River Valleys CoC Governance Charter

A. Name

1. The Rochester/Southeast Minnesota Continuum of Care (MN-502) shall be known as the River Valleys CoC (hereinafter referred to as the CoC).

2. The Collaborative Applicant shall be known as Three Rivers Community Action, Inc. (hereinafter referred to as TRCA).

B. Geographic Area

The CoC carries out its activities throughout the Minnesota counties of Blue Earth, Brown, Dodge, Faribault, Fillmore, Freeborn, Goodhue, Houston, LeSueur, Martin, Mower, Nicollet, Olmsted, Rice, Sibley, Steele, Wabasha, Waseca, Watonwan, and Winona; and in the entitlement jurisdictions of Mankato/North Mankato and Rochester; and in coordination with the sovereign nation, Prairie Island Indian Community. Each county is comprised of several cities as indicated in Attachment A “River Valleys Continuum of Care Region Jurisdiction.”

C. Mission

The mission of the CoC is to prevent and end homelessness in Southeastern Minnesota by coordinating services and maximizing resources.

D. Purpose

1. The purpose of this organization is to coordinate the CoC process for its geographic area.

2. A CoC is a community planning group dedicated to organizing and delivering housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximize self-sufficiency. CoC planning includes action steps to end homelessness and prevent returns to homelessness.

3. An effective CoC system shall be comprehensive and coordinated.

4. HUD identifies the fundamental components of a comprehensive CoC system to be:
   a. Coordinated outreach, intake and assessment (Coordinated Entry) to 1) identify an individual’s or family’s service and housing needs, and 2) link them to appropriate housing and/or service resources;
   b. Emergency Shelter and safe, decent alternatives to the street;
   c. Transitional Housing with services to help people successfully move into permanent housing;
   d. Rapid Re-housing; and
   e. Permanent housing and permanent supportive housing.
5. The CoC shall include a focus on homelessness prevention strategies and services.

6. The CoC shall promote community-wide commitment to employ best practices to end homelessness. Best practices include implementing Housing First, Low Barrier Policies, Coordinated Assessment and no-wrong-door Coordinated Entry, Rapid Re-housing to exit homelessness, Person-Centered services, Trauma-informed practices, Prevention & Diversion from shelter, Whole Family supports, Prioritization of new and existing housing for people with the most intense needs, and Non-separation of families.

7. The CoC shall secure funding for efforts by providers and government entities to prevent homelessness and quickly re-house homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation that homelessness causes individuals, families, and communities.

8. The CoC shall promote access to and effective utilization of mainstream programs by homeless individuals and families.

E. Membership

Continuum of Care planning involves a membership that is extensive and inclusive. The CoC shall have four categories of membership/participation:

1. **General Membership**
   a. General Membership shall include traditional homeless and low-income housing service agencies representing homeless persons in the CoC geographic region.
   b. The General Membership is the official governing body of the CoC and is responsible for the approval of:
      1. Governance Charter changes;
      2. The annual CoC plan;
      3. Coordinated Entry policies and procedures;
      4. Election of executive officers;
      5. Annual HUD CoC grant ranking; and
      6. HMIS governance.
   c. General Members must show a vested interest in the CoC process by entering into a Membership Agreement, committing to regular representation at meetings, and, whenever possible, participation on one of the Committees.
   d. General Members are expected to designate at least one (1) staff person to attend all CoC meetings and chosen committee meetings or find an appropriate substitute to attend in their place.
   e. Attendance by General Members at fewer than half of the CoC meetings in the past year (from the date of the vote) shall suspend the General Member agency’s funding voting privileges until such time as they reach 50% attendance.
   f. The CoC shall strive to have participation from all 20 counties and from subpopulations served through the homeless response system represented on the General Membership.

