



Rural Nevada

CONTINUUM OF CARE

Rural Nevada Continuum of Care (RNCOC) Governance

TABLE OF CONTENTS

- TABLE OF CONTENTS 1
- 1.0 INTRODUCTION 3
 - 1.1 HUD REQUIREMENTS 3
 - 1.1.1 RESPONSIBILITIES OF THE COC 3
 - 1.2 NAME 6
 - 1.3 GEOGRAPHIC BOUNDARIES 7
 - 1.4 PURPOSE 7
 - 1.5 COLLABORATIVE APPLICANT 7
 - 1.6 CONTRACTED COC COORDINATION 7
 - 1.7 PROVISIONS TO AMEND GOVERNANCE CHARTER 8
- 2.0 MEMBERSHIP 9
 - 2.1 OPEN INVITATION 9
 - 2.2 TERMS 10
 - 2.3 DECISION MAKING 10
 - 2.4 REMOVAL 11
 - 2.5 RELATIONSHIP BETWEEN RNCOC BOARD AND FULL COC MEMBERSHIP 11
 - 2.6 FULL MEMBERSHIP MEETINGS 11
- 3.0 BOARD 11
 - 3.1 COMPOSITION 12
 - 3.2 RESPONSIBILITIES 13
 - 3.2.1 Board Member Acknowledgment of Dual Role 14
 - 3.3 OFFICERS 14
 - 3.3.1 Officer Roles 14
 - 3.3.2 NOMINATIONS 16
 - 3.3.3 ELECTION 16
 - 3.3.4 TERM 17
 - 3.3.5 VACANCIES 17
 - 3.3.6 COMPENSATION 17
 - 3.3.7 CHAIR AND CO-CHAIR RESPONSIBILITIES 17
 - 3.4 MEETINGS 18
 - 3.4.1 Quorum 19
 - 3.4.2 Conduct 19
 - 3.5 DECISION MAKING 19
 - 3.5.1 Decision-Making Authority 19
 - 3.5.2 Types of Decisions Requiring a Board Vote 20
 - 3.5.3 Types of Recommendations the Board will make 20
 - 3.5.4 Consensus Decision-Making 21
 - 3.5.5 Record of Decisions 21
- 4.0 COMMITTEES 21
 - 4.1 COMMITTEES, CHAIRS, AND MEMBERS 22
 - 4.1.1 Co-Chairs 22
 - 4.1.2 Committee Members 23

4.1.2	Committee Members	23
4.1.3	Meetings	24
4.2	STEERING COMMITTEE	25
4.2.1	Composition	26
4.2.2	Responsibilities.....	27
4.2.3	Terms of Membership.....	29
4.2.4	Vacancies.....	29
4.2.5	Officers.....	30
4.2.6	Decision Making.....	32
4.3	COMPLIANCE COMMITTEE	34
4.3.1	Program Monitoring and Corrective Action.....	37
4.3.2	Code of Conduct Enforcement	37
5.0	COC REGULATIONS	38
5.1	CODE OF CONDUCT.....	38
5.1.1	General Conduct	38
5.1.2	Stewardship of Resources.....	41
5.1.3	Protection of Confidential Information	41
5.1.4	Review of Charges of Violation of the Code of Conduct	42
5.1.5	Member Attendance, Absence, and Permanent Removal	42
5.2	CONFLICT-OF-INTEREST AND RECUSAL POLICY	43
5.2.1	Conflict of Interest – Contracts, Awards and Other Benefits to Recipient.....	45
5.2.2	Conflicts of Interest – Financial Interest of Member	46
5.2.3	Obligation to Declare Potential Conflict of Interest	46
5.2.4	Agency Ethics and Conflict-of-Interest Policies	46
5.2.5	Recusal Policy.....	47
5.3	GRIEVANCE POLICY.....	47
Appendices.....		49
Appendix A: Robert’s Rules of Order		49
1.	Basic Principles.....	49
2.	Types of Motions.....	49
3.	Making a Motion	50
4.	Debate Rules.....	50
5.	Voting Methods	50
6.	Role of the Chair.....	50
7.	Additional Resources.....	51
Appendix B: Parliamentary Procedure Quick Reference (Based on Robert’s Rules of Order)		52
Table A. Common Motions and Their Procedures		52
Table B. Special Procedures and Privileged Actions		53
Notes:		54
Appendix C: Voting and Quorum Matrix for RNCoc Governance		55

1.0 INTRODUCTION

This document constitutes the Governance Charter and Governance Policies and Procedures of the Rural Nevada Continuum of Care (RNCOC), officially recognized by HUD as NV-502 (Nevada Balance of State). It establishes the overarching framework for the RNCOC's structure, responsibilities, and operations, and is reviewed annually to ensure alignment with federal requirements and evolving community needs.

This document contains the Charter and the governance policies and procedures, which define consistent norms, practices, and expectations across all RNCOC governing bodies, including the CoC Board, Steering Committee, and other working groups.

Scope Clarifications:

- This document does not include the RNCOC's Written Standards for subject-specific operational areas such as Program types (Rapid Rehousing, Permanent Supportive Housing, Transitional Housing, Emergency Shelter, Outreach, etc.), the Coordinated Entry System (CES), and the Homeless Management Information System (HMIS). Those programs and systems are governed by their own protocols, manuals, and compliance frameworks.
- Individual agreements between RNCOC and key entities (such as the Collaborative Applicant, coordinator, or fiscal agent) are governed by either distinct and specific contracts or Memoranda of Understanding (MOUs) and also fall outside the scope of this document.

The RNCOC is committed to a coordinated, community-based approach to preventing and ending homelessness across Nevada's rural and frontier regions. This includes identifying unmet needs and leveraging HUD funding, mainstream programs, and alternative funding sources to deliver effective, equitable, and accountable solutions.

1.1 HUD REQUIREMENTS

1.1.1 RESPONSIBILITIES OF THE COC

The full RNCOC Membership shall adopt and periodically review the written process by which a governing Board is selected to act on its behalf. This process shall be reviewed, updated, and reapproved at least once every five years, consistent with HUD regulations (24 CFR §578.7(a)(3)).

Section 578.7 of the HEARTH Interim Rule (July 2012) identifies the Responsibilities of the CoC as described:

1.1.1.1 Operate the CoC

1. The CoC must:

- a. Hold meetings of the full membership, with published agendas, at least semiannually.
- b. Make an invitation for new members to join publicly available within the geographic area at least once a year.
- c. Adopt and follow a written process to select a Council to act on behalf of the CoC. The process must be reviewed, updated, and approved by the CoC at least once every 5 years.
- d. Appoint additional committees.
- e. In consultation with the collaborative applicant and the Homeless Management Information System (HMIS) Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the Council, its chair(s), and any person acting on behalf of the Council.
- f. Consult with recipients and sub-recipients to establish performance targets tailored to the population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers.
- g. Evaluate the outcomes of projects funded under the Emergency Solutions Grants (ESG) program and the CoC program, and report the findings to HUD.
- h. In consultation with recipients of ESG program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the housing and service needs of individuals and families. The CoC must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service

providers. This system must comply with all requirements established by HUD by Notice.

1. Projects serving families with children shall not separate the family unit, regardless of the children's ages. 24 CFR 578.93(e).
- i. In consultation with recipients of ESG program funds within the geographic area, establish and consistently follow written standards for providing CoC assistance. At a minimum, these written standards must include:
 1. Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part.
 2. Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance.
 3. Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance.
 4. Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance.
 5. Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance.
 6. Where the CoC is designated a high-performing community, as described in Subpart G, policies and procedures set forth in 24 CFR 576.400(e)(vi), (e)(vii), (e)(viii), and (e)(ix).

1.1.1.2 Designating and Operating an HMIS

1. The CoC must:
 - a. Designate a single HMIS for the geographic area;
 1. Be known as the HMIS Lead;
 - b. Review, revise, and approve a
 1. Privacy plan,
 2. A security plan, and
 3. A data quality plan for the HMIS.
 - c. Ensure consistent participation of recipients and sub-recipients in the HMIS; and

- d. Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

1.1.1.3 CoC Planning

1. The CoC must develop a plan that includes:
 - a. Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such a system encompasses the following:
 1. Outreach, engagement, and assessment.
 2. Shelter, housing, and supportive services.
 3. Prevention strategies.
 - b. Planning for and conducting a point-in-time count (PIT) and Housing Inventory Count (HIC) of homeless persons within the geographic area that meets the following requirements:
 1. Every two years, Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.
 2. Annually, Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.
 3. Other requirements established by HUD by Notice.
 - c. Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;
 - d. Providing information required to complete the Consolidated Plan(s) within the CoC's geographic area.
 - e. Consulting with State and local government ESG program recipients within the CoC's geographic area on the plan for allocating ESG program funds and reporting on, as well as evaluating, the performance of ESG program recipients and sub-recipients.

The RNCOC shall maintain and comply with a Written Standards and Policies Manual, which governs eligibility, prioritization, program types, and service delivery expectations across all CoC-funded and coordinated programs, in accordance with 24 CFR §578.7(a)(9).

1.2 NAME

The name of this Continuum of Care shall be the Rural Nevada Continuum of Care, also referred to as the "RNCoc" or the "Rural Nevada CoC". The RNCoc is technically registered to HUD as the Nevada Balance of State or NV-502.

1.3 GEOGRAPHIC BOUNDARIES

The Rural Nevada CoC is comprised of 14 counties and 1 Consolidated Municipality listed below and the jurisdictions located therein.

- Carson City
- Churchill County
- Douglas County
- Elko County
- Esmeralda County
- Eureka County
- Humboldt County
- Lander County
- Lincoln County
- Lyon County
- Mineral County
- Nye County
- Pershing County
- Storey County
- White Pine County

1.4 PURPOSE

The RNCoc is a unified coalition of community and state systems that assist homeless and unstably housed residents in rural and frontier regions of Nevada in obtaining or retaining housing, achieving economic stability, and enhancing their quality of life through comprehensive services. The RNCoc addresses critical issues related to homelessness through a coordinated community-based process of identifying and addressing needs, utilizing not only HUD dollars but also mainstream resources and other sources of funding.

