

**Memorandum of Understanding (MOU) between the  
Central Florida Continuum of Care (CoC-FL 507) and the  
Homeless Services Network of Central Florida**

This Memorandum of Understanding (“MOU”) is entered into by and between the Board of the Central Florida Continuum of Care (“CoC Board”) and the Homeless Services Network of Central Florida, Inc. (“HSN”), and in so entering, the CoC Board and HSN (collectively, “Parties”) mutually agree as follows:

**I. BACKGROUND.**

- A. The Central Florida Continuum of Care (CoC FL-507) (“CoC”) is a continuous, comprehensive initiative that aims to mobilize, align and maximize resources in an effort to respond effectively to and eventually end homelessness across the Central Florida region (Orange, Osceola and Seminole Counties), particularly through the provisions of a broad range of housing and supportive service options and modalities for individuals and households experiencing homelessness.
- B. Pursuant to the HEARTH Act, the CoC has implemented a Homeless Management Information System (HMIS) to facilitate the collection and analysis of information about the number of, characteristics of and service use by persons experiencing homelessness throughout the region, as well as the use and analysis of system-level performance measures.
- C. As a result, HMIS is a tool critical for a system-wide understanding of the nature and extent of homelessness, continuous improvement of the delivery of housing and services, and document the region’s progress towards ending homelessness. The Central Florida CoC is required, pursuant to 24 CFR Part 578 and its Governance Charter to designate a lead agency to implement and administer the HMIS for the region (“HMIS Lead.”)
- D. HSN currently serves as the HMIS Lead Agency for the Central Florida CoC, and has overseen the development and implementation of HMIS throughout the region.

**II. ROLES AND RESPONSIBILITIES.**

**A. HSN.**

In its capacity as HMIS Lead, HSN shall:

- 1. Implement and continuously improve the CoC’s HMIS.
- 2. Oversee all contractual agreements with funders, participating organizations and consultants in adherence to adopted HMIS policies and procedures.

3. Monitor compliance and periodically review control decisions.
4. Communicate with participating organization leadership and other stakeholders regarding HMIS.
5. Authorize usage and access to HMIS for users who need access to the system for technical administration, data entry, editing of client records, viewing of client records, report writing, or administration of essential activities associated with carrying out HMIS responsibilities.
6. Develop reports.
7. Mine the database to respond to the information needs of participating organizations, community stakeholders and consumers.
8. Document efforts to develop the database and the development of reports/queries.
9. Provide technical assistance as needed with program sites.
10. Provide training and technical assistance to participating organizations on policies and procedures and system use.
11. Respond to questions from users.
12. Coordinate technical support for system software.
13. Communicate problems with data entry and support data quality to participants.
14. Monitor agency participation including timeliness and completeness of entry.
15. Communicate any planned or unplanned interruption in service.
16. Audit policy and procedure compliance.
17. Serve as the applicant to HUD for any HMIS grants that will cover the Continuum of Care geographic area.
18. Complete an annual security review.
19. Provide administrative staffing and support for the HMIS-related needs and requirements of the CoC Board and CoC HMIS Advisory Committee.
20. Serve as the point of contact with Bowman Systems, a Mediuware Company, which serves as the CoC's HMIS software vendor, and any successor in interest, to ensure ongoing operability and functionality of the HMIS, and to ensure that the HMIS meets or exceeds all HUD-required technical and performance requirements and standards.
21. Work diligently with Participating Agencies to ensure compliance with federal standards and adherence by such agencies, their HMIS Agency Administrator, and their HMIS End Users with CoC-adopted HMIS Policies and Procedures.

## **B. CoC Board.**

The CoC Board or, to the extent delegated directly by the CoC Board, or assigned via the Governance Charter, the CoC HMIS Advisory Committee shall:

1. Monitor the CoC's HMIS scope for alignment and compliance with the requirements of agencies, HUD and other stakeholder groups.
2. Address any issue that has major implications for the HMIS, such as policy mandates from HUD or performance problems with the HMIS vendor.

3. Work to reconcile differences in opinions and approaches, and seek to resolve disputes arising from them.
4. Under the oversight of the CoC Board and in accordance with the CoC Governance Charter, develop and implement the CoC's HMIS program.
5. Periodically review and, when necessary, revise a privacy plan, a security plan, and a data quality plan for the HMIS.
6. Review and, when necessary, revise or establish HMIS policies, procedures, and standards.
7. Implement CoC-wide strategies to ensure consistent and appropriate participation by recipients and sub-recipients in the HMIS.

#### **IV. GENERAL PROVISIONS.**

##### **A. Authority.**

The Parties understand and mutually agree that the primary determinant of the roles, responsibilities, performance requirements and standards, and activities that fall within the scope of this MOU shall be U.S. HUD, as set forth in the HEARTH Act as implemented through 24 CFR Part 576, 24 CFR Part 578, and any other applicable regulations, guidance and notices, as may be issued or amended from time to time.

##### **B. Acquisition and Use of Resources**

The Parties understand and mutually agree that, as HMIS Lead, HSN is authorized to request, seek, acquire and expend the resources necessary to develop, implement, oversee and expand the CoC's HMIS, subject to any constraints imposed by the CoC Board through policymaking and budgeting. In particular, HSN is authorized to apply for, receive, administer and subcontract funding made available by U.S. HUD or other funders in furtherance of the CoC's HMIS-related goals and objectives.

##### **C. Confidentiality.**

The Parties understand and mutually agree that they shall be bound by and must abide by all applicable federal or State statutes or regulations pertaining to the confidentiality of client records or information, including volunteers. The parties shall not use or disclose any information about a recipient of the services provided under this agreement for any purpose connected with the parties' contract responsibilities, except with the written consent of such recipient, recipient's attorney, or recipient's parent or guardian.

##### **D. Equal Opportunity.**

The Parties understand and mutually agree that they shall be bound by and must abide by all applicable anti-discrimination statutes, regulations, policies, and procedures as may be applicable under any Federal or State contracts, statutes, or regulations, or otherwise as presently or hereinafter adopted by the agency.

**V. TERMS OF AGREEMENT.**

- A. This MOU shall be effective upon execution by the authorized official from each of the Parties.
- B. This MOU shall be reviewed and revised by the Parties as and when needed to further implementation of strategic and long-term goals of the CoC and HMIS.
- C. This MOU can be expanded, modified, or amended, as needed, at any time upon written consent of the Parties.
- D. This MOU shall remain in effect unless or until terminated in writing with 90 days prior notice and in accordance with the Central Florida Continuum of Care Governance Charter.