2. **Committees**
   The CoC will have four (4) standing committees: Executive; Project Review and Rating; Data and Technical Assistance; and Coordinated Entry. These committees are notwithstanding to the changing needs of the CoC and will be reviewed annually by the Executive Committee and proposed amendments approved by the General Membership. Ad hoc committees (also called work groups) may be developed by the Executive Committee as needed to handle a specific situation or issue that does not fall within the assigned function of an existing standing committee.
a. **Executive Committee.** The Executive Committee is a standing committee and consists of two (2) Co-Chairs, CoC Coordinator, Recording Secretary, and Chairs of all Committees. Additional ad hoc members may be appointed at the discretion of the Executive Committee.

1. These officers are advisors to the CoC and will inform and make recommendations to the General Membership. They will conduct business as needed between the plenary meetings and report to the General Membership.
2. The Co-Chairs shall have staggered two-year terms. Whenever possible, one Co-Chair shall represent the private sector and one the public sector.
3. The Executive Committee shall:
   a. Provide oversight and direction to the CoC;
   b. Monitor the CoC planning budget;
   c. Facilitate plenary meetings and staff committee meetings;
   d. Issue public invitation annually for new members in the CoC geography;
   e. Facilitate annual CoC assessment of needs, resources, and project priorities;
   f. Promote and oversee regional plans and support local plans to prevent and end homelessness;
   g. Organize, coordinate and draft the annual HUD CoC Program application;
   h. Consult with State and local ESG recipients in the CoC geographic area on allocation plan for ESG funds and reporting/evaluating performance of ESG programs;
   i. Build capacity and partnerships between the CoC and leadership in county and state government;
   j. Mentor new CoC members and grantees.

b. **Project Review and Rating Committee.** The Project Review and Rating Committee comes under the oversight of the Executive Committee and reports to the General Membership. This committee is responsible to:

1. Make recommendations on the use of new resources and/or on redirecting existing resources;
2. Assist with funding decisions about federal, state and local homeless resources;
3. Provide insight and education/advocacy on housing and homeless developments/projects;
4. Advocate for efficient, appropriate use of public resources;
5. Establish performance targets for population and project types in consultation with program grantees;
6. Monitor program compliance and effective delivery of services and housing assistance;
7. Ensure new project applicants meet funders’ thresholds for funding; and
8. Lead the project evaluation and application review processes of the CoC.

To avoid conflicts of interest, committee membership may not include current HUD CoC program grantees, recent (within past 12 months) HUD CoC program grantees, or current applicants for HUD CoC program funds. Grantees/applicants of other programs that may be reviewed by the committee shall not participate in committee reviews related to those programs. Ad hoc members may be sought to ensure broad CoC representation in project reviews.

c. **Data & Technical Assistance Committee.** The Data & Technical Assistance Committee comes under the oversight of the Executive Committee and reports to the General Membership. The Data & Technical Assistance Committee is responsible to:

1. Provide technical assistance to new and struggling projects, and mentor new CoC members and grantees;
2. Monitor and inform the CoC network about new projects, public and private resources, project
quality issues, and utilization of targeted permanent supportive housing;
3. Work with the Coordinated Entry Committee to monitor and report outcomes of Coordinated Entry to the Executive Committee and the General Membership and recommend actions to improve Coordinated Entry implementation, especially for target populations, e.g. youth, military veterans.
4. Recommend and ensure training as needed;
5. Assist in planning and facilitating the annual counts of both sheltered and unsheltered homeless persons (point-in-time count) and other pertinent studies;
6. Provide information analysis and dissemination;
7. Review APRs and HMIS data quality, providing assistance when needed; and
8. Select and support CoC representatives in statewide HMIS governance to ensure compliance with HUD requirements.

d. **Coordinated Entry Committee.** The Coordinated Entry Committee comes under the oversight of the Executive Committee and reports to the General Membership. The committee is responsible to:

