

## Ozarks Alliance to End Homelessness Membership Policy

### Purpose

Membership in the OAEH ensures community-wide commitment to preventing and ending homelessness and must represent a diverse body of stakeholders throughout the entire geographic area of the OAEH (Springfield/Greene, Christian, and Webster counties). The intent is that the OAEH be as inclusive as possible and include the opinions and insights of various parties operating across the homeless service system. The OAEH membership and all Committees report to the OAEH Executive Board, inform the Executive Board, and are also held accountable by the OAEH Executive Board.

### Meetings

The OAEH will hold quarterly meetings for OAEH members/member agencies. Meetings will take place in January, April, July, and October on the Thursday the week after the second Wednesday of the month, from 10:00 a.m. – 12:00 p.m. Agendas will be posted at least one week in advance of the meeting date at [cpozarks.org/endhomelessness](http://cpozarks.org/endhomelessness). Meetings are open to the public and the OAEH will have a time for public comment at each meeting. OAEH meetings will follow CPO's Inclement Weather Policy- if Springfield Public Schools is closed due to inclement weather, all OAEH meetings will be cancelled

### Joining the OAEH

The OAEH has open membership and invites new members to join throughout the year. To join the OAEH, an individual/agency must attend one OAEH General Membership meeting to make their interest known and complete an OAEH Membership Application Form, located at [cpozarks.org/endhomelessness](http://cpozarks.org/endhomelessness). New applications will be adopted monthly at OAEH Executive Board meetings .

### Membership

Membership in the OAEH is free and open to any stakeholder that:

- has an interest in and commitment to ensuring homelessness is rare, brief, and non-recurring
- lives or works in Springfield/Greene, Christian, or Webster counties in Missouri

Members can join at any time during the year. All members of the OAEH have the right to vote. However—while multiple agency representatives are encouraged to engage with the OAEH, each agency will hold only a single vote.

Membership levels and responsibilities are defined below:

- Funded Agency Level
  - Agency attendance by designated representative(s) at 75% of regularly scheduled Systems and Services Committee meetings over the course of the calendar year (typically 12 meetings)
  - Agency attendance at 75% of regularly scheduled quarterly General Membership meetings
  - Adherence to OAEH Conflict of Interest and Confidentiality policies
- General Membership Level
  - Actively participate in at least one OAEH Committee
  - Agency attendance at 75% of regularly scheduled quarterly General Membership meetings.
  - Adherence to OAEH includes Conflict of Interest and Confidentiality policies.
  - Receive additional points on renewal and new applications for project funding

## **Member Representation**

Under the HUD CoC Interim rule, representatives from relevant organizations within a geographic area shall establish a Continuum of Care for the geographic area to carry out the established duties of this part. Relevant organizations include:

- Advocates
- Affordable Housing Developers
- Businesses
- DV Survivor Service Providers
- Faith-based Organizations
- Government Entities
- Law Enforcement
- Mental Health Agencies
- Non-profit Homeless Assistance Providers
- Persons who have lived experience
- Public Housing Agencies
- School Districts
- Social Service Providers
- Universities/Education Institutions
- Veteran Service Organizations

The OAEH may also have the following, or other interested parties, represented in its membership.

- Department of Corrections
- Department of Health and Human Services
- Disability Services
- Family and Youth Services
- Home Ownership Programs
- Hospitals and Health Care Providers
- Legal Aid Services
- Substance Abuse Service Providers
- Utility Companies

## **Code of Conduct/Conflict of Interest/Recusal Process**

In accordance with HUD regulations, no member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents. Therefore, any individual participating in or influencing decision-making must identify actual or perceived conflicts of interest as they arise and comply with the spirit of this policy. Individuals with a conflict of interest should abstain from discussion and abstain from voting on any issue in which they have a conflict. An individual with a conflict of interest, who is also the committee chair, shall yield that position during discussion and abstain from voting on the item.

Written conflict of interest disclosure statements will be provided by each member annually or upon membership approval. This form must be updated on a yearly basis, and members will not be able to vote until the statement is on file. All voting members shall have the right to recuse themselves from voting on a matter without providing excuse.

## **Decision Making**

Robert's Rules of Order will be followed, and a simple majority of the members present is necessary for any resolution or vote to pass. For purposes of time sensitive and/or critical votes, an email vote may be used. On the direction of the OAEH Executive Board, e-votes may be initiated by the Lead Agency's designated staff support. More than 51% of the OAEH voting membership must respond to the e-vote for vote to be accepted.