## Official By-laws & Operating Procedures

**Article I- Name**

Section 1: Official name. The name of the organization shall be the “South Central Ohio Region Continuum of Care” or “SCOR”.

**Article II-Mission Statement**

Section 1: The mission of the SCOR Continuum of Care is to develop, promote, and support a regional collaborative of social services and housing opportunities that reduce and prevent homelessness in our communities.

To achieve this mission, The SCOR will:

1. Offer educational and networking opportunities for providers, caregivers, community leaders, consumers and the general public.
2. Facilitate research and data collection on the regional housing needs of persons who are homeless or at risk of homelessness in Clinton, Fayette, Highland, Pickaway, and Ross Counties.
3. Support the planning and development and review of services to meet identified needs.
4. Create cross-county collaborative relationships to increase funding and services for the homeless and at-risk.
5. Achieve and analyze regional system performance benchmarks.

**Article III- Membership**

Section 1: Membership shall be composed of individuals concerned with the development and coordination of housing services and homeless assistance programs. According to HUD’s Continuum of Care Planning Process, membership shall include individuals from: State Agencies, Local Government Agencies, Public Housing Authorities, Non-profit Organizations, Faith Based Organizations, Business/Business Associations, Homeless or former homeless Persons and other Community Representatives.

**Article IV- Meetings**

Section 1: The SCOR shall meet at a minimum twice each year. Each member is privileged to invite guests to these meetings except special meetings called by the Chairperson.

**Article V- Officers**

Section 1: The officers of The SCOR shall be comprised of Chairperson, Vice Chairperson and Secretary who shall perform the duties that usually pertain to their respective offices which include:

1. *Chairperson*. The Chairperson is responsible for presiding at meetings, setting the agenda, signing the official correspondences, serving on committees and representing the SCOR at appropriate meetings.
2. *Vice Chairperson*. The Vice Chairperson shall assume all duties of the Chairperson in the event of the Chairperson’s absence and carry out other duties as assigned by the Chairperson.
3. *Secretary*. The secretary takes minutes and maintains minutes, and distributes minutes to members for all meetings. The Secretary is also responsible for disseminating any correspondence, press release, and other authorized communications unless otherwise designated by the Chairperson.

Section 2: The officers shall be elected by The SCOR during the last quarter of the calendar year, and they shall serve a two year term.

Section 3: Officers are expected to attend all monthly meetings. If an officer is not able to attend a majority of the meetings, the committee may request their resignation.

Section 4: Any vacancies occurring during the year may be recommended and filled by the Chairperson.

**Article VI- Standing Committees**

Section 1: The SCOR shall be empowered to create, combine, or terminate committees as it may deem necessary. All committees will keep minutes of the proceedings of their meetings.

Section 2: The Executive Steering Committee shall consist of one Veteran’s Representative and one individual elected to represent each of the 5 counties local Continua of Care.

The duties of the Steering Committee shall include:

1. Setting agendas for meetings
2. Calling special meetings of the SCOR
3. Overseeing the Department of Housing and Urban Development Continuum of Care planning process.
4. Recruit new persons interested in the mission of the SCOR and develop strategies for continued involvement by current members.
5. Selecting the slate of one or more nominees for each office at the end of terms and at times of other vacancies.

The Steering Committee is authorized to act for the SCOR to transact routine and ordinary business between full meetings, or when it is impractical to call a special meeting and when the matter under consideration is of an urgent or extraordinary nature. Minutes shall be kept of all actions taken and kept on file and reported on at the next regular meeting of the SCOR.

Section 3: The Regional Planning Committee shall consist of one member from each program on the Housing Inventory Chart, one member from each county’s homeless prevention and rapid re-housing program, and one representative for: Veteran’s, School Districts, Prisoner Reentry, Housing Authority, and Mental Health.

The duties of the Regional Planning Committee include:

1. Creating and updating the Regional Homeless Services Coordination Plan
2. Overseeing the Coordinated Intake sub-committee

Section 4: The Coordinated Intake Committee shall consist of the Regional Planning Committee as well as front-line staff expected to carry out the Regional Homeless Services Coordination Plan.

The duties of the Coordinated Intake Committee include:

* 1. Creating and updating the paperwork utilized to carry out the Regional Homeless Services Coordination Plan
  2. Provide input and suggestions for continuous improvement.
  3. Utilize knowledge of implementing homeless programs to test the outcome of changes implemented through the Regional Homeless Services Coordination Plan

Section 5: The Point in Time Committee shall consist of voluntary SCOR members who will:

1. Create, review, modify and monitor the Point in Time Count.
2. Oversee, conduct and expand the Point in Time Count.
3. Collect and distribute data to the members of SCOR.

Section 6: The Data and Performance Committee shall consist of voluntary SCOR members who will:  
Collect program outcomes from HUD and OCD funded agencies

1. Oversee data collection in HMIS
2. Provide the Regional Planning Committee with HMIS data and reports
3. Monitor programs for consistency with HUD, OCD, and HEARTH goals.

**Article VII- Ad Hoc Committees**

Section 1: Ad Hoc Committees may be created at any time by Chairperson. The Ad Hoc Committees shall be assigned specific powers and duties and their existence shall be time-limited.

**Article VIII- Voting**

Section 1: Each person designated as a Regional Planning Committee Member shall have one vote at each meeting attended.   
Section 2: The voting member must be present at the meeting when vote is taken.   
Section 3: No member shall cast a vote on any issue where there would be a conflict of interest. Minutes should reflect that disclosure was made and member abstained from voting.  
Section 4: “Quorum” A quorum of a minimum of 50% must be present at any meeting in which a vote is taken. A vote shall not be taken without first determining that a quorum is present. The vote cast by a majority of members present shall control all matters.  
Section 5: Between meetings the Executive Planning Committee may vote on the behalf of the Regional Planning Committee. The vote cast by a majority of members present shall control all matters. The vote may take place during a meeting or through other recognized electronic means, such as email and telephone.   
Section 6: The Regional Planning Committee will vote on all matters and applications that cross county lines. Local Continua of Care will vote upon local projects.

**Article IX- Amendments**

Section 1: These By Laws may be amended by a majority vote of a meeting of the SCOR provided that proposed amendments have been submitted in writing to each member at least fourteen (14) days before action is taken by the SCOR.

Adopted Date: July 20, 2012

Revised: August 3, 2012