1. Develop and implement a coordinated intake and assessment system within the CoC’s geography, including the development of written standards for providing assistance to participants in CoC and ESG-funded programs;
2. Oversee system to coordinate referrals to housing with all homeless programs in the region, including but not limited to programs for homelessness prevention, diversion, emergency assistance and shelter, drop in centers, host homes, transitional housing, rapid re-housing, and permanent supportive housing;
3. Coordinate outreach efforts with schools, landlords, discharge planners, law enforcement, churches, and civic groups, and with Homeless Response Teams in each of the 20 counties;
4. Facilitate improved use of and access to mainstream resources;
5. Link CoC with Minnesota’s statewide Coordinated Entry planning, initiatives and staff; and
6. Work with the Data & TA Committee to monitor and report outcomes of Coordinated Entry to the Executive Committee and the General Membership and recommend actions to improve implementation, especially for target populations, e.g. youth, military veterans.

Membership for the Coordinated Entry Committee is limited to nine members, approved by the General Membership. The Coordinated Entry Committee will make an open call for nominations and, if necessary to fill seats, serve as a nominating committee. All nominations received will be brought forward to the General Membership as part of annual committee and officer elections.

**Guidelines for Coordinated Entry Committee membership:**

1. Coordinated Entry Committee Members will serve two year consecutive terms.
2. As much as possible, committee membership will represent the entire CoC geographic area with not more than two-thirds of members from either Region 9 (western half) or Region 10 (eastern half). Membership will strive to represent all relevant program types and at least one priority population, including but not limited to the following:
   a. Coordinated Entry Housing Navigator (non-voting, considered CoC staff)
   b. Emergency Shelter
   c. Homeless Prevention
   d. Housing Support (formerly GRH)
   e. HUD Chronic
   f. Housing and Redevelopment Authority
   g. Long Term Homeless
   h. Rapid Re-housing
3. **At-Large Membership.** At-Large Members include homeless/formerly homeless persons, and other community members whose input is deemed vital and necessary by the CoC, but whose typical participation at meetings or committee meetings is unlikely. Although at-large members may participate at any meeting or committee meeting, participation may primarily occur through other means (e.g. focus groups, presentations, and surveys.). Individuals who attend CoC meetings and individuals who respond to inquiries by the CoC through participation in focus groups, surveys (written, phone, e-mail or other electronic media), or other methods of direct participation will be considered At-Large Members and will be reported as members of the CoC in reports to HUD and other agencies requiring reports from the CoC. If homeless/formerly homeless persons wish to attend meetings or committee meetings, they may receive stipends and travel expenses when available.

   a. At-Large members who desire to vote must show a vested interest in the CoC process by entering into a Membership Agreement, committing to regular representation at meetings or activities.
   
   b. Voting privileges for At-Large Members shall be suspended if individuals do not meet the applicable attendance threshold below. Voting privileges are restored at such time as attendance meets or exceeds threshold levels.
      
      i. Individuals participating as persons with lived experience of homelessness: 33% of CoC meetings in the past year (from the date of the vote).
      
      ii. Other individuals: 50% of CoC meetings in the past year (from the date of the vote).

4. **Minnesota Interagency Council on Homelessness Representative.** The Minnesota Interagency Council on Homelessness (MICH) may appoint a non-voting Ex-Officio member.

F. **Member Conduct**

1. CoC members will exercise care, diligence and prudence when acting on behalf of the CoC. These individuals must timely complete work they have agreed to undertake on behalf of the CoC. In addition, they must attend CoC and Committee meetings and be prepared to discuss matters presented for their deliberation.

2. CoC members will abide by the CoC’s Conflict of Interest policy and Non-Discrimination Policy, Code of Conduct, and Rules of Engagement. Members document this commitment by signing and submitting the Member Agreement for agencies or for individuals to the CoC Coordinator. The Member Agreements (for individuals and for agencies) are included in attachments to this Governance Charter.