1.5 COLLABORATIVE APPLICANT

The Collaborative Applicant is the legal entity designated by the Continuum of Care to submit the HUD CoC Consolidated Grant application on behalf of the CoC. The Nevada Department of Public and Behavioral Health currently serves as the Collaborative Applicant for the RNCoc.

1.6 CONTRACTED COC COORDINATION

A CoC-selected coordinator manages the RNCoc's day-to-day operations and writes the annual HUD Continuum of Care Application. The coordinator works directly with the Collaborative Applicant and the RNCoc Leadership to conduct the CoC's business.

1.7 PROVISIONS TO AMEND GOVERNANCE CHARTER

In accordance with federal requirements, any changes to the process by which the RNCOC Board is selected and empowered must be reviewed and approved by the full CoC membership at least once every five years. The Compliance Committee shall ensure that this review is conducted and documented.

1.7.1 Proposal of Amendments

Any member of the RNCOC may propose amendments to the Governance Charter. Proposals must be submitted in writing to the Compliance Chair or the CoC-selected coordinator. If the Compliance Committee is not scheduled to meet within the six months following the date of the proposed change, at the discretion of the Steering Committee Chair/Co-Chair and the coordinator, the proposal may be brought before the Steering Committee in lieu of the Compliance Committee. Amendments presented to the RNCOC Board will take effect on the date specified in the amendment unless directed otherwise by the Board.

1.7.2 Review Process

Upon receipt of a proposed amendment, the Compliance Committee shall review and, as necessary, make changes to ensure the proposed amendment aligns with the mission and objectives of the RNCOC. The Committee may seek input from relevant stakeholders, including legal counsel, if necessary.

The Governance Charter will be reviewed annually, with a comprehensive update every five years.

1.7.3 Notification of Proposed Amendments

Any proposed amendments that pass the Compliance Committee's review shall be distributed to all RNCOC Board Members and RNCOC Membership at least 30 days prior to the meeting where a vote will take place. This notification shall include the full text of the proposed amendment, a summary of its intent, and an assessment of its potential impact on governance and operations.

1.7.4 Voting Procedure

Amendments to the Governance Charter shall be adopted by a two-thirds (2/3) majority vote of the RNCOC Board, provided a quorum is present. Voting shall take place during a

regular or specially scheduled Board meeting. Voting by proxy is permitted when a Board member is unable to attend a scheduled meeting. Proxies must be submitted in writing (email or signed document) to the Secretary in advance of the meeting. Each proxy designation is good for one meeting, general proxies are not permitted. When identifying a proxy, the Board member must specify the date of the meeting for which they are assigning the proxy, and the name of the authorized proxy or of their delegation of vote to the Chair. All proxies shall be recorded in the meeting minutes. Proxies may only be used in instances of absence and are limited to one proxy per member per meeting.

1.7.5 Record of Amendments

All approved amendments shall be documented and appended to the Governance Charter, with the date of approval and a brief summary of the changes. The Compliance Committee shall maintain an up-to-date version of the Governance Charter, including all amendments, and ensure it is accessible to all members. Upon the next Governance Charter review and update period, the Compliance Committee shall fully integrate the amendments into the charter and remove the appended amendments.

2.0 MEMBERSHIP

2.1 OPEN INVITATION

A public invitation will be extended to new members within the geographic area at least annually via an email blast. Additional outreach includes community meetings, emails to the RNCoc distribution lists, social media accounts, and announcements on the RNCoc website to ensure participation from the following groups:

- Homeless service providers and agencies
- Victim service providers
- Homeless youth providers
- Faith-based organizations
- Local government representatives
- Key civic leaders
- Homeless and formerly homeless people
- Businesses
- Social service providers
- Mental health agencies

- Hospitals/Primary Care Providers
- Universities and academic institutions
- Affordable housing developers
- Law enforcement and corrections agencies
- Organizations that serve veterans
- Substance abuse recovery providers
- Employment service providers
- Mainstream resources
- Homeless advocates
- Public housing agencies
- School districts
- Tribal Representatives

Membership is achieved through a request to be added to the RNCOC and a commitment to actively participate in its responsibilities.

2.2 TERMS

There is no term limit for general CoC membership. However, the RNCOC may terminate membership in accordance with the guidelines below.

2.3 DECISION MAKING

A quorum for conducting business at Full CoC Membership meetings shall consist of a 50% + 1 vote of members present.

Each member agency shall have one vote, and no individual may represent more than one agency.

Members must recuse themselves from voting on any matter in which they have a real or perceived conflict of interest, particularly decisions involving funding, competitive ranking, or contractual benefits.

Participation in planning activities such as the Point-in-Time (PIT) count or system assessments shall not, by itself, constitute a conflict of interest unless such participation provides a direct financial benefit or competitive advantage to the member or their agency.

Voting may occur by voice or ballot, at the discretion of the majority present. Votes shall be counted at the time they are cast, regardless of whether a member remains for the full duration of the meeting.

Definitions and procedures for managing conflicts of interest are detailed in Section 5.2.

2.4 REMOVAL

Any member of the RNCOC may be removed by a majority of all members present during a scheduled meeting for disruptive behavior, misconduct, or violation of conflict-of-interest policies.

See Section 5.3 for the grievance process.

2.5 RELATIONSHIP BETWEEN RNCOC BOARD AND FULL COC MEMBERSHIP

The full RNCOC Membership formally delegates authority to the RNCOC Board to act on its behalf for governance, strategic oversight, and compliance responsibilities, as outlined in this Charter. This delegation is reaffirmed at the time of the Governance Charter's five-year comprehensive review and update, in accordance with HUD guidance (24 CFR §578.7(a)(3)).

The RNCOC Board provides strategic direction and governance for the RNCOC. This includes oversight of compliance with HUD and state requirements, fiduciary responsibility, review and adoption of CoC policies, and final approval of the annual CoC application.

The Steering Committee supports operational planning and implementation. It serves as the coordination hub for all other CoC committees, prepares recommendations for Board consideration, ensures timely progress on committee work, and oversees day-to-day functions between full RNCOC meetings. It shall not independently approve funding applications or act in place of the Board unless explicitly authorized.

2.6 FULL MEMBERSHIP MEETINGS

The RNCOC will hold meetings of the full RNCOC membership at least semi-annually.

The RNCOC will announce the date, time, and location of these meetings at least one month in advance and publish the meeting agenda at least 24 hours prior to the meeting. Meeting agendas will be distributed via email and posted online on the RNCOC website for review prior to the meeting.

3.0 BOARD

3.1 COMPOSITION

3.1.1 Purpose of the Board

The RNCoc Board is responsible for overseeing the strategic direction, operations, and governance of the Continuum of Care. The Board ensures that the RNCoc operates in alignment with its mission to address homelessness and related challenges within the region, while adhering to federal, state, and local regulations.

3.1.2 Board Structure

The RNCoc Board shall comprise no fewer than **9** and no more than **15** voting members. The specific number of Board members shall be determined by the Compliance Committee and reviewed annually to ensure adequate representation of key stakeholders. Board members may designate an alternate to act in their absence; however, the alternate must be identified in advance through communication with the board chair.

3.1.3 Representation

The RNCoc Board shall strive to represent a diverse group of stakeholders that reflects the range of services and perspectives involved in addressing homelessness.

To align with 24 CFR §578.5(a), the Board **must** include at least one person with lived experience of homelessness.

- Lived-experience representatives (people with direct experience of homelessness)

Representation should also include, but is not limited to:

- Nonprofit service providers
- Government agencies (local, state, federal)
- Funders and philanthropy
- Healthcare Providers or organizations
- Housing agencies and landlords
- Business and private sector representatives
- Faith-based organizations
- Education sector
- Law enforcement representatives

The Compliance Committee shall ensure efforts to recruit members from historically marginalized and underrepresented communities to ensure the Board reflects the diversity of the population served by the RNCoc.

3.2 RESPONSIBILITIES

The CoC charges the RNCoc Board with the following responsibilities:

- A. To ensure that the CoC is meeting all of the duties assigned to it by HUD regulations:
 - a. Maintain accurate information about HUD and other funding source regulations.
 - b. Inform the CoC of any changes in policy or community conditions that may impact the effective operation of the CoC.
 - c. Ensure Annual Performance reviews for funded projects.
 - d. Ensure timely compliance with activities required to submit the annual CoC Consolidated application.
 - e. Provide for annual review of the Housing Inventory Count (HIC), the Point-In-Time (PIT) Summary Table, and the Longitudinal Systems Analysis (LSA).
 - f. Working with the Compliance Committee, maintaining oversight of HMIS compliance with HUD regulations, and timely completion of required HMIS activities and reports
 - g. Consistent with HUD guidance, the RNCoc Board shall formally review and adopt the Governance Charter, the policies, procedures, and written standards, annually, with a comprehensive review every 5 years.
 - h. Recommend policy changes.
 - i. Post all meeting agenda items and minutes to its website for public viewing
 - j. At the request of the CoC, perform tasks necessary for compliance with changes in HUD regulations.
- B. To ensure that relevant organizations and projects serving various subpopulations of the homeless are represented in planning and decision-making processes for the use of HUD funds.
- C. To ensure individuals who benefit from the homeless services system, regardless of funding source, and are at risk of or have experienced homelessness.
- D. Ensure the viability of the regional CoC by identifying and securing administrative financing and support.
 - a. Support the CoC in acquiring resources to assist individuals and families experiencing homelessness in their transition from homelessness to economic stability and affordable, permanent housing throughout the region.

- E. To facilitate responses to issues and concerns that affect agencies funded by the CoC, which are beyond those addressed in the annual CoC application process.
- F. Building community awareness that encompasses the needs of all homeless populations within the region.

The RNCOC Board is empowered to take the following actions:

- Establish an annual calendar of RNCOC meetings.
- Schedule activities to achieve assigned duties.
- Review Performance Reports for the CoC as a whole, make recommendations, and take corrective actions in accordance with established policies.
- Set Council Meeting times and Agendas as necessary to complete the assigned responsibilities.
- Advise the full body on best practices and recommendations for systems enhancement.
- Assume tasks and activities as necessary to act as liaisons to other community forums.