**Approved by:**

**For the Central Florida Continuum of Care Board:**

**Print name:** Andrew Thomas

**Signature:** Andrew Thomas

**Title:** Board Chair

**Date:** 9/12/2016

**For the Homeless Services Network of Central Florida, Inc.**

**Print name:** Martha Are

**Signature:** Martha Are

**Title:** Executive Director

**Date:** 9/12/2016

**CENTRAL FLORIDA CONTINUUM OF CARE, INC.  
ORGANIZATIONAL GOVERNANCE CHARTER AND BYLAWS**

**ARTICLE I  
IDENTIFICATION**

1.1 Name.

The name of this corporation shall be the Central Florida Continuum of Care, Inc. (hereinafter “CoC”).

1.2 Definitions.

For purposes of this organizational governance charter and bylaws and (hereinafter “Bylaws”):

- a. “The Act” means the McKinney-Vento Homeless Assistance Act, as amended by P.L. 107-110 and S.896, The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, and as may be further amended.
- b. “HUD” means the U.S. Department of Housing and Urban Development.
- c. “DCF” means the Florida Department of Children and Families.
- d. “CoC Interim Rule” means 24 CFR Part 578, as may be amended or superseded, together with applicable sub-regulatory guidance issued by HUD.
- e. “ESG Interim Rule” means 24 CFR Part 576, as may be amended or superseded, together with applicable sub-regulatory guidance issued by HUD.
- f. “Coordinated entry system” or “CES” means the centralized or coordinated process described in §578.7(a)(8) of the CoC Interim Rule and used by the Central Florida CoC to coordinate program participant intake assessment and provision of referrals to housing and services.
- g. “Local jurisdictions” means the jurisdictions of Kissimmee (HUD geographic code 121572), Sanford (HUD geographic code 122754 Orlando (HUD geographic code 122292), Osceola County (HUD geographic code 129097), Seminole County (HUD geographic code 129117), and Orange County, Florida (HUD geographic code 129095).
- h. “Applicant” means a corporation or unit or instrumentality of government that is selected to apply for and, if approved, receive funding through a grant or other resource allocation process administered by the CoC.
- i. “Project” means a group of eligible activities, such as a permanent supportive housing program, rapid rehousing program, an outreach program, or HMIS activity, where such programs or activities have been identified in an application to HUD or other funding source administered by the CoC.

Terms defined in the CoC Interim Rule or ESG Interim Rule but not otherwise defined in these Bylaws shall have the same meanings as defined therein.

1.3 Geographic Coverage Area.

The geographic coverage area for the CoC shall include Orange County, Osceola County, and Seminole County, along with all of their constituent municipalities, including but not limited to, the City of Kissimmee, the City of Orlando, and the City of Sanford (hereinafter “CoC Coverage Area.”)

#### 1.4 Nature of the CoC.

The CoC is a collective composed of individuals and representatives of organizations, including but not limited to, homelessness assistance providers, victim service providers, faith-based organizations, organizations that serve veterans, homeless youth providers, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, colleges and universities, affordable housing developers, law enforcement agencies, employers, employment and training providers, children’s services organizations, homeless and formerly homeless persons, and representatives from other disciplines and sectors identified by HUD, DCF, or jurisdictions within the CoC Coverage Area, to the extent that these groups are represented within the CoC Coverage Area and are available to participate.

#### 1.5 Place of Business.

The principal place of business and other offices deemed necessary for the transaction of business shall be located in such other places as may be determined by the board of directors of the CoC (hereinafter “Board of Directors”), except that the principal place of business shall be located within the CoC Coverage Area. Notice of any changes to these locations shall be provided to the CoC membership as defined in these Bylaws.

#### 1.6 Organizational Year.

The organizational year (hereinafter “Organizational Year”) for the CoC shall run from July 1 to June 30.

#### 1.7 Governance.

a. The CoC shall be governed by its articles of incorporation, these Bylaws, and any policies that may be adopted by the Board of Directors and incorporated by reference herein from time to time (collectively hereinafter “Governing Documents.”) To the extent that any such policy or portion thereof is determined to be in conflict with these Bylaws or the articles of incorporation, these Bylaws shall control. To the extent that any provision of these Bylaws is determined to be in conflict with the articles of incorporation, the articles of incorporation shall control.

b. As of the effective date of these Bylaws, the Governing Documents shall supersede the Amended and Restated Central Florida Continuum of Care Governance Charter (adopted 9/6/16) as the governance charter required pursuant to §578.7 of the CoC Interim Rule, except that all actions taken under the auspices of the CoC prior to such effective date shall remain in

full force and effect to the extent allowed by law, any conflict between such prior actions and the Governing Documents notwithstanding.

## **ARTICLE II ORGANIZATIONAL PURPOSE AND POWERS**

### **2.1 Mission.**

The purpose of the CoC shall be to organize a region-wide response and commitment to the goal of ending homelessness within the CoC Coverage Area, to maximize the availability of and optimize the use of available resources to that end, and to plan for the development and implementation of a comprehensive and integrated system of housing and services.

### **2.2 Primary Functions and Responsibilities.**

The primary functions and responsibilities of the CoC are to:

- a. Determine service and housing priorities to promote the optimal use of limited resources across the CoC Coverage Area;
- b. Identify service- and housing-related needs and gaps in the homeless assistance delivery system and develop or assist in the development of mechanisms to most effectively address such needs and gaps throughout the CoC Coverage Area;
- c. Promote access to and effective utilization of mainstream (i.e., outside the homelessness assistance system) benefit programs and resources by homeless individuals and families;
- d. Promote and maximize self-sufficiency among individuals and families experiencing and at-risk for homelessness;
- e. Advise or facilitate planning and funding decisions made within the CoC Coverage Area, including the strategic allocation and coordination of available resources, in support of efforts to assist homeless individuals and families by nonprofit providers, State and local governments, and other stakeholders;
- f. Maintain a diverse and engaged membership that can be mobilized to work in support of the CoC mission as set forth in Section 2.1; and
- g. Perform such other functions and fulfill such other responsibilities as set forth in the Act; the CoC Interim Rule; the ESG Interim Rule; Part VI of Chapter 420, Florida Statutes; and jurisdictional priorities.

### **2.3 Powers.**

The CoC shall have the power, directly or indirectly, alone or in conjunction or in cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes for which the CoC is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes.

#### 2.4 Legal Status.

The CoC is organized as a Florida not-for-profit corporation under Chapter 617, Florida Statutes, and shall obtain recognition as a charitable exempt organization under Section 501(c)(3) of the Internal Revenue Code (hereinafter “Code”) at the earliest possible date.

