals and families.
- b. The Governing Council may designate and oversee Operating Partners to carry out these functions, included but not limited to:
 - i. Collaborative Applicant
 - ii. HUD Planning Grant Recipient
 - iii. Homeless Management Information System (HMIS)
 - iv. Coordinated Entry System (CES)
 - v. Point-in-Time Count (PIT)

Roles and responsibilities of Operating Partners will be defined in Operating Partner Agreements, reviewed and approved annually, and available on the Lowcountry CoC's website.

7. Committees and Working Groups:

The Governing Council shall establish and approve committees and working groups from members of the CoC as needed to conduct the work of the CoC. Committees and working groups may include, but are not limited to:

- a. Membership
- b. HMIS
- c. CES
- d. PIT
- e. CoC Project Selection and ESG Endorsements
- f. Monitoring and Performance
- g. Youth Committee
- h. Landlord Engagement Committee

8. Application and Grant Award:

- a. The Governing Council shall review and approve the funding application in response to HUD's annual CoC Program NOFO for homelessness assistance resources.
- b. The Governing Council shall establish priorities for funding projects in the geographic area.
- c. The Project Selection Committee shall design, operate and follow a collaborative process for developing and approving the submission of applications.

9. Governing Council Code of Conduct

Governing Council members of the Lowcountry CoC will conduct themselves in an ethical, professional manner. All Council members, and volunteers, when acting on behalf of the CoC, shall put the best interest of the CoC ahead of their personal and organizational interests.

10. Quorum

When an official vote is required, a quorum of 51% of eligible voters must be in attendance. Council Member votes may be conducted via email for urgent resolutions between meetings. Any resolution presented via email and the outcome shall be noted on the next meeting agenda and memorialized in the meeting notes.

11. Governing Council Conflict of Interest

Any possible conflict of interest shall be disclosed to the Governing Council by the person concerned. The Governing Council shall take appropriate action regarding the disclosed member's discussion and voting privileges when the conflict of interest is relevant to a matter requiring Council action. Minutes of the meeting shall reflect actions taken pursuant to the conflict of interest.

12. Review of Charter

The CoC Governing Council will review this Charter annually to determine any needed revisions or amendments.

Adopted: December 2012

Revision Dates:

June 2016

June 2018

August 2018