3.2.1 Board Member Acknowledgment of Dual Role

Dual Role Clarification:

Board members are expected to act in the best interest of the RNCOC as a whole, informed by their stakeholder perspective. While many members are affiliated with organizations receiving CoC or ESG funding, Board service is performed as an individual role, not as a voting proxy of their home agency. However, for the purposes of conflict of interest and recusal, agency affiliations shall be considered relevant and must be disclosed when applicable.

Any member of the Board acknowledges and affirms their understanding and commitment to follow the below statement when accepting the role of a Board Member:

“I acknowledge that while I may be affiliated with a funding-eligible organization, my role on the RNCOC Board is to represent the interests of the CoC system. I agree to comply with all conflict of interest and recusal policies, and to act transparently when potential conflicts arise.”

3.3 OFFICERS

3.3.1 Officer Roles

The RNCoc Board shall elect officers to ensure effective governance and management of the Continuum of Care's responsibilities. The elected officers shall include, but are not limited to:

- **Chair:** The Chair shall provide overall leadership to the Board, preside over meetings, and represent the RNCoc in external matters.
- **Co-Chair:** The Co-Chair shall assist the Chair in fulfilling their duties and act in the Chair's place when the Chair is unavailable.
- **Secretary:** The Secretary shall ensure that accurate minutes are taken at each Board meeting, manage official correspondence, and maintain key governance documents, including the Governance Charter, policies, and records of decisions.
- Additional officer positions may be established as deemed necessary by the Board to fulfill specific governance or operational needs.

To ensure equity in decision-making, at least one member of the RNCoc's governance structure (e.g., Board officers or Steering Committee leadership) should self-identify as belonging to one or more historically marginalized groups. These may include, but are not limited to:

- Persons with lived experience of homelessness
- Persons with disabilities
- Black, Indigenous, or People of Color (BIPOC)
- LGBTQ+ individuals
- People of diverse gender identities
- Religious minorities
- Native speakers of languages other than English
- Other groups identified in regulatory guidance

If such representation is not reflected among elected officers, the RNCoc shall ensure meaningful inclusion of these perspectives through its Steering Committee, standing committees, or advisory roles. A written inclusion plan shall be developed and maintained by the Chair and Co-Chair, and reviewed annually.

All officers shall have some association with and/or investment in the mission of the RNCoc.

3.3.2 NOMINATIONS

The RNCoc Board shall elect a Chair and Co-Chairs by nomination from its sitting Board members, with a 50% + 1 vote required (a quorum is necessary).

3.3.2.1 Call for Nominations

The Compliance Committee shall issue a formal call for nominations for the positions of Chair, Vice Chair, and Secretary, at least 30 days prior to the scheduled election. The call for nominations shall be communicated to all RNCoc Board members and the RNCoc Membership through email, public meetings, and any other appropriate communication channels.

3.3.2.2 Eligibility for Nomination

Any current RNCoc Board member in good standing (based on the code of conduct and responsibilities) is eligible for nomination for the position of Chair or Co-Chair. Nominees must demonstrate a commitment to the RNCoc's mission and possess leadership skills necessary for the role. Members may self-nominate or be nominated by other Board members or RNCoc Membership.

3.3.2.3 Nomination Submission

Nominations must be submitted in writing to the Compliance Committee by a specified deadline. Each nomination should include:

- The name of the nominee
- The position for which they are being nominated (Chair or Co-Chair)
- A brief statement of the nominee's qualifications, experience, and vision for the RNCoc
- Confirmation from the nominee that they are willing to serve if elected.

Review of Nominations

The Compliance Committee shall review all nominations to ensure that nominees meet the eligibility criteria. The Committee may contact nominees to confirm their willingness to serve and to gather any additional information needed.

3.3.3 ELECTION

(Note: In accordance with HUD guidance, officer elections for the Board are conducted by the Board and do not require a vote of the full RNCOC Membership. The full CoC instead approves the governance structure that defines the process.)

A majority vote (i.e., 50% +1 of a vote cast in favor to elect a candidate) of the RNCOC Board shall elect officers. Elections will take place annually, with a quorum required. Officers may serve terms of **3** years and may be eligible for re-election to consecutive terms.

3.3.4 TERM

Each officer will hold office for a term of three years or until their successor has been elected and qualified. No person may hold more than one (1) office at a given time.

3.3.4.1 Term Length

All elected officers, including the Chair and Vice Chair, as well as RNCOC Board members, shall serve a term of three (3) years. Officers and Board Members are able to serve multiple terms, with no term limits established. The term shall begin on the date of election or appointment and end three years from that date, unless otherwise specified.

3.3.4.2 Staggered Terms

To ensure continuity and stability, the RNCOC Board shall operate on a system of staggered terms. One-third of the Board members shall be up for election or reappointment each year, ensuring that new members can be integrated while experienced members remain in place.

3.3.5 VACANCIES

In the event that a Board member or officer is unable to complete their three-year term, the Compliance Committee shall nominate a replacement to serve the remainder of the term. Vacancies among the officers may be filled by a vote of the majority of RNCOC representatives at any meeting at which a quorum is present. A majority vote of the Board shall confirm the replacement. The individual completing the term may be eligible for re-election at the next regular election cycle.

3.3.6 COMPENSATION

Board members will not be compensated for their services.

3.3.7 CHAIR AND CO-CHAIR RESPONSIBILITIES

Board Co-Chairs shall only exercise authority on behalf of the RNCOC Board and may not make decisions on matters reserved for the Steering Committee or Full Membership unless explicitly authorized. Likewise, Steering Committee Co-Chairs may only act within the domain of the Steering Committee's jurisdiction.

The chairs are authorized to determine a) when a matter is time-sensitive, b) that a decision on a time-sensitive matter should not be delayed until such a time as the Board can convene, and c) that a decision on the matter should be made promptly by the Co-Chairs. It is anticipated that such a determination will be rare and made only in response to unusual circumstances. When such a determination is made, Board members shall be notified within three business days and invited to submit input on the matter in advance of a decision by the Co-Chairs. Decisions that are made under these circumstances must receive formal ratification at the next scheduled meeting.

Emergency decisions must be documented, include justification for bypassing quorum, and be ratified by the voting body (Board or Steering) at the next scheduled meeting. Such decisions are limited to administrative or non-financial matters unless delegated otherwise in writing.

At the Board meeting that follows such a decision, the Co-Chairs will make a report regarding a) the reasons why a decision needed to be made promptly by the Co-Chairs, b) the outcome of the Co-Chairs' decision, and c) the rationale for that decision. The report shall be documented in the Board minutes. This report is intended to provide members of the Board with an opportunity to raise for discussion by the full Board any decisions made on their behalf by the Co-Chairs. The Board reserves the right to modify its decision at any time, including decisions ratified by the Steering Committee.

The Co-Chairs shall call, preside over, and set agendas for all CoC Board meetings. They can also call special meetings of the Continuum.

The Immediate Past Co-Chair serve in an advisory capacity and may be invited to assist in onboarding new Co-Chairs or serve on committees at the discretion of the active Co-Chairs.

Any vacancies that occur during the year shall be filled upon the recommendation of the Compliance Committee and ratified by the Board.

3.4 MEETINGS

The RNCoc will hold meetings of the RNCoc Board no less than **quarterly**, and more frequently as needed to meet CoC deadlines or address urgent business.

The RNCoc will announce the date, time, and location of these meetings at least **two weeks** in advance and publish the meeting agenda at least 24 hours prior to the meeting. Meeting agendas will be distributed via email and posted online on the RNCoc website for review prior to the meeting.

Special meetings of the RNCoc may be held as the RNCoc deems necessary and/or beneficial to achieving the goals of the Continuum.

3.4.1 Quorum

A quorum shall consist of fifty (50) percent plus one or more of the currently appointed and approved Board Members.

The Board or Committee shall consider no business at any meeting at which a quorum, as described above, is not present. The only motion that the Co-Chair shall entertain at such a meeting is a motion to adjourn.

The Board Members present at a duly called and held meeting, at which a quorum is initially present, may not continue to conduct business that requires a vote if the loss of a quorum at the meeting is due to the withdrawal of members from the meeting. Items requiring a vote must be tabled and re-presented at a subsequent meeting where a quorum.

3.4.2 Conduct

Meetings of the Board shall be presided over by the Co-Chair(s) of the Board and/or the designated coordinator, if one has been designated; otherwise, in their absence, by a Chairperson chosen by a majority of the Board Members present at the meeting.

Robert's Rules of Order shall govern meetings, as such rules may be revised from time to time, insofar as they are not inconsistent with or in conflict with these Governance provisions or with applicable laws. For guidance on commonly used motions, procedures, and expectations, refer to Appendix A (Summary of Robert's Rules) and Appendix B (Parliamentary Procedure Quick Reference) in this document.

3.5 DECISION MAKING

3.5.1 Decision-Making Authority

The RNCoc Board is responsible for making key decisions that impact the strategic direction, governance, and operations of the Continuum of Care. Board members are expected to contribute to decision-making collaboratively and transparently to ensure the effective functioning of the CoC.

3.5.2 Types of Decisions Requiring a Board Vote

Unless otherwise specified in this section, all Board votes require a 50% + 1 vote to approve.

The following types of decisions must be brought to the Board for discussion and approval through a formal vote:

- **Approval of strategic plans:** The CoC's overall strategic plan, including goals, objectives, and action items, is adopted.
- **Annual budgets and financial approvals:** Approval of the annual budget, significant financial commitments, or changes to funding allocations.
- **Amendments to the Governance Charter:** Any amendments or updates to the Governance Charter must be approved by the Board with a vote of at least two-thirds (2/3) of the members.
- **Election of officers:** The governance policies outline the process for electing the Chair, Vice Chair, and other officers.
- **Policy and procedural changes:** The board must review and vote on any significant changes to RNCoc policies, procedures, or operational guidelines.
- **Board membership and appointments:** Approval of new Board members, filling vacancies, and other appointments that affect the Board's composition.
- **System-wide initiatives and strategic efforts:** The Board must formally vote on decisions to implement new CoC-wide initiatives or strategies that significantly impact the system of care (e.g., adoption of new system priorities, regional planning efforts/models, new equity frameworks, or cross-sector coordination models).
- **Disciplinary or removal actions:** Removal of Board members or officers for failure to meet their responsibilities or for unethical behavior must be decided by the Board.