#### 2.5 Activity.

##### a. Exempt Activities Limitation.

Notwithstanding any other provision of these Bylaws, no director, officer, employee, member, or representative of this CoC shall take any action or carry on any activity by or on behalf of the CoC that is not permitted for an organization that is exempt from taxation under Section 501(c)(3) of the Code or to which contributions are deductible under Section 170(c)(2) of the Code. No part of the net earnings of the CoC shall inure to the benefit or be distributable to any director, officer, member, or other individual, except that the CoC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in its Articles of Incorporation or in these Bylaws.

##### b. Specific Activities.

The minimum set of specific activities to be performed and responsibilities to be carried out by the CoC, together with any associated requirements, standards, objectives, and structures are set forth herein. This section shall not be construed to preclude the CoC from performing additional activities and carrying out other responsibilities consistent with this Article II or the Articles of Incorporation.

#### 2.6 Lead Agency.

The Board of Directors shall designate a lead agency (hereinafter “Lead Agency”) to perform or provide for the performance of administrative, clerical, operational, logistical, and technical functions of the CoC as set forth in Article IX of these Bylaws or as assigned from time to time by the Board of Directors. Such provisions or assignments notwithstanding, the Lead Agency shall be responsible for scheduling, staffing, facilitating, reporting, recordkeeping, credentialing, and completing other support functions associated with the performance of any action or duty required or anticipated by these Bylaws.

### **ARTICLE III AFFILIATE MEMBERSHIP**

#### 3.1 Affiliate Membership Generally.

##### a. Classes of Affiliate Membership.

The CoC affiliate membership shall consist of two (2) classes: individual affiliate members (hereinafter “Individual Members”) and organizational affiliate members (hereinafter “Organizational Members”).

b. Individual Members.

Affiliate membership in the CoC as an Individual Member shall be open to any individual who:

- i. Resides or works within the CoC Coverage Area and expresses interest in supporting the goal of eliminating homelessness within the CoC Coverage Area;
- ii. Works in his or her individual capacity or as part of a group or organization that is an Organizational Member; or
- iii. Is currently experiencing or has formerly experienced homelessness in the CoC Coverage Area.

c. Organizational Members.

Affiliate membership in the CoC as an Organizational Member shall be open to any public, quasi-public, or private corporation, organization, or entity that:

- i. Has a physical presence in the CoC Coverage Area and expresses interest in supporting the goal of eliminating homelessness within the CoC Coverage Area; or
- ii. Works in some capacity to directly or indirectly respond to or prevent homelessness in the region.

3.2. Requirements for Affiliate Membership.

- a. Effective April 1, 2017, affiliate membership shall be contingent upon submission to the Lead Agency of a completed membership application approved by the Board of Directors.
- b. Neither membership dues nor subsequent submission of membership applications shall be required for affiliate membership, except as described in Sections 3.3 and 3.4 below.

3.3 Membership Unit.

- a. Any Organizational Member shall be considered a membership unit for purposes of these Bylaws.
- b. Applications for affiliate membership submitted by an Organizational Member or its designated representative shall exhaustively list all individuals who participate in the CoC by virtue of or in relation to their employment by, volunteer service for, or other connection with the Organizational Member, except that clients or tenants of the Organizational Member shall not be listed Any such individual shall also be deemed an Individual Member.
- c. Membership applications submitted by an Individual Member shall exhaustively list all Organizational Members for which they serve as employees, volunteers, or contractors, or with which they are otherwise connected.
- d. Each Organizational Member shall be responsible for amending or updating its membership application to reflect the current set of individuals participating in the CoC as set forth in paragraph b.
- e. Each Individual Member shall be responsible for amending or updating their membership application to include an exhaustive list of all Organizational Members with which it is affiliated.

#### 3.4. Expiration of Affiliate Membership.

Any Individual Member who attends fewer than two (2) general membership or advisory committee meetings during any 12-month period will have their affiliate membership revoked. Membership shall be reactivated upon submission of a new membership application that names the individual as an Individual Member or in connection with an Organizational Member.

#### 3.5 Recordkeeping.

- a. The Lead Agency shall maintain a current roster of the names, classes, and statuses of all affiliate members.
- b. Questions regarding affiliate members, their classes, and their connection to one or more membership units may be directed to the Lead Agency.

#### 3.6 Rights of Affiliate Members.

An affiliate member of the CoC shall have the following rights:

- a. The right to participate in all general membership, special membership, and advisory committee meetings of the CoC;
- b. The right to self-identify as a member of the CoC for all non-business purposes;
- c. If an Individual Member, the right to vote on CoC business, if:
  - i) Named by an Organizational Member as a designated voting member; or
  - ii) Not listed by an Organizational Member on its membership application, where the Individual Member:
    - (A) has not indicated affiliation with any Organizational Member on their own membership application, and
    - (B) is not determined to be affiliated with a corporation, organization, or entity that would be an Organizational Member but for its failure to submit a membership application.
- d. The right to hold any elected or appointed office or position in the CoC, if also named by an Organizational Member as a designated voting member; and
- e. The right to have personal information safeguarded and neither shared with nor sold to other organizations or groups without his or her consent.

#### 3.7 Removal of Affiliate Members.

The Board of Directors shall reserve the right to deny, suspend, or revoke the affiliate membership of any Individual Member or Organizational Member for cause by a two-thirds (2/3) vote of all sitting directors, provided that the affiliate member receives notice of such proposed denial or revocation along with the specific justification for same, and is afforded the opportunity for an appeal to be considered by the Board of Directors. Approval by two-thirds (2/3) of all sitting directors shall be required to overturn a denial, suspension or revocation

upon appeal.

### 3.8 Public Invitation Promoting Affiliate Membership.

The Board of Directors, by and through the Lead Agency, shall publicly issue an invitation to all available contacts in the categories listed in Section 1.4 and to the community at-large encouraging participation in the CoC and promoting affiliate membership. Such public invitations shall be issued at least twice in each Organizational Year via post on its publicly identified website, use of email distribution list and/or other method of broad distribution.

## **ARTICLE IV VOTING MEMBERSHIP**

### 4.1 Voting Membership.

- a. For the purpose of conducting the business of the CoC, each Individual Member in good standing who meets the conditions set forth in section 3.6.c. shall be eligible to be a voting member of the CoC.
- b. Each Organizational Member in good standing may name up to five (5) Individual Members to serve as its designated voting members.
- c. No more than five (5) Individual Members affiliated with a corporation (staff, board, volunteer), regardless of CoC Organizational Member status, may vote.
- d. No employee of or contractor for the Lead Agency may be a voting member of the CoC.