G. **Meetings**

1. **Regular Meetings**
   
   a. The full membership of the CoC will meet at least nine times per year.
   
   b. All meetings shall be held at the call of the Co-Chair(s).
   
   c. Meetings shall be held in accordance with River Valleys CoC Rules of Engagement.
   
   d. The Co-Chairs shall preside over all meetings when present. The Co-Chairs shall appoint a member as acting co-chair in his/her absence.
2. **Committee Meetings**
   a. The CoC will carry out its responsibilities through the work of a number of standing committees and ad hoc committees (or work groups).
   b. All CoC members may participate on committees and work groups of the CoC. As noted in the descriptions of committees in the Membership section of this document, voting in some committees may be limited to a slate of voting members approved by the CoC General Membership. Participation is also limited in the Executive Committee; its members are elected and/or appointed.
   c. Policies and policy decisions made by the committees and work groups must be approved by the CoC General Membership before taking effect.
   d. Committee meetings may be called by the Committee Chair or CoC Coordinator.

3. **Special Meetings**
   a. A special meeting may be called by the Co-Chairs, Executive Committee or ¼ of membership. One quarter of membership shall be calculated from the number of members covered by current Member Agreements and who have attended at least 50% of meetings in the past 12 months.
   b. Proper notice shall be given for all special meetings.

4. **TRCA Board of Directors Meetings**
   a. TRCA Board of Directors meetings are held at least ten times per year.
   b. The CoC shall ensure HEARTH Act requirements for representation and governance are implemented on the TRCA Board of Directors.
   c. A CoC liaison may participate in TRCA Board of Directors meetings in a non-voting capacity.

H. **Meeting Notices and Minutes**

1. An annual schedule of CoC meetings shall be posted on the CoC webpage:

2. Notice of place, date and time of each CoC, committee and special meeting shall be sent to members by email or other reasonable means of communication at least four business days before the meeting date.

3. Meeting minutes will be drafted and disseminated to the General Membership prior to the next meeting, along with the upcoming meeting agenda. Minutes will be reviewed and approved at the next CoC meeting and, once approved, they shall be posted on the CoC webpage www.threeriverscap.org/continuum-of-care for twelve months.

I. **Voting**

1. Members present at any properly announced meeting shall constitute a quorum. Issues presented to the CoC members for a vote will be decided by simple majority of the votes cast. The exceptions to this are the project ranking for the annual HUD CoC application and any decisions that involve funding; in these cases each organization that has had representation at 50% or more of meetings held in the previous twelve calendar months shall have one vote. Votes can be called by the chairperson facilitating the meeting.

2. Within standing committees, electronic voting (soliciting, casting, and collecting of votes) will be acceptable for time-sensitive concerns. Issues presented for electronic vote will be decided by simple majority of the votes cast. All electronic votes will be collected via online survey and recorded in the minutes of the next committee meeting, and records of the electronic vote will be attached to the
minutes. Electronic votes can be called by Committee Chair.

3. Within the CoC General Membership, electronic voting (soliciting, casting, and collecting of votes) will be acceptable for time-sensitive concerns related to the annual HUD CoC application and decisions that involve funding. Issues presented for electronic vote will be decided by simple majority of the votes cast. All electronic votes (from eligible organizations with representation at 50% or more of meetings in the previous twelve months) will be collected via online survey and recorded in the minutes of the next committee meeting, and records of the electronic vote will be attached to the minutes. Electronic votes can be called by the CoC Co-Chair.

J. Executive Officers

1. Composition – Executive Officers shall consist of two CoC Co-Chairs, one from the private sector and one from the public sector whenever possible; CoC Coordinator; Recording Secretary; standing Committee Chairs; and ad hoc members appointed at the discretion of the Executive Committee.

2. Election – Annually, the expiring Co-Chair and Committee Chairs shall be elected by the membership to serve during the calendar year, January 1 through December 31.
   a. Elections of CoC Co-Chairs will occur at the November or December meeting of the CoC General Membership. Nominations will be sought in October.
   b. Elections of Committee Chairs will occur in each Committee at the meeting nearest to the end of the calendar year. Nominations will be sought from the Committee and General Membership at least 30 days before election.