3.5.3 Types of Recommendations the Board will make

- **Grant funding recommendations:** Recommendations regarding the application, acceptance, or distribution of major grants or funding sources that impact CoC activities.

- **Strategic alignment recommendations:** The Board may issue formal recommendations on the continuation, adaptation, or sunseting of system-wide initiatives or planning efforts. These recommendations help ensure alignment with RNCOC's strategic goals, HUD performance measures, and funding priorities. Final decisions about individual program operations remain with the implementing agencies.

Note: Recommendations issued by the Board are intended to guide strategic planning and system improvement efforts but are not binding on individual provider agencies.

3.5.4 Consensus Decision-Making

In some instances, the Board may opt for a consensus-based approach to decision-making. This involves a thorough discussion and the agreement of all Board members present to reach a decision that everyone can support or at least not object to. If consensus cannot be reached, the matter will be put to a formal vote.

3.5.5 Record of Decisions

The meeting minutes document all decisions made by the RNCOC Board, including the outcome of votes. The Secretary is responsible for ensuring that the minutes accurately reflect the decisions and voting results. Minutes for votes will include the names and votes of each Board member.

4.0 COMMITTEES

This section outlines the roles and responsibilities of Co-Chairs and members, as well as guides the composition and recruitment of boards and committees. The goal of the structure is to guide uniformity and consistency across the entire CoC, while still allowing flexibility for the CoC and each Committee to recruit and engage participants throughout the CoC's geographic area. The Board and Committees will make good-faith efforts to implement the guidance outlined here.

All entities operating under RNCOC, including formerly termed subcommittees and workgroups, along with existing standing and ad hoc committees, shall be referred to as 'committees.' Each committee shall have defined membership, a chair or Co-Chairs, and a written charge that outlines its purpose, scope, and authority, which shall guide its

operations. Temporary task forces may be established for time-limited issues and shall report to the Steering Committee.

4.1 COMMITTEES, CHAIRS, AND MEMBERS

4.1.1 Co-Chairs

Up to two Co-Chairs lead each standing and ad hoc committee and any task forces established to address time-limited issues.

4.1.1.1 Nominations

Each Standing Committee will solicit volunteers to serve as Co-Chairs. After nominees are identified, an open conversation will take place, followed by a vote to affirm the Co-Chairs.

4.1.1.2 Responsibilities

Co-Chairs serve as leaders, assisting the CoC Coordination staff in moving forward key projects and priorities within each Committee. Co-Chair responsibilities include:

- a. Assist CoC coordination staff in identifying annual priorities and developing an annual work plan for their Committee, consistent with the Board's direction, and ensure that the work plan is being carried out.
- b. Assist with the development of the Committee agenda.
- c. Identify any necessary supporting materials and any special stakeholders who need to be involved in the work.
- d. With the assistance of the CoC Coordination staff, help manage the logistics of the Committee meetings, including maintaining the stakeholder listserv, sending out meeting reminders and agendas at least two business days prior to the monthly meeting, and following up with meeting notes and handouts within ten business days following the monthly meeting.
- e. Facilitate discussions and decision-making during meetings, i.e., speak as a "leader" of the group when conversations get stuck, help Committees, arrive at a decision or recommendation, and prevent any one person from monopolizing the conversation, etc.
- f. Contribute to stakeholder management as appropriate, i.e., listen to/address a stakeholder's concern outside of a meeting or help connect a stakeholder to appropriate resources to ensure meetings can remain focused and productive.

- g. **Liaison to the Board on behalf of the Committee**
 - i. Present the recommendations and findings of the Committee to the Board for approval.
 - ii. Bring issues raised at the Board meeting back to the Committee.
- h. Serve as an ambassador in the community
 - i. Represent the Committee at community events or community meetings.
 - ii. Facilitate connections between the Committee and stakeholders and partners in the community.

4.1.2 Committee Members

Each year, the Board and the Compliance Committee will solicit members for any Committee to ensure geographical and size diversity among service providers and stakeholder representation.

4.1.2.1 Member Responsibilities

Members of any Committee are expected to meet the following qualifications and responsibilities:

- A. Proven commitment to ending homelessness.

4.1.2 Committee Members

Each year, the Board and the Compliance Committee will solicit members for any Committee to ensure geographical and size diversity among service providers and stakeholder representation.

4.1.2.1 Member Responsibilities

Members of any Committee are expected to meet the following qualifications and responsibilities:

- A. Proven commitment to ending homelessness.
- B. Commitment to racial equity and to meaningfully centering individuals with lived experience of homelessness, ensuring their insights shape CoC decisions and direction.
- C. Willingness to attend and provide proof of attendance upon request, racial equity and cultural competency trainings, and/or forums/informed discussions (to ensure

-
- that everyone is up to speed or at the same level of expectation)
- D. Willingness to attend trainings on homelessness and relevant policies.
 - E. Ability to attend 75% of meetings annually and remain responsive in between monthly meetings, and participate (or assign an alternate) on a minimum of one committee
 - F. Willing to work towards consensus and remain open-minded.
 - G. Willing to serve as an ambassador of the collective impact effort to end homelessness.
 - H. Serve as an ambassador in the community.
 - I. Represent the Committee at community events or community meetings.
 - J. Facilitate connections between the Committee and stakeholders and community partners.
 - K. Represent the Committee at community events or community meetings.
 - L. Members have a responsibility to recuse themselves if they have a conflict of interest and have the right to abstain from a vote without affecting the quorum.
 - M. Serve as a representative of your stakeholders on your respective committee.
 - N. Willingness to attend and provide proof of attendance upon request, racial equity and cultural competency trainings, and/or forums/informed discussions (to ensure that everyone is up to speed or at the same level of expectation)
 - O. Willingness to attend trainings on homelessness and relevant policies.
 - P. Ability to attend 75% of meetings annually and remain responsive in between monthly meetings, and participate (or assign an alternate) on a minimum of one committee
 - Q. Willing to work towards consensus and remain open-minded.
 - R. Willing to serve as an ambassador of the collective impact effort to end homelessness.
 - S. Serve as an ambassador in the community.
 - T. Represent the Committee at community events or community meetings.
 - U. Facilitate connections between the Committee and stakeholders and community partners.
 - V. Represent the Committee at community events or community meetings.
 - W. Members have a responsibility to recuse themselves if they have a conflict of interest and have the right to abstain from a vote without affecting the quorum.
 - X. Serve as a representative of your stakeholders on your respective committee.

4.1.3 Meetings

Meetings of the RNCoc shall be presided over by the Co-Chair(s) of that committee and/or the designated coordinator, if no such person has been so designated or, in his or her absence, by a Chairperson chosen by a majority of the Committee Members present at the meeting.

The RNCoc will hold meetings of the Board, Steering Committee, and Committees no less than the following, and more frequently as needed to meet CoC deadlines or address urgent business:

- Board: Quarterly
- Steering Committee: Monthly
- Committee: Monthly

The RNCoc will announce the date, time, and location of the Board and Steering Committee meetings at least 2 weeks in advance and will publish the meeting agenda at least 24 hours before the meeting. Meeting agendas will be distributed via email and posted online on the RNCoc website for review prior to the meeting.

4.2 STEERING COMMITTEE

The RNCoc Steering Committee is responsible for overseeing routine administrative matters of the Continuum, coordinating the work of its standing and ad hoc committees, and preparing key topics for elevation to the RNCoc Board for review, recommendation, or vote.

The Steering Committee acts as a hub for collaboration and alignment, ensuring that issues brought before the Board reflect input from diverse stakeholders and operational partners.

Committee membership shall include representatives from public and private organizations serving individuals and families experiencing homelessness. This includes at least one individual with lived experience of homelessness, as well as representatives from sectors such as education, housing, human services, veterans affairs, the disability community, and behavioral health. Faith-based organizations, youth-serving agencies, and other providers may also serve as members.

While the RNCoc Board conducts meetings in accordance with Robert's Rules of Order, the Steering Committee may operate under a more flexible, consensus-based model. The

Committee may apply select procedural elements from Robert's Rules to support fairness and order, but is not bound to the full parliamentary procedure unless otherwise specified.

4.2.1 Composition

4.2.1.1 Steering Committee Composition

The Steering Committee shall consist of a minimum of 15 voting member organizations representing key sectors critical to addressing homelessness. These sectors include, but are not limited to:

- Housing providers
- Veterans services
- Education
- Mental health services
- Disability advocates
- Homeless youth services
- Substance abuse programs
- Social services
- Families with children
- Domestic violence victims
- Chronically homeless individuals

In addition to these representatives, the Steering Committee shall include key stakeholders who support the activities of the Continuum of Care. These include:

- The State Program Manager for the Emergency Solutions Grant Program
- Recipients of the Emergency Solutions Grant program funds
- At least one individual who is currently or formerly homeless

Ex-officio members shall include:

- Staff from the HMIS Lead Agency
- Staff from the HMIS Vendor
- Staff from any contractors hired to facilitate the RNCOC process (if applicable)

Membership on the Steering Committee is agency-based. Each agency may select one person to vote on its behalf during Steering Committee meetings.

4.2.1.2 Eligible Steering Committee Members may include:

- Representatives from federal, state, county, and city agencies, which may include education, housing, veterans services, disability services, mental health services, youth services, and services for families with children.
- Service providers to homeless individuals from the private, non-profit, and public sectors. These may include organizations serving specific homeless subpopulations, such as individuals with substance use disorders, individuals with HIV/AIDS, veterans, chronically homeless persons, families with children, unaccompanied youth, seriously mentally ill individuals, persons with disabilities, and victims of domestic violence, dating violence, sexual assault, and stalking.