### 4.2 Powers of Voting Membership.

In addition to any powers elsewhere enumerated herein, the voting membership shall have the right, by a majority of voting members present and voting at any duly noticed membership meeting, to take any of the following actions with regard to any germane matter:

- a. Refer to an advisory committee for study and recommendation;
- b. Forward recommendations for general policymaking for consideration by the Board of Directors;
- c. Make an inquiry of or respond to any inquiry by the Board of Directors;
- d. Respond to any inquiry by the Board of Directors;
- e. Provide information to or respond to any request for information from any external entity; or
- f. Take a non-binding position or issue a non-binding statement;
- g. Elect two (2) representatives to the Board of Directors.

### 4.3 Identification of Designated Voting Members.

- a. The primary method by which an Organizational Member shall identify its designated voting members shall be the CoC membership application, but the identification may also be made or modified in writing subsequent to membership application. The identification of the

voting members shall remain effective unless or until specifically revoked by the Organizational Member in writing or the affiliate membership of the individual expires or is revoked, whichever occurs first.

b. In the event that an Organizational Member has not designated its voting member, the Individual Members who have identified an affiliation with the Organizational Member on their membership applications shall be eligible to vote, except that no more than five (5) such Individual Members may cast a vote on any particular matter of CoC business. It shall be the responsibility of all such Individual Members to collectively reach an agreement as to which of them may vote.

#### 4.4 Vote Stacking Prohibited.

No Individual Member shall have the ability to cast more than one (1) vote on any matter of business before the CoC. Any Individual Member who serves in such a capacity for multiple Organizational Members shall select the Organizational Member on behalf of whom he/she wishes to serve as a designated voting member.

#### 4.5 Voting Processes and Procedures.

- a. The management of all processes and procedures pertaining to votes to be taken by the voting membership, including maintenance of the roster of voting members, shall be the responsibility of the Lead Agency and shall be done in accordance with the Membership Approval Policy, which is hereby incorporated by reference.
- b. No additions to or modifications of the roster of voting members shall be made within 7 business days of the day a vote is to be taken on any CoC-related matter.

#### 4.6 Dispute Resolution.

Any dispute regarding a vote or voting process shall be settled by the Board of Directors based on an evaluation of all available pertinent information collected and compiled by the Lead Agency.

## **ARTICLE V BOARD OF DIRECTORS**

#### 5.1 Powers of the Board of Directors.

All corporate powers shall be exercised by or under the authority of the Board of Directors, and the affairs of the CoC shall be managed under the direction of the Board of Directors, except as otherwise provided by law.

#### 5.2 Number.

The Board of Directors shall consist of not less than fifteen (15) nor more than twenty-five (25) members.

### 5.3 Composition.

- a. The membership of the Board of Directors shall consist of:
  1. Two (2) directors elected by the voting membership as defined in Article IV of these Bylaws.
  2. Six (6) directors appointed to represent particular jurisdictions, with one (1) director appointed by or through the chief executive of the following governmental jurisdictions: Orange County, Seminole County, Osceola County, City of Orlando, City of Sanford, City of Kissimmee. One (1) director shall be appointed by the Central Florida Commission on Homelessness, Inc., and one (1) from the Lead Agency as defined in Section 2.6.
  3. A maximum of fourteen (14) directors that shall represent a particular discipline, constituency, or sector identified by HUD or the CoC membership as defined in Section 1.4.
  4. At least one (1) director who is a homeless or formerly homeless individual.
- b. Effective April 1, 2017, the membership of the Board of Directors shall consist of the set of individuals who simultaneously comprised the boards of directors for the Homeless Services Network of Central Florida, Inc., and CoC FL-507 as the data of incorporation (hereinafter "Founding Directors"). Each Founding Director shall retain their previously designated director classification or, if no such classification exists, shall be assigned the most applicable director classification at the initial Board of Directors meeting.

### 5.4 Method of Election or Appointment of Directors.

- a. Directors to be elected by the Voting Membership shall be elected at a regularly scheduled general membership meeting as defined at Section 8.1 of these Bylaws during the last quarter of the Organizational Year in which there is an expiring term or vacancy, provided that fourteen (14) days advance notice which includes a call for applications is provided to the voting membership.
- b. Directors to be appointed by a governmental jurisdiction or organization shall be appointed at any time by its chief executive or governing board, whichever it deems appropriate, or its designee.
- c. Directors holding directorships identified in Sections 5.3.a.3. or 5.3.a.4. may be appointed by a majority of the sitting directors present and voting at any duly noticed Board of Directors meeting after the start of an Organizational Year in which a term has expired or a vacancy exists.

### 5.5 Tenure.

- a. Each elected director shall hold office for a two (2)-year term and may be re-elected for up to two (2) additional two (2)-year terms.
- b. Each appointed director shall be appointed for a two (2)-year term and may be re-appointed for additional terms without limitations.

- c. Directors elected at the election meeting described at Section 5.4.a. shall assume their directorships on the first day of the next Organizational Year. All other directors shall assume their directorships as of the date of their appointment or election.
- d. All directors shall continue to serve until their successors are elected or appointed and qualified.
- e. The remainder of this section notwithstanding, a minimum of twenty-five percent (25%) and a maximum of fifty-four percent (54%) of the Founding Directors shall serve until July 1, 2017, at which time they will begin a three (3)-year term, after which they may be re-elected to serve for up to two (2) additional two (2)-year terms. The remaining Founding Directors shall serve until July 1, 2017, at which time they will begin an initial two (2)-year term, with eligibility to serve additional terms governed by paragraph a. or b. above, whichever is applicable. Assignment to the initial two (2) or three (3) year term will be made alphabetically by last name beginning with a three (3) year term assignment.

#### 5.6 Qualifications of Directors Generally.

- a. In order to be eligible to serve as a director, an individual must be 18 years of age and a designated voting member of the CoC in good standing.
- b. Directors may serve multiple terms in succession except as restricted by Section 5.5.
- c. An individual may simultaneously represent multiple stakeholders on the Board of Directors, except that no director may hold two officer positions at one time or act in more than one capacity where action of two directors is required.

#### 5.7 Duties of Directors Generally.

Each member of the Board of Directors shall support the organizational goals, objectives, and policies of the CoC; recruit members that will help achieve the organizational goals and objectives; develop and adhere to an annual budget; develop and maintain an annual organizational event and project deadline calendar; and have such other powers and perform such other duties as deemed necessary and appropriate to carry out the organizational purpose of the CoC.