3. Vacancy – In the event of a vacancy in any of the positions during the year, the vacant position shall be filled as soon as possible. Co-Chair vacancies will be announced and nominations solicited at the next plenary meeting. Committee Chair vacancies will be announced and nominations solicited at the next committee meeting. If necessary to conduct business, Committees may use the e-vote process to fill vacancies.

4. Terms – Co-Chairs shall serve staggered terms of two (2) years. Committee chairs will serve one year terms. There is no limit to the number of terms an Executive Officer can serve.

5. Duties –
   a. Executive Officers shall act in the way they believe to be in the best interest of the CoC, and not as representatives of any other agencies/organization/entity.
   b. Co-Chairs shall:
      i. Assist CoC Coordinator to prepare agendas and related material for the CoC;
      ii. Chair CoC meetings;
      iii. Make necessary appointments to committees, task forces and other such groups within the scope of CoC responsibility.
      iv. Sign Certification of Consistencies, Support Letters, etc. on behalf of the CoC.
      v. Perform other tasks as needed.

K. Resignation and Removal of Officers

Any officer may resign at any time by giving written notice to either of the Co-Chairs. Any officer may be removed by majority vote of remaining officers for repeated absence, misconduct, failure to participate, or
violating conflict of interest policies.

L. Collaborative Applicant
1. Three Rivers Community Action, Inc. is the registered non-profit agency authorized by the CoC to act as the CoC’s fiscal agent and Collaborative Applicant (CA).
2. The authorized fiscal agent shall provide the CoC with an annual financial report.
3. TRCA shall approve the CoC Governance Charter and CA Impasse Policy.
4. TRCA shall ensure compliance with other board requirements as set forth in the HEARTH Act.
5. The CoC may designate a liaison to attend and inform TRCA Board meetings.
6. Additional financial reports or copies of related contracts must be provided to the CoC or Executive Committee upon written request within 15 business days of the request.

M. Staff
1. The CA shall employ a Coordinator who will support and coordinate the vision and purpose of the CoC and a Coordinated Entry Specialist who will support the development and implementation of a Coordinated Entry System in the CoC geography. The CA shall employ or subcontract for Coordinated Entry Navigators as funding allows. All other agencies that receive funds for Navigators must secure an agreement with the CA and CoC to ensure coordinated activity.
2. The CA shall employ a secretary who will keep accurate records of the acts and proceedings of all meetings of the CoC. Such records will include names of those in attendance. The Secretary shall perform other such duties as the CoC may designate.
3. All job descriptions, duties and assignments of the CoC staff/volunteers/interns shall be preapproved by the Executive Committee and CA.

N. HMIS
1. The CoC will utilize a Homeless Management Information System (HMIS).
2. The Institute for Community Alliances serves as the CoC’s HMIS Lead.
3. The CoC designates the Institute for Community Alliances and Bowman’s Service Point system as the single Homeless Management Information System for the CoC’s geography.
4. The duties and responsibilities for the CoC, the HMIS Lead and Contributing HMIS Organizations are set forth in further detail in the HMIS Memorandum of Understanding and in HMIS grant applications/agreements.

O. Governance Charter
1. Amendment – The Governance Charter may be amended at any plenary meeting by a vote of the majority of the members of the CoC with at least 50% attendance in the past 12 months. The Governance Charter shall be reviewed at least annually and updated as needed.
2. Notice – Written notice of any proposed amendment shall be e-mailed to all members of the CoC at least four (4) calendar days prior to the meeting at which such action is proposed.

3. Effective Date of Amendment – No amendment to these by-laws shall take effect or be binding until said amendment(s) have been approved by the majority of the members of the CoC and the CA Board.

P. Funding Considerations
The work of CoC staff and the HMIS lead agency is dependent on the availability of funding. Funding sources may include HUD planning or HMIS grants, MHFA and GMHF, CoC Development Fees, and new sources as identified.