4.2.1.3 Homeless Representation:

The Steering Committee shall include at least one (1) individual who is homeless or formerly homeless (within the past seven (7) years), ensuring that lived experience is represented in decision-making processes.

4.2.1.4 CoC and ESG Fund Recipients:

All recipients of Continuum of Care (CoC) and Emergency Solutions Grant funding are eligible for membership on the Steering Committee.

4.2.2 Responsibilities

It shall be the duty of the Steering Committee Members to follow and comply with the subsequent responsibilities:

4.2.2.1 Compliance with Governance

- Perform all duties imposed upon them, collectively or individually, as outlined in this Governance.

4.2.2.2 Leadership and Direction

- Provide strategic leadership and guidance for the Rural Nevada Continuum of Care (RNCOC) process, ensuring the CoC's activities align with its mission and objectives.

4.2.2.3 Regular Meetings

- Attend meetings at the times and places required by this Governance, particularly during the months when key topics are addressed, such as:
 - Annual goal setting
 - PIT (Point-in-Time) count
 - CoC participant applications

4.2.2.4 Election of Co-Chairs and Members

- Elect Steering Committee Co-Chairs every two years and select additional members, including representatives from government and provider agencies, as specified in Section 4.2.1.2 of these Governance Guidelines, when needed.

4.2.2.5 Participation in Point-in-Time (PIT) Count & Housing Inventory Count (HIC)

- Actively participate in the annual PIT and HIC count, either by serving on the Point-in-Time Working Group or by providing key contacts for each county. Committee members shall also provide input on the process and methods used for the PIT count.

4.2.2.6 PIT Count Evaluation

- Review the results of the PIT count and provide input on improvements for the following year's process.

4.2.2.7 Annual Goal Setting

- Provide input, review, and confirm the RNCOC's annual goals, ensuring they reflect current needs and challenges within the community.

4.2.2.8 Rating and Ranking Process

- The Steering Committee shall review and recommend the Rating and Ranking process for project applications and submit this recommendation to the RNCOC Board for final approval. The Board retains the authority to approve the final list of CoC participant applications and all policy amendments.

4.2.2.9 Goal Alignment

- Conduct all activities in accordance with the RNCOC's annual goals and strategic objectives.

- Participate in both federally and locally established performance CoC reporting and monitoring efforts, as applicable to the committee's scope or charge.
- Report annual activities and outcomes for inclusion in the CoC's overall application to funding entities and stakeholders.

4.2.2.10 Grantee Oversight

- Oversee the performance of CoC grantees to ensure compliance with program goals and objectives and identify areas for improvement or additional support.

4.2.2.11 Handling Complaints and Grievances

- Accept, review, and address any formal complaints or grievances submitted by RNCOC members, ensuring that concerns are managed fairly and in accordance with RNCOC policies.

4.2.2.12 Other Responsibilities

- Fulfill any other duties as outlined in the RNCOC Governance Charter or as needed to further the success of the Continuum of Care.

4.2.3 Terms of Membership

Steering Committee Members, who are not grantees, are expected to remain members for a minimum of two years unless removed by majority vote or resignation.

4.2.4 Vacancies

A vacancy on the Steering Committee shall occur:

1. Upon the death, resignation, or removal of any Steering Committee Member, or
2. Whenever the number of authorized Steering Committee seats is increased.

Any Steering Committee Member may resign by providing written notice to a Co-Chair. Members representing an organization are encouraged to identify a qualified replacement and ensure their agency's approval in advance of the effective date.

Vacancies may be filled by a 50% + 1 vote of the Steering Committee at a regular meeting.

Appointees filling a vacancy shall serve until the next annual Steering Committee election or until their resignation, removal, or death.

For policies related to attendance, removal, and agency representation, see Section 5.1.5.

4.2.5 Officers

The RNCoc Steering Committee will have either one Chair and a Co-Chair or two Chairpersons acting as Co-Chairs of the process. This section uses Chair and Co-Chair, Co-Chairs, and Chair interchangeably.

4.2.5.1 Nominations

The Steering Committee shall elect Co-Chairs by nominating from among its sitting members and by a 50% + 1 vote, with a Quorum required. The Co-Chairs may not be from the same agency.

4.2.5.2 Elections

Co-Chairs shall be elected during a fourth quarter (October – December) meeting of every odd year by a majority vote of existing Steering Committee members where a quorum is present.

4.2.5.3 Term

The Chair and Co-Chairs or two Co-Chairs will serve a 2-year term, starting the January following the election. If they seek an additional term at the end of every 2-year term, the Steering Committee will need to reaffirm them.

4.2.5.4 Vacancies

If a Steering Committee Chair or Co-Chair position is vacated midterm, said vacancy may be filled by a vote of the majority of RNCoc Steering Committee voting members at any meeting at which a quorum is present.

4.2.5.5 Compensation

Officers will not be compensated for their services.

4.2.5.6 Chair and Co-Chair Responsibilities

The duties of the Co-Chairs include the following:

- Convene regularly scheduled and special meetings of the Steering Committee
- Preside over Steering Committee meetings
- Represent the RNCOC at meetings of other groups
- Call for the vote on motions

There shall be at least one Co-Chair available for each Steering Committee. If neither is available to participate in a meeting, Steering Committee Members shall designate a temporary chair to facilitate the meeting.

All Co-Chairs shall have some association with and/or investment in the mission of RNCOC.

Steering Committee Co-Chairs shall only exercise authority on behalf of the RNCOC Steering Committee and may not make decisions on matters reserved for the Board or Full Membership unless explicitly authorized. Likewise, Board Co-Chairs may only act within the domain of the Board's jurisdiction.

The Co-Chairs are authorized to determine a) when a matter is time-sensitive, b) that a decision on a time-sensitive matter should not be delayed until such a time as the Steering Committee can convene, and c) that a decision on the matter should be made promptly by the Co-Chairs. It is anticipated that such a determination will be rare and made only in response to unusual circumstances.

When such a determination is made, Steering Committee members shall be notified within 3 business days and invited to submit input on the matter before the Co-Chairs' decision. Both Co-Chairs must approve decisions made under the circumstances described above. The decision must receive formal ratification at the next scheduled meeting.

- 1) At the Steering Committee meeting that follows such a decision, the Co-Chairs will make a report regarding
 - a) the reasons why a decision needed to be made promptly by the Co-Chairs,
 - b) the outcome of the Co-Chairs' decision, and
 - c) the rationale for that decision.

Such a report shall be documented in Steering Committee minutes. This report is intended to provide members of the Steering Committee with an opportunity to raise for discussion by the full Steering Committee any decisions made on their behalf by the Co-Chairs. The Steering Committee may opt to alter the decision at any time.

The Co-Chairs shall call, preside over Steering Committee meetings, and collaborate on agendas with the coordinator.

The Co-Chairs can call special meetings of the Continuum.

Immediate Past Co-Chairs may assist and advise the Co-Chairs, upon their request, in performing their duties.

4.2.5.7 Treasurer

The Treasurer shall oversee the RNCOC's financial matters, including reviewing financial reports, ensuring the accurate tracking of funding and expenses, and reporting on the organization's financial health to the Board.

4.2.6 Decision Making

The Steering Committee of the RNCOC is responsible for making key decisions that guide the strategic direction and operation of the Continuum of Care. The following outlines the decision-making process for the Steering Committee:

4.2.6.1 Quorum Requirements

A quorum, defined as attendance by 50% + 1 of the voting Steering Committee members, must be present for any official decisions to be made. No formal actions may be taken without a quorum.

4.2.6.2 Voting Procedures

- a. Decisions of the Steering Committee shall be made by a 50% + 1 vote of the members present unless otherwise specified in this Governance or the Governance Charter.
- b. Each member organization is entitled to one vote, regardless of the number of representatives present at the meeting.
- c. The Chair may determine whether votes are conducted through a show of hands, voice vote, or secret ballot. For sensitive or contested issues, the Chair may call for a secret ballot to ensure confidentiality.
- d. In the event of a tie, the Chair shall cast the deciding vote.

4.2.6.3 Types of Decisions Requiring a Vote

The following decisions must be brought before the Steering Committee for discussion and approval through a formal vote:

- a. Adoption or revision of the strategic plan and annual goals
- b. Election of Steering Committee Co-Chairs and new members
- c. Approval of the Rating and Ranking process for project applications
- d. Approval of the final CoC project applications
- e. Amendments to the RNCoc Governance
- f. Approval of Coordinated Entry Sites
- g. Approval of Agency HMIS access
- h. Approval of CoC-funded HMIS License allocation
- i. Significant changes to RNCoc policies, procedures, or processes
- j. Recommendations for addressing formal complaints or grievances
- k. Removal or disciplinary action of Steering Committee members or grantees (as needed)

4.2.6.4 Consensus Decision-Making

Whenever possible, the Steering Committee shall strive for consensus in decision-making. This ensures that all voices are heard, and decisions reflect the collective will of the group. Consensus is achieved when no members object to the proposed decision, even if not all members fully agree. If consensus cannot be reached after sufficient discussion, a formal vote will be conducted.

4.2.6.5 Electronic Voting

In instances where urgent decisions are required and a meeting cannot be held, the Steering Committee may conduct electronic voting via email or an approved online platform. The same quorum and majority rules apply to electronic voting as they do for in-person meetings. Voting results shall be documented and included in the minutes of the next Steering Committee meeting.

4.2.6.6 Record of Decisions

All decisions made by the Steering Committee, including the results of votes, shall be recorded in the official meeting minutes. The Secretary or designated note-taker is responsible for ensuring that decisions are accurately documented and distributed to all members.

4.2.6.7 Conflicts of Interest

Steering Committee members must disclose any real or perceived conflicts of interest before participating in any decision-making process. Members with a conflict of interest shall recuse themselves from both the discussion and the vote on the matter. The Compliance Committee may review and enforce the conflict-of-interest policy as needed.