#### 5.8 Removal from Board of Directors.

##### a. Appointed Positions.

An appointed director may be removed from his or her position for cause by a two-thirds (2/3) vote of the full Board of Directors membership at any duly called Board of Directors' meeting, provided that at least fourteen (14) days notice has been provided to the appointing entity.

##### b. Elected Positions.

A director elected by the CoC membership may be removed from his or her position for cause by a two-thirds (2/3) vote of the membership present at any duly called general membership meeting, provided that at least fourteen (14) days advance notice has been provided to the voting membership.

5.9 Vacancies.

- a. A directorship on the Board of Directors shall be determined to be vacant in the event that the individual holding such position:
  - i. resigns his or her position;
  - ii. is removed from his or her position for cause;
  - iii. has three (3) or more unexcused absences from regular Board of Directors' meetings within the same organizational year; or
  - iv. is the director whose election or change in status results in a violation of any provision of this section.
- b. In the event that a vacancy is determined in any directorship elected pursuant to Section 5.3.e., the vacancy may be filled at any general membership meeting, provided that 14 days advance notice and a thirty (30) day call for applications has been provided to the voting membership.
- c. In the event that a vacancy is determined in any directorship appointed pursuant to Section 5.3.b., the appointing entity shall be notified, and it may be fill the vacancy as set forth in Section 5.4.b.
- d. In the event that a vacancy is determined in any directorship appointed pursuant to Sections 5.3.c. or 5.3.d., the Board of Directors shall appoint a replacement to fill the office for the remainder of the term.

5.10 Compensation for Service on Board of Directors.

Directors shall receive no compensation for carrying out their duties as set forth in these Bylaws. The Board of Directors may nevertheless adopt policies providing for reasonable reimbursement of directors for expenses incurred in conjunction with carrying out board-related responsibilities.

**ARTICLE VI  
OFFICERS**

6.1 Elected Officers.

The elected officers of the CoC shall be the president, the vice president, the secretary, and the treasurer.

6.2 Qualifications for Officers.

- a. In order to be eligible to serve as an officer of the CoC, an individual must have been a sitting member of the Board of Directors or its predecessor for at least twelve (12) months.
- b. Officers may serve multiple terms in succession.
- c. No individual may hold two offices simultaneously.

### 6.3 Election of Officers.

Effective July 1, 2017, Officers shall be elected biennially at a regularly scheduled Board of Directors meeting to be held during the last calendar quarter of each Organizational Year. Officers shall be elected by majority vote of the directors who are present and voting.

### 6.4 Term of Office.

Officers shall serve for a term of two (2) years. The term of office shall commence at the beginning of the Organizational Year. Officers shall continue to serve in their positions until their successors are elected and qualified.

### 6.5 Duties of Officers.

#### a. President.

The president shall serve as the chief executive officer and Chair of the Board of the CoC, preside at all general membership and Board of Directors' meetings, and represent the CoC in all public capacities, except that he or she may delegate or share responsibility for the performance of any such functions with the consent of the Board of Directors.

#### b. Vice President.

The vice president shall serve as the vice-chair of the Board and, in the absence or incapacity of the president, perform the functions of the president, assist and support the president, and have such other powers and perform such other duties prescribed by the Board of Directors.

#### c. Secretary.

The secretary shall ensure that records and minutes are kept of all meetings of the general membership and board of directors, take roll and mark the absentees at such meetings, report minutes from the previous meeting, notify committees of their appointments and business, take charge of all CoC documents upon request, sign official documents of the CoC upon request, preside over meetings in the absence or incapacity of the president and vice president, and serve as parliamentarian.

#### d. Treasurer.

The treasurer shall ensure that bookkeeping records of all organizational revenues and expenditures are kept, an annual budget prepared, have custody of all funds, present financial reports at each general membership meeting and board of directors' meeting, maintain a membership record of all affiliate and voting members, and sign all disbursements with at least one other non-related officer.

### 6.6 Removal from Office.

An individual may be removed from his or her office for cause by a two-thirds (2/3) vote of the directors present and voting at any Board of Directors, provided that at least fourteen (14) days advance notice has been provided to the Board of Directors that such removal will be

considered.

#### 6.7 Officer Vacancies.

- a. An office shall be determined to be vacant in the event that the individual holding the office:
  - i. resigns his or her position;
  - ii. is removed from office for cause; or
  - iii. has three (3) or more unexcused absences from regular Board of Directors' during the same organizational year.
- b. In the event that a vacancy is determined in any office, with the exception of the office of president, the Board of Directors shall appoint a replacement to fill the office for the remainder of the term. In the event of a vacancy in the office of president, the vice president shall assume the office of president.

#### 6.8 Founding Officers

The remainder of this Article notwithstanding, effective April 1, 2017, the officers shall consist of the Founding Directors holding offices on the CoC FL-507 Board as of the date of incorporation. Such officers shall serve in the same positions they held formerly and shall serve until July 1, 2017, at which time they shall begin a one (1)-year term.

## **ARTICLE VII COMMITTEES**

#### 7.1 Executive Committee

##### a. Designation.

There shall be an Executive Committee of the Board of Directors.

##### b. Number and Qualification.

The Executive Committee shall consist of the President, the Vice President, the Secretary, the Treasurer, and up to three (3) additional Directors, selected from the Board of Directors, appointed by the Chair and approved by the full Board of Directors.

##### c. Authority.

The Executive Committee may act for the Board of Directors between meetings of the Board of Directors, within the policies established by the Board of Directors and with such additional authority as may be delegated by the Board of Directors, except in those matters reserved in these Bylaws for determination by the Board of Directors.

##### d. Meetings.

The Executive Committee may meet prior to each regularly scheduled Board of Directors meeting, at a time and a place to be determined by the Executive Committee, or at any other such time as may be necessary, at the call of the President or a majority of the Executive Committee membership.

##### e. Action.

A majority of members of the Executive Committee shall constitute the quorum required for

transaction of business at any meeting of the Executive Committee. Action approved by a majority of committee members present and voting at any meeting at which a quorum is present shall be the act of the Executive Committee, except as otherwise specifically provided by statute, the Articles of Incorporation, or these Bylaws. If a quorum is not present at a meeting of the Executive Committee, the members present may adjourn the meeting without notice, other than an announcement at the meeting, to be reconvened when a quorum is present. The Executive Committee shall keep regular minutes of its proceedings which shall be placed into the minutes of the corporation. A report of any actions of the Executive Committee shall be made to the Board of Directors at its regularly scheduled meeting.

