

RNCoC Lightning Training

**CONFLICT OF INTEREST & LIGHT
PARLIAMENTARY PROCEDURE:
Anchor CFR:
24 CFR § 578.95 & 2CFR § 200.112**

May 2026



Rural Nevada
CONTINUUM OF CARE



WINGED WOLF
INNOVATIONS¹

Clean Votes, Clear Process

RNCoC Steering Committee May Lightning Training

- ✓ Recognize a real or perceived conflict of interest
- ✓ Use the 3-step rule: Disclose → Recuse → Document
- ✓ Run meetings using RNCoC's light version of Robert's Rules
- ✓ Keep the focus on fair, clear, and well-documented Steering decisions

Steering Committee focus

Steering Committee coordinates routine CoC business, prepares recommendations, and votes on key operational matters. Clean process protects trust in the CoC and in member agencies.

Why this matters for Steering

- The Steering Committee is the hub for coordination and alignment across the CoC.
- It reviews and votes on items such as:
 - Rating and Ranking process recommendations
 - Final CoC project applications
 - Coordinated Entry sites
 - Agency HMIS access and HMIS license allocation
 - Significant policy or process changes
- Because these votes matter, Steering Committee members must disclose conflicts before participating.

Quorum

A quorum is 50% + 1 of voting Steering members. No formal action can be taken without a quorum.

Voting

Unless otherwise specified, actions pass by a simple majority of members present and voting.

Meeting habit

Before any vote, the Chair asks: “Are there any conflicts to disclose?”

Plain-language reminder

If your agency, your family, or your close business relationship could benefit, pause and disclose.

The 3-step rule for conflicts of interest

Use this whenever a Steering Committee item may benefit a member or an agency.

1. DISCLOSE

Say it clearly

“I want to disclose a potential conflict because I represent/work for ____.”

2. RECUSE

Step out of the item

Do not vote on it. Recusal protects you and the CoC.

3. DOCUMENT

Put it in the minutes

Record who recused, from which item, and the final outcome of the motion or decision.

When in doubt, disclose! A perceived conflict can still damage trust.

Common Steering situations that require extra care

Funding-related item

Your agency would financially benefit from a funding recommendation, ranking decision, or project approval.

Operational approval

Your agency could gain a CE site approval, HMIS access, an HMIS license, or another material advantage.

Personal or close tie

You, a family member, or a close business partner could personally benefit from the outcome of the item.

What the Chair should do

- 1) Ask for disclosures.
- 2) Confirm any recusals.
- 3) Check quorum.
- 4) Move to consensus or a formal vote.
- 5) Make sure the minutes reflect the recusal and the outcome.

RNCoC light parliamentary procedure

Consensus when possible; a formal motion when needed.

Option A: Consensus

Use when there is general agreement and no member asks for a formal vote.

Chair asks: “Any objections?”

If none: “Hearing none, the decision is adopted.”

Option B: Formal action

1. A member makes a motion
2. Another member seconds
3. Chair restates the motion
4. Discussion opens
5. Chair calls for the vote
6. Result is announced and recorded

Voting methods may include voice vote, show of hands, roll call, or electronic ballot, as appropriate.

Items that call for a formal vote

A Steering Committee formal vote is required for the following:

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

**Steering Committee vote
required until the BOARD is in
place:**

1. Approval of the annual budget, significant financial commitments, or changes to funding allocations
2. Implementation of System-wide initiatives and strategic efforts

Simple scripts you can use

Disclosure script

“For transparency, I want to disclose a potential conflict because I work for/represent _____. I will recuse myself from this item.”

Chair script

“Before we vote on this item, are there any conflicts to disclose?”

Motion script

“Is there a motion?” → “I move that...” → “Is there a second?”

Minutes script

“Please note for the minutes that _____ recused from voting on this item.”

Key takeaway: Fair process is simple — Disclose, Recuse, Document.