4.2.6.8 Appeals Process

In cases where a Steering Committee decision is contested, affected parties may submit a formal appeal. The Compliance Committee shall review the appeal and may recommend a re-evaluation of the decision by the Steering Committee. A two-thirds (2/3) majority vote will be required to overturn a previous decision.

4.3 COMPLIANCE COMMITTEE

The **Compliance Committee** is responsible for ensuring the development, implementation, and oversight of RNCOC's governance infrastructure, system performance monitoring, equity efforts, and required HUD documentation. This includes governance documents, written standards, policies and procedures, performance review processes, and corrective action planning.

The Compliance Committee ensures compliance with applicable federal regulations, including 24 CFR §§ 578.5 and 578.7, and any related requirements issued by the U.S. Department of Housing and Urban Development (HUD). The Steering Committee may assign additional duties as needed.

The Compliance Committee shall meet **at least quarterly**, with additional meetings convened based on the CoC planning calendar, HUD deadlines, or Steering Committee direction. A quorum is required for decision-making, and all meetings shall be documented.

Governance and Documentation Responsibilities

The Compliance Committee shall maintain and review the following documents and functions:

- Governance Charter
- Performance Standards and Written Standards
- Code of Conduct
- Policies and Procedures Manual

- Geographic and population diversity analysis for service coverage and stakeholder participation

System Performance Monitoring

The Compliance Committee shall assess system-level performance using data from the Homeless Management Information System (HMIS) and other sources. This includes tracking and analyzing the following HUD System Performance Measures (SPMs):

- Length of time persons remain homeless
- Returns to homelessness
- Exits to permanent housing
- Employment and income growth for program participants
- First-time homelessness rates
- HMIS data coverage and utilization

Findings shall be used to inform CoC strategic planning, funding decisions, and continuous quality improvement across the system.

Data-Driven Decision Making

The Compliance Committee shall provide recommendations for improving the effectiveness of the Coordinated Entry system and broader CoC operations.

Recommendations will be based on:

- HMIS data
- Demographic and utilization metrics
- Housing placement success rates
- Client and provider feedback

Data shall be used to guide policy development, ranking, and reallocation processes and the preparation of HUD-required reports (e.g., APR, SPMs, LSA).

CoC Board and Membership Diversity

The Compliance Committee shall track and report on the composition of the CoC Board and general membership to ensure compliance with HUD requirements. This includes ensuring representation from people with lived experience of homelessness and efforts to

increase racial, ethnic, gender, linguistic, and lived experience diversity. The CoC's governance structures should reflect the demographic composition of the service area.

Racial Equity and System Disparities

The Compliance Committee shall analyze racial and systemic disparities in homelessness using HMIS and other data sources. Responsibilities include:

- Monitoring equitable access and outcomes across racial and ethnic groups
- Comparing program enrollments and permanent housing placements to the demographics of the community queue
- Ensuring CoC action plans address identified disparities and embed racial equity into Coordinated Entry and project-level prioritization

Lived Experience Participation and Feedback

The Compliance Committee shall promote meaningful participation by individuals with lived experience of homelessness. This includes:

- Gathering regular feedback from lived experience stakeholders
- Monitoring participation on CoC boards and committees
- Documenting how input from lived experience members influences CoC policies and decisions

Annual Training Requirements

The Compliance Committee shall oversee and update annual training requirements to ensure that all CoC members and stakeholders stay informed and compliant with federal expectations. Required training may include, but is not limited to:

- HUD CoC Program and Compliance Training
- Coordinated Entry System Training
- HMIS Data Quality and Privacy Training
- Racial Equity and Fair Housing Training
- Housing First and Trauma-Informed Care
- Lived Experience and Client-Centered Approaches
- CoC and ESG Collaboration Training

The committee shall review the effectiveness of training efforts annually and recommend updates to content, frequency, or delivery methods.

4.3.1 Program Monitoring and Corrective Action

The Compliance Committee shall oversee the **monitoring and evaluation of CoC-funded programs**, including but not limited to:

- Annual or periodic monitoring visits (in-person or virtual)
- Desk audits and performance reviews
- Review of HMIS data quality, fiscal compliance, and adherence to CoC Written Standards

Based on the results of program monitoring, the Compliance Committee may:

- Recommend technical assistance or corrective action for underperforming projects
- Require improvement plans to address compliance or performance issues
- Inform decisions on project ranking, funding renewal, or reallocation

The committee shall collaborate with administrative staff, fiscal agents, and project sponsors to ensure that all monitoring activities align with HUD expectations and RNCOC policies. All findings and recommendations shall be documented and reported to the Steering Committee and CoC Board as needed.

The Nevada Housing Division will monitor and evaluate its ESG-funded programs. Relevant ESG and CoC Monitoring and Evaluation results will be collaboratively shared between both groups to facilitate the continuity and effectiveness of both programs.

4.3.2 Code of Conduct Enforcement

The Compliance Committee shall oversee the enforcement of the RNCOC Code of Conduct. This includes receiving and reviewing allegations of misconduct by RNCOC-affiliated individuals, including Board members, Steering Committee members, general members, committee participants, consultants, and staff performing CoC duties.

The Committee is authorized to:

- Conduct hearings on alleged violations;
- Determine if a violation occurred based on the evidence presented;
- Recommend appropriate sanctions such as censure, removal from leadership roles, temporary or permanent suspension from RNCOC activities, or referral to legal authorities when applicable.

The Compliance Committee shall ensure a fair and transparent process, including:

- Written notice at least 15 days prior to a hearing,
- The opportunity for the accused to present witnesses and evidence,

- A two-thirds (2/3) vote to confirm a violation,
- The opportunity to appeal to the full RNCOC Board within 30 days of any sanction.

The Committee may also provide guidance on conduct-related concerns involving staff, consultants, or other individuals performing duties on behalf of the RNCOC. All findings and actions shall be documented and reported in accordance with RNCOC governance procedures.

5.0 COC REGULATIONS

5.1 CODE OF CONDUCT

The Members of the RNCOC are entrusted with specific responsibilities related to the use of public funds invested in addressing a serious community concern: homelessness. Members are expected to observe the highest standards of ethical conduct in the execution of these responsibilities.

The RNCOC recognizes that, in most instances, each participating member representative is employed by a responsible public, non-profit, or private sector agency or firm that has adopted a Code of Conduct or Employee Manual, which governs the behavior of the employee in conducting business on behalf of their employer. In the event that any member's behavior in the conduct of the RNCOC business is deemed by another RNCOC member or member of the CoC in good standing to be inappropriate or illegal, the case will be referred to the RNCOC Governance and Compliance Committee for investigation and possible referral to the member's agency for any personnel or legal action that may be warranted.

In the performance of their duties, RNCOC Members are expected to carry out the CoC's mandate to the best of their ability and maintain the highest standards of integrity for actions with other Members of the RNCOC Board, CoC Representatives, Service Recipients, Service Providers, and members of the public.

5.1.1 General Conduct

Members of the RNCOC Board are expected to conduct themselves with courtesy and respect, refraining from harassment, physical or verbal abuse. This policy prohibits unprofessional behavior, which includes, but is not limited to, spoken, written, virtual, cyberbullying, and physical conduct and expressions that are threatening, berating, vulgar, degrading, demeaning, or intended to show contempt or disdain for another. Such conduct is prohibited if it is directed at or relates to Members of the RNCOC Board, members of the CoC, and members of the public, whether or not they are present or observe the behavior.

Personal relationships should not result in special considerations, including bias or favoritism, that influence the performance of their official duties in a manner contrary to the interest of the broader CoC. RNCoc Board Members are expected to exercise adequate control and supervision over matters for which they are individually responsible.

This code of conduct also prohibits retaliation against any person who makes a complaint about the professional behavior of an RNCoc Member.

The RNCoc Code of Conduct represents the CoC's commitment to upholding high standards for service and housing quality, ethical decision-making, professional behavior, and advancing equity, inclusion, and belonging for the diverse stakeholders who participate in RNCoc. Each of us shapes the RNCoc culture through our words and actions, and together, we strive to build a culture that enables us to do our best work.

The CoC Board members, Steering Committee members, other committees and working group members, vendors, consultants, and other participants in RNCoc meetings will act in accordance with this Code of Conduct and in accordance with the RNCoc Governance Charter, Policies, and with all relevant federal, state, and local laws and regulations. RNCoc business will be conducted in a manner that reflects the highest standards of professional integrity and advances the best interests of CoC project participants and all people experiencing homelessness in the Rural and Frontier counties of Nevada.

All participants in RNCoc meetings will:

5.1.1.1. Foster trust in each other, with the people we serve, and with our community partners.

We treat each other, the people we serve, and our community partners with respect, dignity, and courtesy in a way that honors differences. We are transparent, direct, clear, and honest in our communication. We provide constructive feedback respectfully and respond promptly and appropriately to inquiries and requests for information.

We maintain the highest standards of privacy and confidentiality for the people we serve and for our organizational partners. We respect and comply with confidentiality, privacy, and data protection laws, regulations, and policies.

We prohibit violence and threats of violence, verbal and physical harassment, unwelcome gestures and contact, bullying, shaming, personal insults, and intimidation. Such behavior will not be tolerated and may result in disciplinary measures up to and including removal from CoC meetings and committees.

We do not intentionally enter false or erroneous information into electronic software systems; engage in any dishonest or fraudulent act; commit forgery or alteration of any official document; misappropriate funds, supplies, or RNCOC materials; improperly handle or report financial transactions; profit as a result of insider knowledge; destroy or intentionally disappear records or property; accept or seek anything of material value from CoC project participants, vendors or persons providing services or materials to RNCOC for personal benefit; or engage in any similar or related misconduct. Illegal, corrupt, or fraudulent acts will not be tolerated and may result in removal from CoC meetings and committees, as well as referral to the appropriate authorities.

5.1.1.2. Foster diversity, equity, inclusion, and belonging.

To effectively achieve our mission, we must harness the skills, talents, and creativity of individuals with diverse backgrounds and experiences. To achieve this, we encourage the examination of our assumptions and unconscious biases and actively foster an inclusive culture that invites and welcomes diverse voices. We value interaction among people with diverse perspectives, and we strive to create an experience of belonging that communicates that each partner is a valued and integral part of achieving our mission.