Q. Adopted Policies
In accordance with the voting procedures described in this Governance Charter, the CoC General Membership has adopted policies to further detail the operations of the CoC. Policies adopted by the CoC are effective immediately upon approval by the General Membership unless otherwise stated in the resolution to adopt the policy. All policies adopted by the CoC as of the date of this revision of the Governance Charter are listed below and are included as a link in Attachment B.

1. Bad Weather
2. CoC Development Fee
3. CoC Support for Project applications
4. Coordinated Entry System
5. Data Access & Release
6. Discharge Planning
7. Education for Children & Youth
8. Grievance
9. Local Competition Guide for CoC Program funding
10. Non-Discrimination
11. Participation Stipend for Homeless/Formerly Homeless Persons
12. Training and Technical Assistance
This River Valleys CoC Governance Charter for Rochester/Southeast Minnesota Continuum of Care (MN-502) was originally approved by the River Valleys Continuum of Care membership on November 21, 2013, and by the Board of Directors of the Collaborative Applicant, Three Rivers Community Action, Inc. on December 18, 2013.

The current amended version was approved by CoC membership on July 18, 2019.

CoC Co-Chairs authorized to sign: Nancy Bokelmann, City of Mankato; Irasema Hernandez, Semcac.

[Signature]
River Valleys CoC Co-Chair
Title
7-18-19
Date

Approval by Board of Directors of the CoC Collaborative Applicant, Three Rivers Community Action, is documented by signature below. Revisions are effective as of the date below.

[Signature]
Chair
Title
8-21-19
Date

Revision History:
1. 10/15/2015 by CoC membership, 11/17/2015 by TRCA Board of Directors.
2. 7/21/16 by CoC membership, 8/17/16 by the TRCA Board of Directors.
3. 12/15/16 by CoC membership, 1/18/17 by the TRCA Board of Directors.
4. 1/18/18 by CoC membership, 2/21/18 by the TRCA Board of Directors.
5. 7/19/18 by CoC membership, 8/15/18 by the TRCA Board of Directors.
6. 7/18/19 by CoC membership, date above by the TRCA Board of Directors
Attachments to River Valleys CoC Governance Charter

A. River Valleys CoC Jurisdiction  
B. River Valleys CoC Policies  
C. River Valleys CoC Code of Conduct  
D. River Valleys CoC Rules of Engagement  
E. River Valleys CoC Member Agreements
## River Valleys CoC (MN-502) Jurisdiction

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Attachment B:

River Valleys CoC (MN-502) Policies

As of June 8, 2019:
1. CoC Development Fee
2. CoC Support for Project Applications
3. Coordinated Entry System
4. Data Access and Release
5. Discharge Planning
6. Education for Children & Youth
7. Grievances
8. Local Competition Guide for CoC Program Funding
9. Meeting Cancellation/Bad Weather
10. Non-Discrimination
11. Participation Stipend for Homeless/Formerly Homeless Persons
12. Training and Technical Assistance

A complete and current list of policies is posted on the CoC webpages at https://www.threeriverscap.org/continuum-of-care/governance
Attachment C:

River Valleys CoC (MN-502) Code of Conduct

Commitment and Professionalism are vital to creating and maintain an effective and efficient Continuum of Care (CoC) process that will benefit each member of the River Valleys CoC and the homeless individuals and families they represent. Both qualities are integral to creating a sustaining a strong CoC membership in which collaboration and services can grow.

Obligations:

Within River Valleys CoC meetings and events, as well as in the agencies and communities represented, members commit to:

1. Represent in a fair, honest and respectful manner their individual agencies, their communities, the CoC, and the homeless individuals and families they represent.
2. Consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interest of the CoC partnership and persons experiencing homelessness.
3. Strive to be informed on the purpose of the CoC and the member’s role as constructive participants in the collaborative work of the CoC.
4. Stay up-to-date on CoC strategies and planning and actively support the goals and strategies of the CoC.
5. Keep their promises to the CoC and its members, and to avoid unwise or unclear commitments that they are unable to fulfill.
6. Uphold professional standards of conduct, exhibiting respectfulness, fairness, and honesty.
7. Clarify their professional roles and obligations, exercise reasonable judgment, and take precautions to ensure that any potential biases or conflicts of interest do not unjustly affect the CoC process or other members of the CoC.
8. Resolve conflicts with other members in a responsible fashion, and encourage conflict resolution among other members.