## 7.2 Nominating Committee

- a. The Nominating Committee shall be responsible for identifying and recruiting new directors and officers for the Corporation and presiding over the Board of Directors' nominating and voting process.
- b. The Nominating Committee shall present a slate of proposed officers and directors for consideration at the annual meeting of the Board of Directors described at Section 8.2.a. of these Bylaws, and may present other proposed officers and directors for consideration at any regularly scheduled Board of Directors meeting when a vacancy exists in any elected office or fewer than fifteen (15) directors serve on the Board of Directors.
- c. The Nominating Committee shall have a minimum of three (3) members.
- d. The chair of the Nominating Committee must be a member of the Board of Directors and shall be nominated by the Chair of the Board of Directors and approved by the Executive Committee.

## 7.3 Advisory Committees

- a. The following five (5) advisory committees are established to promote, plan, or facilitate the work of the CoC and the attainment of its goals:
  - i. Governance;
  - ii. Resource Allocation and Coordination;
  - iii. Income, Employment and Supportive Services; .
  - iv. Homeless Management Information System; and
  - v. System Planning and Evaluation.
- b. The set of missions of and specific charges to the advisory committees (CoC Advisory Committee Missions and Charges) are hereby incorporated by reference, and may be revised by the Board of Directors from time to time as needed.
- c. Membership in advisory committees shall be made up of and open to all Individual Members.
- d. Policies developed by Advisory committee are subject to ratification by the Board of Directors, unless such final decision-making authority is specifically delegated. Any such delegation must be specific in its scope and time-limited.

#### 7.4 Advisory Committee Chairs and Vice Chairs.

- a. Each committee shall have a chair. The president shall nominate the chairs of all advisory committees at the beginning of each organizational year or in the event of a vacancy, with appointment subject to ratification by a majority of the officers. The president shall nominate chairs of all ad-hoc or special committee at the time of its establishment, with appointment subject to ratification by a majority of the Board of Directors.
- b. The President of the Board shall nominate committee chairs who will be approved by the full Board.
- c. In the event that a committee chair indicates that he or she will be unavailable to perform or incapable of performing his or her duties for a period of time that has exceeded or is expected to exceed 90 days, the president may approve a request from the chair to appoint the vice chair to serve as acting chair during that period.

#### 7.5 Advisory Committee Duties of Committee Chairs.

Each committee chair shall serve as the organizer and leader of the relevant committee, preside over committee meetings, assign tasks, follow up with committee members to ensure that all assignments are completed in a timely manner in an effort to fulfill the committee charge, keep the Board of Directors apprised regarding the status of all projects and research performed by the committee, and inform the president whenever any committee member initiates communication to external parties on behalf of the CoC.

#### 7.6 Ad-Hoc and Special Committees.

The Board of Directors may, by motion adopted by a majority of the directors then in office, establish or abolish one or more special or ad-hoc committees that serve at the pleasure of the Board of Directors and to perform such functions and tasks as they shall stipulate. The Board motion shall indicate the size or composition of the committee, specifically including whether committee membership is open to all Individual Members or a particular subset thereof.

### **ARTICLE VIII MEETINGS**

#### 8.1 General Membership Meetings

##### a. Regular Meetings

The CoC shall hold at least six (6) regular general membership meetings during each organizational year at times and places fixed by the Board of Directors as outlined in the CoC Membership Meeting Schedule and Notification Policy which is hereby incorporated by reference. The last meeting of the organizational year shall serve as the annual meeting of the Board of Directors.

b. Special Meetings

Special meetings of the general membership may be called by the president, three officers, a majority of the board of directors, or 25 percent of the voting membership. Three (3) days' notice shall be required for all special general membership meetings.

8.2 Board of Directors' Meetings.

a. Regular Meetings

The Board of Directors shall meet at least four (4) times during each organizational year. At least a portion of each regular Board of Directors' meeting must be open to voting members, but the Board of Directors shall reserve the right to meet in closed session for a portion of the meeting as it deems necessary and appropriate. Seven (7) days' notice shall be required for all regular board of directors' meetings.

b. Special Meetings.

Special meetings of the Board of Directors may be called by the president or any five (5) directors. Two (2) days' notice shall be required for all special Board of Directors' meetings.

8.3 Quorum.

a. General Membership Meetings.

At least fifteen (15) voting members must be present in order to conduct official business at a general membership meeting.

b. Board of Directors' Meetings.

Ten (10) directors or a majority of all sitting directors, whichever is less, must be present to conduct official business at a Board of Directors meeting.

8.4 Parliamentary Authority.

The conduct of the business portion of any CoC meeting shall be in accordance with Roberts Rules of Order, Newly Revised (hereinafter "Rules of Order") to the extent that said Rules of Order are consistent with the laws of the State of Florida. Said Rules of Order shall serve as the final parliamentary authority, unless otherwise provided for in these Bylaws.

8.5 Voting.

At all meetings of the Board of Directors, all matters shall be decided by a majority of the directors present and voting at the meeting, a quorum being assembled unless otherwise specified in this document.

8.6. Proxy Voting.

All voting by proxy is prohibited.

8.7 Electronic Participation.

Except as required otherwise by law, the articles of Incorporation or these Bylaws, directors

may attend and participate in any regular or special Board of Directors' meeting or committee through the use of any means of communication by which all directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting, or telephonic conference call.

**8.8 Action by Board of Directors without A Meeting.**

a. Any action required or permitted to be taken by the Board of Directors may be taken without a meeting if:

- i. all of the directors individually or collectively consent to the action; or
- ii. two-thirds (2/3) of the sitting directors individually or collectively consent to the action, where the Board of Directors has resolved at a prior meeting to consider the proposed specific action without a meeting.

b. Any such consent or consents must be provided in writing or via other retrievable electronic means. Such written consent or consents shall be filed with the minutes of the proceedings of the Board of Directors, and the action taken shall have the same force and effect as if approved at a duly called meeting.

**ARTICLE IX  
LEAD AGENCY**

**9.1 Generally.**

The Board of Directors shall be responsible for selecting and overseeing the Lead Agency to support and facilitate the work of the CoC. A change in the Lead Agency shall require a two-thirds (2/3) vote of the sitting directors.

**9.2 Responsibilities.**

a. Responsibilities Generally.