We are committed to meaningful participation by people with lived experience of homelessness in all RNCOC processes. We seek the input and leadership of individuals with lived experience and value the critical role that such input and leadership play in informed decision-making, strategic planning, and the creation of successful programs.

We do not discriminate based on age, ancestry, national origin, language spoken, race, color, gender identity, gender expression, sexual orientation, marital status, disability, medical condition, veteran status, sex, religion, political affiliation, or any other characteristic protected by applicable laws and regulations. Hateful, discriminatory, and prejudicial comments, as well as other behavior that creates a hostile environment, are not tolerated and may result in removal from CoC meetings and committees.

See RNCOC Written Standards – Anti-Discrimination Policy for specific protections and enforcement procedures.

5.1.1.3. Make decisions with integrity.

When making decisions, we act with due diligence to gather and consider relevant information and include and learn from people with a range of perspectives. We conduct meetings in a manner that ensures transparency, respects people's time, invites opposing

views and respectful dialogue, avoids jargon, enables consultation with individuals and organizations that will be impacted whenever feasible, and supports diverse stakeholders' ability to thoroughly understand the issues under discussion. We seek to make decisions by consensus whenever feasible, and we prohibit disruptive behavior during meetings that hinders the effective relaying of information and the reaching of well-reasoned group decisions.

We carefully consider the proven track record, reputation for integrity, and other merits of vendors and consultants and select the best providers for the job. We do not offer or accept gifts, gratuities, hospitality, travel, or personal rewards intended to influence RNCOC's decisions or activities. Nor do we exploit our relationships with others participating in the CoC for personal or professional gain. We prohibit all forms of corruption and fraud.

5.1.1.4. Be accountable for delivering high-quality housing and services.

We evaluate the outcomes of the projects we fund and continually strive for learning and improvement. We collaborate with and learn from diverse stakeholders, inviting challenges to our thinking, adjustments to our policies and practices, and improvements to our program models.

5.1.1.5. Ask questions and raise concerns when something doesn't seem right.

We read, understand, and comply with this Code of Conduct, as well as all relevant policies, laws, and regulations. We speak up when we identify possible violations, and we thoroughly and promptly investigate and respond to concerns that are raised.

We prohibit retaliation against individuals who ask questions, raise concerns, or refuse to participate in activities that violate this Code of Conduct or are inconsistent with the RNCOC Governance Charter, Policies, or other relevant laws, regulations, and policies.

5.1.2 Stewardship of Resources

RNCOC Board Members must ensure that the resources entrusted to them are used only for conducting official business. They must also abide by the Conflict-of-Interest Policies established for CoC operations.

5.1.3 Protection of Confidential Information

In line with the CoC's rules and guidelines, Members are responsible for protecting the security of any confidential information provided to or generated by the CoC's activities.

5.1.4 Review of Charges of Violation of the Code of Conduct

Violations of any provision of this Code of Conduct may result in appropriate disciplinary action, which may include censure, removal from committee or leadership positions, temporary or permanent suspension of participation in RNCoc activities, and/or referral to appropriate authorities for civil or criminal prosecution.

The Compliance Committee, upon a motion supported by a majority vote, may initiate a review or conduct a hearing concerning an alleged violation of this Code of Conduct by any RNCoc-affiliated individual, including but not limited to members of the RNCoc Board, Steering Committee, working groups, general membership, contractors, or consultants.

The individual accused of violating the Code of Conduct shall receive written notice at least thirty (30) days prior to a scheduled hearing. They shall have the opportunity to present information, including witnesses, in their defense. The Compliance Committee may also call witnesses or request documentation as part of its review.

If, by a two-thirds (2/3) vote of the Compliance Committee, it is determined that a violation occurred, the Committee shall determine and recommend appropriate sanctions. These may include removal from a leadership role, temporary suspension of voting rights, or disqualification from future appointments.

Any individual subject to disciplinary action may, within thirty (30) days of the Committee's decision, submit a written appeal to the full RNCoc Board. The Board's decision shall be final and recorded in the official meeting minutes.

If requested by a majority vote, the Compliance Committee may also advise the RNCoc on conduct matters related to the actions of staff, consultants, partner agencies, or other individuals performing duties on behalf of the CoC.

5.1.5 Member Attendance, Absence, and Permanent Removal

5.1.5.1: Attendance and Excused Absences

- Members are expected to attend at least **75% of scheduled meetings** annually.
- **Excused absences** include emergencies or unforeseen events related to health, family, employment, or travel, and must be reported to administrative staff or a Co-Chair at least 48 hours in advance when practicable.
- **Unexcused absences** include failure to notify the Chair, Co-Chair, or Administrative Staff.

- Absences (excused and unexcused) will be tracked and reported at each regular meeting. The Chair will determine absence status.

5.1.5.2: Removal

5.1.5.2.1: Grounds for Removal

A member of the RNCOC Board, Steering Committee, or any RNCOC committee may be removed for:

- Missing more than 25% of scheduled meetings in a 12-month period without adequate cause;
- Failing to meet ethical or conduct expectations outlined in Section 5.1 (Code of Conduct); or
- Engaging in behavior that compromises the effectiveness or integrity of the Continuum.

5.1.5.2.2: Removal Procedure

- When a member falls below the attendance threshold or violates the Code of Conduct, a removal vote may be placed on the agenda of the next scheduled meeting.
- The member in question shall be notified in writing and given the opportunity to refute or respond prior to the vote.
- Removal requires a majority vote of the governing body (Board or Steering Committee) at a meeting with a quorum present.

5.1.5.3: Agency Representation

- If the removed member is an agency appointee, the Co-Chair or designee shall contact the appointing authority to explain the reason for removal and request a replacement.

5.2 CONFLICT-OF-INTEREST AND RECUSAL POLICY

Although it is not established as a legal entity, the RNCOC Board and its membership will conduct decision-making in accordance with 24 CFR part 200 for non-profit organizations and state, local, and government agencies that receive federal funds. The Conflict-of-Interest Policy for the CoC Board must also meet the conditions as defined under 24 CFR §578.95(b). In summary, these conflict-of-interest considerations apply to:

Procurement: When procuring property (goods, supplies, or equipment) and services, the recipient and its sub-recipients must comply with the code of conduct and conflict of interest requirements under 24 CFR 85.36 (for governments) and 24 CFR 84.42 (for private non-profit organizations).

Funding Decisions: No RNCOC Board member may participate in or influence discussions or decisions concerning the award of a grant or other financial benefits to the organization they represent.

Organizational Conflict: An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or sub-recipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance or when a covered person's, as described in the next section, objectivity in performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when an applicant's board member participates in a decision of the RNCOC Board concerning the endorsement of or award of a grant or provision of other financial benefits to the organization that such member represents. It would also arise when and if an employee of a recipient or sub-recipient participates in making rent reasonableness determinations under §578.49(b)(2) and §578.51(g), as well as housing quality inspections of property under §578.75(b) that the recipient, sub-recipient, or related entity owns.

Other Conflicts: For all other transactions and activities, the following restrictions apply: No covered person, meaning a person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its sub-recipients and who exercises or has exercised any functions or responsibilities with respect to activities assisted under this part, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under this part, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom they have immediate family or business ties, during their tenure or during the one-year period following their tenure.

Exceptions: Upon the written request of the RNCOC Board or a member of the CoC in good standing, HUD may grant an exception to applicable federal requirements on a case-by-case basis, according to criteria and a process set forth further in federal regulations (see 24 CFR § 578.95 Conflicts of interest).

Organizational Affiliation and Recusal Requirements: For the purposes of this policy, a conflict of interest may exist when a Board member, Steering Committee member, or other RNCOC-affiliated individual:

- May experience a direct personal or financial benefit from a decision, or
- Is employed by or represents an agency that stands to benefit financially, competitively, or materially from the matter under consideration

Members must disclose any such relationships and recuse themselves from relevant discussions or votes. This applies to decisions involving funding awards, project rankings, written standard modifications, or any situation where agency interests may conflict with impartial system governance.

The RNCOC recognizes that most governance members hold dual roles—as both individual stakeholders and organizational affiliates. This policy seeks to preserve stakeholder insight while ensuring ethical integrity and alignment with HUD’s conflict of interest standards (24 CFR §578.95).

See Section 3.2 for clarification on Board members’ dual roles and responsibilities.

5.2.1 Conflict of Interest – Contracts, Awards and Other Benefits to Recipient

No RNCOC Board Member may participate in or influence discussions or decisions concerning the award of a grant or other financial benefits to that individual or the organization they represent.

An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or sub-recipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under Part 578, or when an individual's objectivity in performing work with respect to any activity assisted under Part 578 is or might be otherwise impaired.

Organizational conflicts arise when an RNCOC Board Member, who is specifically associated with an applicant organization, participates in a decision concerning the award of a grant or the provision of other financial benefits to the organization that such a member represents. It would also arise when an employee, recent employee, RNCOC Board Member, or family member affiliated with a recipient or sub-recipient organization participates in contract monitoring or rate-setting tasks that directly impact said organization. Examples of ongoing conflicts of interest include the determination of rent reasonableness under § 578.49(b)(2) and § 578.51(g); housing quality inspections of property under § 578.75(b) that the recipient, sub-recipient, or related entity owns;

participation in ongoing business ventures /partnerships, or participation in evaluation or determination of awards.

5.2.2 Conflicts of Interest – Financial Interest of Member

1) The solicitation and acceptance of gifts by an individual who is in a position to participate in a decision-making process or gain inside information regarding the activities of the CoC (or by the organization(s) that he or she represents) that would provide a benefit in excess of the minimal value from persons, organizations, or corporations with a vested interest in the outcomes of decisions made by the RNCoc Board on behalf of the CoC or its member agencies is strictly prohibited.