Leaders within the CoC, i.e. committee members and chairs, have the extra responsibility of setting an example by their personal performance and attitude to convey honest, respectful, and ethical values, and a consistent commitment to the shared goals of preventing and ending homelessness.
Attachment D:

River Valleys CoC (MN-502) Rules of Engagement

Within River Valleys CoC meetings and events, we strive to work together and engage with each other in ways that demonstrate mutual respect and that maintain focus on our shared goals. Even when we may disagree with each other, members commit to:

1. Start and end all meetings on time.
2. Adhere to meeting agendas.
3. Participate. The CoC is an open and collaborative process and everyone is responsible for his/her own participation.
4. Consider all ideas valuable. Look for ways to make new ideas work, not for reasons they won’t.
5. If in doubt, ask a question. Remember no question is a dumb question. We are all learning from each other.
6. Listen to the speaker who has the floor and hold no sidebar conversations.
7. Don't interrupt. Let other finish their thoughts.
8. Respect each other and help each other be right, not wrong. If you disagree, do it respectfully and disagree with the idea or the statement and not the person.
9. Respect all clients and beneficiaries of housing and services provided by the participating organizations.
10. Focus on ending homelessness and not on individual agendas or agency problems.
Attachment E:

**River Valleys CoC (MN-502) Membership Agreements**

Member agreement for agencies
Member agreement for individuals

(on following pages)
Member Agreement for agencies

River Valleys Continuum of Care (MN-502) is committed to ensuring broad and representative membership, as well as engaged participation and commitment to advancing our shared goals of preventing and ending homelessness in our region. To accomplish these two goals, the Continuum of Care (CoC) has established expectations for participants in CoC activities and requires member agreements from participants.

Members abide by the CoC Code of Conduct:
Within River Valleys CoC meetings and events, as well as in the agencies and communities represented, members commit to:

1. Represent in a fair, honest and respectful manner their individual agencies, their communities, the CoC, and the homeless individuals and families they represent.
2. Consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interest of the CoC partnership and persons experiencing homelessness.
3. Strive to be informed on the purpose of the CoC and the member’s role as constructive participants in the collaborative work of the CoC.
4. Stay up-to-date on CoC strategies and planning and actively support the goals and strategies of the CoC.
5. Keep their promises to the CoC and its members, and to avoid unwise or unclear commitments that they are unable to fulfill.
6. Uphold professional standards of conduct, exhibiting respectfulness, fairness, and honesty.
7. Clarify their professional roles and obligations, exercise reasonable judgment, and take precautions to ensure that any potential biases or conflicts of interest do not unjustly affect the CoC process or other members of the CoC.
8. Resolve conflicts with other members in a responsible fashion, and encourage conflict resolution among other members.

Leaders within the CoC, i.e. committee members and chairs, have the extra responsibility of setting an example by their personal performance and attitude to convey honest, respectful, and ethical values, and a consistent commitment to the shared goals of preventing and ending homelessness.

Members agree to abide by the CoC Rules of Engagement
Within River Valleys CoC meetings and events, members strive to work together and engage with each other in ways that demonstrate mutual respect and that maintain focus on our shared goals. Even when we may disagree with each other, members commit to:

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9. Respect all clients and beneficiaries of housing and services provides by the participating organizations.
10. Focus on ending homelessness and not on individual agendas or agency problems.

Members abide by CoC membership policies

River Valleys CoC requires active, diverse, and region-wide participation to effectively prepare and carry-out a region-wide Continuum of Care Plan to prevent and end homelessness. The CoC desires participation from members who are interested and willing to commit to supporting the CoC in a professional and active manner, as described above.