The responsibilities of the Lead Agency shall include, but may not be limited to:

- i. Providing staff and administrative support for the CoC, the membership, and the Board of Directors, including, but not limited to, scheduling meetings, developing agendas, performing membership recordkeeping functions, issuing meeting materials, and posting relevant documents to the CoC website;
- ii. Serving as the collaborative applicant as set forth in the CoC Interim Rule, the ESG Interim Rule, and for other purposes as may be specified by the Board of Directors;
- iii. Facilitating the performance of activities required of the CoC under the CoC Interim Rule, the ESG Interim Rule, Part VI of Chapter 420, Florida Statutes, and jurisdictional priorities; or
- iv. Performing other duties as may be assigned by the Board of Directors.

b. Responsibilities Specifically.

The specific responsibilities of the Lead Agency shall be set forth in a memorandum of understanding that clearly defines the roles and responsibilities of the CoC and the Lead Agency.

9.3 Designation.

- a. The designation of the Lead Agency is valid for a period not to exceed five (5) years, after which the designation must be reviewed and renewed by the Board of Directors. No competitive procurement shall be required if the Board of Directors determines that a sole source designation is justified.
- b. In the event of a finding by the Board of Directors of negligence or mismanagement on the part of the Lead Agency, if subsequent opportunities for remediation and corrective action on the part of the Lead Agency fail to resolve the issue(s) identified, and following an appeal period, the Board of Directors may implement a competitive procurement process.

9.4 Lead Agency Responsibilities as Collaborative Applicant.

As the collaborative applicant, the Lead Agency shall be responsible for collecting and combining the required application information from all applicants for Continuum of Care Program funding within the CoC Coverage Area. The Collaborative Applicant is also responsible for submitting the annual application to HUD for Continuum of Care Program funding, applying for Continuum of Care Planning Grant funding, and performing related functions as assigned by the Board of Directors.

9.5 Currently Designated Lead Agency.

The lead agency for the Central Florida Continuum of Care is the Homeless Services Network of Central Florida, Inc., with designation effective October 1, 2016. This section shall expire September 30, 2021, if not readopted.

**ARTICLE X  
HOMELESS MANAGEMENT INFORMATION SYSTEM**

10.1 System-wide HMIS.

The CoC shall designate a single Homeless Management Information System (hereinafter "HMIS") to operate system-wide.

10.2 HMIS Lead.

The CoC shall designate an eligible applicant to manage the HMIS. This eligible applicant shall serve as the lead agency for HMIS (hereinafter "HMIS Lead.") The HMIS Lead shall automatically continue to serve in its designated capacity until such time as the HMIS Advisory Committee

established in Article VII recommends a change, which shall require approval by the Board of Directors following notification of the voting membership. The specific roles and responsibilities of the HMIS Lead shall be set forth in an executed memorandum of understanding between the CoC and the HMIS Lead.

#### 10.3 HMIS Provider.

The CoC shall select an HMIS provider (hereinafter “HMIS Provider”) to furnish the software, technical support, and training that meets the specifications of HUD and the CoC for HMIS. The HMIS Provider shall continue to serve the CoC unless or until the HMIS ceases to meet said specifications or the HMIS Advisory Committee recommends a new HMIS provider as a result of a competitive procurement process, which shall require approval by the Board of Directors following notification of the voting membership.

#### 10.4 HMIS Plan Review.

The HMIS Advisory Committee shall periodically review, revise, and submit to the Board of Directors for approval a privacy plan, a security plan, and a data quality plan for the HMIS. The CoC shall also adopt policies and procedures that specify the roles and responsibilities of the CoC, the HMIS Lead, HMIS-participating agencies, and HMIS end users; implement CoC-wide strategies to ensure consistent and appropriate participation by recipients and sub-recipients in the HMIS; and ensure that the HMIS is administered in compliance with requirements and in a manner that meets the needs of HUD, DCF, and the jurisdictions.

#### 10.5 Use of Non-HMIS Databases.

The CoC shall establish a system of prioritization for the use of non-HMIS systems based on the publication of HUD regulations and notices. The CoC shall, in partnership with victim service providers within the CoC Coverage Area, collaborate with and provide guidance for their participation in a database that meets HUD standards but is secure and separate from the HMIS used by the CoC.

#### 10.6 Currently Designated HMIS Lead.

The HMIS Lead and HMIS Provider for the Central Florida Continuum of Care are the Homeless Services Network of Central Florida, Inc., and Bowman Systems, a Medware Company, or its successor in interest, respectively, with designation effective October 1, 2016. This section shall expire September 30, 2021, if not readopted.

## **ARTICLE XI OTHER CORE COC FUNCTIONS**

#### 11.1 Consultation and Monitoring.

The CoC shall, in partnership with the Lead Agency, consult with recipients and sub-recipients

of HUD, DCF and jurisdictional funding for homeless assistance programs establish performance measures and standards and benchmarks appropriate for the target population and program type. The Lead Agency shall also monitor recipient and sub-recipient performance on these measures, evaluate outcomes, and develop performance improvement plans for those programs that are underperforming with respect to the established standards and benchmarks.

#### 11.2 Outcome Evaluation.

The CoC, in partnership with the Lead Agency, shall evaluate outcomes of projects funded under CoC Interim Rule; ESG Interim Rule; Part VI of Chapter 420, Florida Statutes; and jurisdictional initiatives.

#### 11.3 Coordinated Entry System.

The CoC shall, in partnership with the Lead Agency, and in consultation with recipients of Continuum of Care and Emergency Solutions Grants Program funding, establish and operate the Coordinated Entry System region-wide.

#### 11.4 Prioritization Standards.

##### a. Generally.

The CoC shall establish and follow written standards and policies for system wide prioritization of Permanent Supportive Housing and Rapid Rehousing services to households identified through the Coordinated Entry System. These standards shall include policies and procedures for: (1) evaluating individuals' and families' eligibility for assistance available through the CoC; (2) determining and prioritizing which eligible individuals and families will receive Permanent Supportive Housing assistance; and (3) determining and prioritizing which eligible individuals and families will receive Rapid Rehousing assistance.

##### b. Assessment.

The CoC shall use the most current, available version of the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT), including any variations created for specific sub-populations as appropriate, as the common assessment tool (CAT) used to assist in identifying individuals and households with high service needs until and unless a different CAT is selected. For homeless families with children, specific prioritization needs include, but are not limited to, vulnerability to victimization, number of previous episodes of homelessness, unsheltered homelessness, criminal history, bad credit or rental history, and a disability on the part of the head of household. For homeless and unaccompanied youth, specific prioritization needs include vulnerability to victimization, length of time homeless, unsheltered homelessness and lack of access to family and community support networks.