2) RNCoc Board Members shall not participate in the selection, award, or evaluation of a contract supported by CoC funds if a real conflict of interest exists. A conflict arises when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ or employed during the prior six months has a financial or other interest in the organization under consideration for an award or evaluation.

3) RNCoc Board Members shall not solicit monetary value from CoC-funded recipients, sub-recipients, contractors, or vendors.

5.2.3 Obligation to Declare Potential Conflict of Interest

To avoid apparent conflicts of interest, Members and RNCoc Board members shall declare any actual or potential conflicts of interest or the appearance of such conflicts. The person must disclose this information before participating in the discussion, decision-making, or evaluation process, including appointments to any committee that has an influence over such decisions. This policy applies to both personal and organizational conflicts. Members of the public participating in CoC committees shall also be screened for potential conflicts.

5.2.4 Agency Ethics and Conflict-of-Interest Policies

All agencies receiving CoC or ESG funding through the RNCoc are expected to maintain and enforce their own internal Code of Ethics and Conflict of Interest policies, consistent with HUD requirements and applicable state and federal laws, including Nevada Revised Statutes (NRS) 281A.

These policies should address agency-level decision-making, procurement, and employee conduct and shall be made available for review during annual monitoring. Additional

expectations for project-level conflict-of-interest management are outlined in the RNCoc Written Standards.

5.2.5 Recusal Policy

RNCoc Board Members and individuals acting on behalf of the RNCoc must recuse themselves from the decision-making or evaluation process when a personal or organizational conflict exists, based on the conflict-of-interest guidelines outlined herein or the guidelines of their employing agency's Code of Conduct. RNCoc Board Members must recuse themselves from the decision-making or evaluation process and may not participate remotely through electronic or other means.

5.3 GRIEVANCE POLICY

Scope:

Any individual affiliated with or impacted by the RNCoc may submit a grievance concerning discriminatory practices, procedural unfairness, or violations of the RNCoc Code of Conduct. General complaints not related to CoC-wide governance should first be directed to the applicable provider agency.

Submission Process:

Grievances must be submitted in writing and may be submitted anonymously or with identifying contact information if the individual wishes to participate in the process. Individuals who wish to receive a response must include contact details (email or mailing address). Complaints may be submitted by email to **RNCoc@wingedwolf.org**, or mailed to:

RNCoc c/o Nevada Housing Division
Attn: NHD Grants
1830 E. College Parkway, Suite 200
Carson City, NV 89706

Additional contact instructions are available on the RNCoc website.

Please note: Response times may be longer for complaints submitted by mail. For timely communication, electronic submission is encouraged.

Review Process:

The Compliance Committee will assign an investigative body to review each grievance. If the complaint concerns the RNCoc Board or Steering Committee, an ad hoc committee of three non-implicated members will be formed to ensure impartiality.

Timeline:

The assigned body must respond to the complainant in writing within 30 calendar days and complete the review within 60 days. Appeals may be submitted to the full RNCOC Board, whose decision shall be final.

Investigation Procedures:

The investigation may include interviews, document review, and collection of relevant evidence. A written report will be completed summarizing findings, recommendations, and—if applicable—proposed actions to prevent recurrence. If the complaint concerns the Coordinated Entry System, findings will be shared with the CES Lead and Coordinated Entry Committee.

Recordkeeping:

All reports will be retained for a minimum of two years. Systemic issues will be referred to the appropriate committee for corrective action.

VAWA Complaints:

Individuals who believe their rights under the Violence Against Women Act (VAWA) have been violated may file a complaint through HUD's VAWA grievance system.

Appendices

Appendix A: Robert’s Rules of Order

Adopted From: <https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet/>

Purpose:

This appendix provides a simplified reference to **Robert’s Rules of Order**, the parliamentary procedure followed by the RNCOC Board, Steering Committee, and all affiliated committees to ensure fair, efficient, and orderly meetings. These rules govern motions, debate, and voting procedures.

1. Basic Principles

- All members have **equal rights, privileges, and obligations**
- The **majority rules**, but the **minority has the right to be heard**
- Only **one issue** is considered at a time
- Courtesy and respect should be observed at all times
- Members must be **recognized by the Chair** before speaking

2. Types of Motions

Motion Type	Purpose	Debatable?	Vote Required
Main Motion	Introduce new business	Yes	Majority
Amend	Modify the wording of a motion	Yes	Majority
Table	Postpone discussion temporarily	No	Majority
Previous Question	End debate and vote immediately	No	2/3
Reconsider	Reopen debate on a motion already voted on	Yes	Majority
Point of Order	Challenge a breach in procedure	No	No vote (Chair rules)

Motion Type	Purpose	Debatable?	Vote Required
Adjourn	End the meeting	No	Majority

For a tabular quick-reference of motions and procedures, see Appendix B

3. Making a Motion

1. A member is recognized by the Chair.
2. The member **states the motion**: “I move that...”
3. Another member **seconds** the motion: “I second.”
4. The Chair **states the motion** for discussion.
5. Members debate the motion.
6. The Chair calls for a **vote**.
7. The result is announced by the Chair.

4. Debate Rules

- The Chair recognizes members before they speak.
- A motion must be **on the floor** before discussion begins.
- Each member may speak **twice on each motion** (time limits may apply).
- Debate must be **germane** (relevant) to the motion at hand.

5. Voting Methods

- **Voice Vote**: “Aye” or “No”
- **Roll Call Vote**: Each member votes individually (recorded)
- **Show of Hands or Ballot**: Used when more formality is required
- **Consent Agenda**: Used for approving multiple routine items at once

6. Role of the Chair

- Guides the meeting process and ensures rules are followed
- Remains **neutral** during debate (except to clarify)

- May vote **only to break a tie**

7. Additional Resources

- For detailed guidance, members are encouraged to consult:
Robert's Rules of Order Newly Revised (12th Edition) or visit
www.robertsrules.com

Appendix B: Parliamentary Procedure Quick Reference (Based on Robert's Rules of Order)

This appendix provides a simplified overview of common motions and procedures used to conduct RNCoc meetings in an orderly, fair, and efficient manner. These principles follow **Robert's Rules of Order**, which the RNCoc adopts as its standard for facilitating governance meetings.

Table A. Common Motions and Their Procedures

Action	Phrase to Use	Interrupt Speaker?	Needs Second?	Debatable?	Amendable?	Vote Needed
Propose new business	"I move that we..."	No	Yes	Yes	Yes	Majority
Change a motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority
Refer to committee	"I move to refer this matter to committee."	No	Yes	Yes	No	Majority
Delay a decision	"I move to postpone this matter until..."	No	Yes	Yes	No	Majority
End debate and vote	"I move the previous question."	No	Yes	No	No	2/3
Call attention to rule violation	"Point of order."	Yes	No	No	No	No vote (Chair decides)
Take a break	"I move to recess until..."	No	Yes	No	No	Majority

Action	Phrase to Use	Interrupt Speaker?	Needs Second?	Debatable?	Amendable?	Vote Needed
End the meeting	“I move to adjourn.”	No	Yes	No	No	Majority
Ask for clarification	“Point of information.”	Yes	No	No	No	No vote
Challenge the chair’s ruling	“I move to appeal the decision of the chair.”	Yes	Yes	Yes	No	Majority

Table B. Special Procedures and Privileged Actions

Action	Phrase to Use	Interrupt Speaker?	Needs Second?	Debatable?	Amendable?	Vote Needed
Extend debate time	“I move to extend debate by _____ minutes.”	No	Yes	No	Yes	2/3
Set aside a motion temporarily	“I move to lay the matter on the table.”	No	Yes	No	No	Majority
Bring back a tabled item	“I move to take from the table...”	No	Yes	No	No	Majority
Revisit a past vote	“I move to reconsider our	Yes	Yes	Yes	Yes	Majority

Action	Phrase to Use	Interrupt Speaker?	Needs Second?	Debatable?	Amendable?	Vote Needed
	decision on..."					
Consider something early	"I move to suspend the rules and take up..."	No	Yes	No	No	2/3
Move to executive session	"I move to go into executive session."	No	Yes	No	No	Majority
Address comfort/disruption	"Point of personal privilege."	Yes	No	No	No	No vote

Notes:

- A motion to reconsider must be made **during the same meeting** as the original vote.
- Most motions must be **seconded** before discussion can proceed.
- The **Chair rules** on points of order or privilege unless appealed.
- These procedures apply to all RNCoc Board and committee meetings unless otherwise stated.

Reference: Adapted from Robert's Rules of Order. For narrative guidance, see Appendix A.

Appendix C: Voting and Quorum Matrix for RNCoc Governance

Decision Type	Voting Body	Quorum Requirement	Vote Threshold	Notes
Adoption of Strategic Plan	RNCoc Board	50% + 1 Board members	Simple Majority (50% + 1)	Per Section 3.5
Governance Charter Amendments	RNCoc Board	50% + 1 Board members	Supermajority (2/3)	Per Section 1.7 and 3.5
Election of Board Officers	RNCoc Board	50% + 1 Board members	Simple Majority (50% + 1)	Open vote per Section 3.3.2
Election of Steering Committee Officers	Steering Committee	50% + 1 Steering members	Simple Majority (50% + 1)	Co-chairs cannot be from the same agency
Approval of Rating & Ranking Process	Steering Committee → RNCoc Board	50% + 1 Steering & Board members	Majority for both bodies	Board has final approval
Policy/Procedural Changes	RNCoc Board	50% + 1	Simple Majority	See Section 3.5
Coordinated Entry/HMIS Approvals	Steering Committee	50% + 1	Simple Majority	See 4.2.6
Member/Officer Removal	Respective Committee or Board	50% + 1	Simple Majority (unless otherwise specified)	Appeals available
Proxy Votes	RNCoc Board only	Must be submitted prior	Counted as present	Specific rules in 1.7

Decision Type	Voting Body	Quorum Requirement	Vote Threshold	Notes
Electronic Votes	Steering Committee	50% + 1	Same threshold as in-person	Requires documentation per 4.2.6
Grievance Appeals	RNCOC Board	50% + 1	Simple Majority	Final decision authority