1. Each member Agency/Organization shall appoint one (1) individual to serve as a Member Representative on the CoC and one standing Committee.
2. Additional agency staff, administration, or board members are invited to attend CoC meetings and participate on committees.
3. Member Agencies are expected to strive for 100% attendance at all scheduled CoC and chosen Standing Committee Meetings/Activities.
4. If a representative is unable to attend a scheduled CoC or Committee Meeting, an alternative representative should be appointed to attend in the member representatives' absence.
5. Voting rights shall be given to only on (1) representative from each member agency.
6. Member Agencies without representation at less than 50% of meetings in a twelve month period (including committee meetings) will forfeit voting privileges.
7. Representatives should come to each meeting prepared to actively participate.
8. All members are expected to abide by the CoC Code of Conduct, Rules of Engagement, and any applicable CoC policies, including the Non-Discrimination Policy, while participating in organizational meetings or representing the CoC.
9. Representatives are responsible for following through with all leadership positions, commitments, or assignments they agree to as part of or on behalf of the CoC.
10. Member Agencies are responsible for notifying the CoC Coordinator of any changes in contact information for their agency or of their Member Representative.

(Remainder of page intentionally left blank. Authorized representative signature follows on next page.)
Name of Member Agency/Organization: __________________________________________
Name of agency division/department, if a government entity: _______________________
Address: ___________________________________________________________________

agrees to become a member of the River Valleys Continuum of Care, understanding and agreeing to the Membership Policies, Code of Conduct, and Rules of Engagement described in this Membership Agreement. Member Representatives assigned below have received a copy of this Member Agreement and have confirmed intent and ability to comply with the requirements of this agreement.

Name of Authorized Representative: ____________________________________________
Signature of Authorized representative: _______________________________ Date: ______________

The following individual(s) have been assigned to serve as **Member Representatives** for ______________________ (Member Agency/Organization):

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<tr>
<th>Name</th>
<th>Title/Position</th>
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<th>County/Counties Represented</th>
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Member Agreement for individuals

River Valleys Continuum of Care (MN-502) is committed to ensuring broad and representative membership, as well as engaged participation and commitment to advancing our shared goals of preventing and ending homelessness in our region. To accomplish these two goals, the Continuum of Care (CoC) has established expectations for participants in CoC activities and requires member agreements from participants.

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7. Clarify their professional roles and obligations, exercise reasonable judgment, and take precautions to ensure that any potential biases or conflicts of interest do not unjustly affect the CoC process or other members of the CoC.
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1. Individual (at-large) members are expected to strive for 100% attendance at all scheduled CoC and chosen Standing Committee Meetings/Activities.
2. Individual (at-large) Members with attendance at less than 50% of meetings in a twelve month period (including committee meetings) will forfeit voting privileges until the 50% threshold is met. Exception: Individual members participating as Persons with Lived Experience of homelessness must attend at least 33% of meetings in a 12 month period to retain voting privileges.
3. Representatives should come to each meeting prepared to actively participate.
4. All members are expected to abide by the CoC Code of Conduct, Rules of Engagement, and any applicable CoC policies, including the Non-Discrimination Policy, while participating in organizational meetings or representing the CoC.
5. Individual (at-large) members are responsible for following through with all leadership positions, commitments, or assignments they agree to as part of or on behalf of the CoC.
6. Individual (at-large) members are responsible for notifying the CoC Coordinator of any changes in contact information.

Individual Member Name (printed): ____________________________
Address: _____________________________________________________________________
If no address, county of residence: ____________________________________________
Email: ____________________________ Phone: ______________

agrees to become a member of the River Valleys Continuum of Care, understanding and agreeing to the Membership Policies, Code of Conduct, and Rules of Engagement described in this Membership Agreement. Member Representatives assigned below have received a copy of this Member Agreement and have confirmed intent and ability to comply with the requirements of this agreement.

Signature of member: ____________________________ Date:____________