##### c. Persons Experiencing Chronic Homelessness.

The CoC adopts and shall implement, individually and collectively, the service prioritization standards (Orders of Priority) set forth in HUD Notice CPD 14-012, as superseded by HUD Notice CPD 16-011, and as may be further amended or superseded.

d. Written Plan.

The CoC shall develop a written plan that includes: (1) coordinating the implementation of a housing and service system within Central Florida that meets the needs of the homeless individuals and families; (2) planning for and conducting, at least biennially, a point-in-time count of homeless persons within Central Florida; (3) conducting an annual gaps analysis of the homeless needs and services available within Central Florida; (4) providing information required to complete the Consolidated Housing and Community Development Plan(s) within the Central Florida region; and (5) consulting with state and local government Emergency Solutions Grants program recipients within Central Florida on the plan for allocating Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and sub-recipients.

11.5 Funding Decisions.

Whenever awarding HUD Continuum of Care funding to or requesting funding on behalf of sub-recipient organizations, the Board of Directors shall adhere to CoC Policies and Procedures for the Review of Applications and Selection of Sub-recipients (1/17) or its successor, which is hereby incorporated by reference, including but not limited to, funding made available pursuant to the CoC Interim Rule, the ESG Interim Rule, Chapter 420, Florida Statutes, or local ordinances.

**ARTICLE XII**  
**CONTRACTS, DISBURSEMENTS AND LOANS**

12.1 Contracts and Agreements.

All contracts, deeds, leases, mortgages, grants, and other agreements of the CoC shall be executed on its behalf by the president or other officers to whom the Board of Directors has delegated authority to execute such documents in compliance with the CoC Contract Signing Policy which is hereby incorporated by reference

12.2 Disbursements.

All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the CoC, shall be signed by such officer or officers of the CoC and in such manner as shall from time to time be determined by resolution or policy of the Board of Directors.

12.3 Deposits.

All funds of the CoC not otherwise employed shall be deposited from time to time to the credit of the CoC in such banks, trust companies, or other depositories as the Board of Directors may

select.

12.4. Loans.

No loan shall be contracted on behalf of the CoC and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the Board of Directors.

12.5 Financial Review Committee.

- a. The CoC shall ensure the preparation of an audited financial statements prepared by an independent CPA for any organizational year in which gross annual revenue exceeds \$500,000.
- b. In the event that gross annual revenue for a given organizational year does not exceed \$500,000, a review of all contracts, agreements, disbursements, deposits, and loans may be conducted by a Financial Review Committee of three (3) voting members, at least one (1) of whom shall be a sitting director other than an officer, appointed by the voting membership at the conclusion of each organizational year. Committee members may not include more than one director authorized to sign disbursements during the organizational year for which the review is being completed. The findings and recommendations of the committee shall be reported at a regular membership meeting not later than 120 days following the end of the relevant organizational year.

**ARTICLE XIII  
MISCELLANEOUS**

13.1 Books and Records.

The Lead Agency shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all Board of Directors' and general membership meetings, a record of all actions taken by Board of Directors without a meeting, and a record of all actions taken by committees of the CoC. In addition, the CoC shall keep a copy of the articles of incorporation, these Bylaws, and any adopted policies or procedures, all as amended to date.

13.2 Conflicts of Interest.

- a. No director or committee member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the director or committee member represents.
- b. Each director or committee member making recommendations or decisions regarding the award of a grant or other financial benefits shall sign an acknowledgement that the director or committee member has received a copy of and agrees to comply with the CoC Code of Conduct and Conflict of Interest and Recusal Policies (1/17 or its successor) adopted by the Board of Directors, which is hereby incorporated by reference.

- c. Any director or committee member who identifies a conflict of interest with respect to any potential decision or recommendation shall notify the secretary in writing, and copies of such notifications shall be attached to meeting minutes.

### 13.3 Nondiscrimination Policy.

It is the policy of the CoC not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, disability, veteran status, political service or affiliation, color, religion, or national origin.

### 13.4 Notice Requirements.

- a. Notice Provided by the CoC.

Notices of meetings and other official communications to the CoC membership and Board of Directors, when required, shall be conducted in compliance with the CoC Membership Meeting Schedule and Notification Policy which is hereby incorporated by reference

- b. Notice Provided to the CoC.

Unless otherwise stated in these Bylaws or by other CoC action, official notice to the CoC shall be sent to the attention of: Executive Director, Homeless Services Network of Central Florida, 4065-D L.B. McLeod Road, Orlando, Florida 32811. This section shall expire September 30, 2021, if not readopted.

## **ARTICLE XIV REVIEW AND AMENDMENTS**

### 14.1 Annual Review and Update.

All provisions contained in the Governing Documents that are considered part of the governance charter in the sense of the CoC Interim Rule shall be reviewed by the CoC Governance Committee and the Board of Directors on annual basis, in consultation with the Lead Agency and HMIS Lead. Proposed amendments arising from the review shall be considered as provided for in this Article XIV.

### 14.2 Amendment Authority.

The CoC Governance Committee may review the bylaws at any time and present recommendations to the Board of Directors. The Board of Directors shall have the sole power to alter, amend, restate, or repeal these Bylaws or to adopt new bylaws, after consulting with the CoC Governance Committee, except that no change shall be made to these Bylaws which would cause the CoC to cease to qualify as an exempt organization under Section 501 (c)(3) of the Code or to be in conflict with its articles of incorporation.

#### 14.3 Amendment Procedure.

New or amended bylaws may be adopted by a vote of at least two-thirds (2/3) of the full board membership at any duly called regular or special meeting, provided that written notice of the meeting and the subject of the proposed changes are furnished to all voting members at least fourteen (14) days prior to the vote. Amendments to the articles of incorporation shall be adopted in the same manner as amendments to these Bylaws.

### **ARTICLE XV DISSOLUTION**

Upon termination or dissolution of the CoC, any assets lawfully available for distribution shall be distributed to one or more qualifying organizations or organizations which have a charitable purpose as defined in Section 501(c)(3) of the Code.

### **ARTICLE XVI EFFECTIVE DATE**

The effective date of these Bylaws shall be the date of incorporation of the Central Florida Continuum of Care, Inc.

#### Documents Incorporated by Reference:

- CoC Advisory Committee Missions and Charges (1/17)
- CoC Policies and Procedures for the Review of Applications and Selection of Sub-recipients (1/17)
- CoC Code of Conduct and Conflict of Interest and Recusal Policies (1/17) adopted by the Board of Directors (1/17)
- CoC Membership Approval Policy
- CoC Membership Meeting Schedule and Notification Policy
- CoC Standards and Benchmarks