

## Central Florida Commission on Homelessness (CoC FL-507) HMIS Advisory Committee Charter

### I. Purpose

- A. The purpose of the HMIS Advisory Committee, hereby known as “Committee,” is to oversee the CoC’s implementation of HMIS, what we do with the data and how we use it.

### II. Mission Statement

- A. Our mission is to effectively use data, which includes inputs from those in need of services, those providing services, and from members of the community, to eliminate homelessness in Central Florida.

### III. Membership

- A. The committee serves at the direction of the Central Florida Commission on Homelessness, hereby known as “Commission,” and as such adopts any rules, guidelines, or governance procedures set forth by the Commission.
- B. Any person that is identified as a stakeholder of the HMIS system, the Continuum of Care, and/or funding sources may serve as a member of the Committee.
  1. All persons serving as a member on the Committee do so freely and voluntarily and are not compensated.
  2. Nominations to serve on the Committee can be submitted by any person considered a stakeholder of the HMIS system to [hmis-advisory@hsncfl.org](mailto:hmis-advisory@hsncfl.org)
- C. Committee should be composed of stakeholders that represent the diverse funding programs and agencies that participate in the HMIS system.
- D. Committee should be composed of stakeholders that represent the geographical service area covered by CoC-507, which include the counties of Orange, Osceola, and Seminole, and their incorporated cities, Florida.
- E. Committee should strive for diversity and shall not discriminate on the basis of any protected status.
  1. Under federal law, these include:
    - a) Race
    - b) Color
    - c) National Origin
    - d) Religion
    - e) Sex (including pregnancy, childbirth, and related medical conditions)
    - f) Sexual orientation
    - g) Gender identity
    - h) Disability
    - i) Age (40 and older)
    - j) Citizenship status
    - k) Genetic information

2. Under Florida law, additional statuses include:
    - a) Marital status
    - b) AIDS/HIV status
    - c) Sickle cell trait
  3. Additional statuses protected under Committee rules:
    - a) Political affiliation
    - b) Criminal history (excluding violent and/or sexual offenders)
    - c) Education
    - d) Housing status
    - e) Program participation
    - f) Technical capability
    - g) Primary language
  4. The Commission and/or Committee reserve the right to include additional statuses as deemed appropriate.
- F. Committee shall be composed of nine members:
1. Chairperson
  2. Vice Chairperson
  3. Secretary/Recorder
  4. Five voting members
  5. One HMIS staff member
- G. Committee members shall serve a term of one-year after election, with no limitations on the number of terms served.
1. Committee members shall elect the Committee officers that shall serve a term of one-year after election, with a limitation of two consecutive terms per office.
  2. Committee officers should be selected from approved voting members.
    - a) If no voting member accepts the nomination, outside nominations should be accepted.
  3. A term begins October 1 and ends on September 30 each year.
- H. Elections
1. Nominations for voting members shall be accepted from July 1 until July 31 annually.
  2. Elections for voting members shall be held on a day or days selected by the serving Committee members no sooner than August 1 and to conclude no later than August 20 annually.
  3. Nominations for committee officers shall be accepted from August 25 until August 31 annually.
  4. Elections for officers shall be completed by voting members at HMIS Advisory Committee meeting held the second Tuesday in September annually.

#### **IV. Chairperson**

- A. Presides over HMIS Committee meetings.
- B. Reports directly to the Commission.
  1. Current projects

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- 2. Workgroup reports
  - 3. Community feedback
  - 4. Vote Results
  - 5. Other information requested by commission
  - C. Is authorized to call the Committee into session in the off month.
  - D. Must document all meetings with Commission members, HSN staff, and other stakeholders, when the topic is related to the HMIS Advisory Committee.
  - E. Assigned duties by the Commission.
- V. Vice Chairperson**
- A. Presides over HMIS Committee meetings in the absence of the Chairperson.
  - B. Reports directly to the Chairperson, and to the Commission in the absence of the Chairperson.
  - C. Onboards all new committee members.
  - D. Chairs workgroups or acts as liaison to the Committee for the workgroups.
  - E. Assigned duties by the Chairperson.
- VI. Secretary/Recorder**
- A. Presides over HMIS Committee meetings in the absence of the Chairperson and the Vice Chairperson.
  - B. Reports directly to the Chairperson, and to the Commission in the absence of the Chairperson and Vice Chairperson.
  - C. Prepares official meeting agenda with Chairperson and Vice Chairperson.
  - D. Distributes proposed agenda to all parties prior to scheduled meeting.
  - E. Prepares meeting minutes and maintains an archive of meeting presentations.
  - F. Works with HMIS staff to ensure proper record keeping and documentation are available on HMIS and/or Commission website(s).
  - G. Records and publishes all votes.
- VII. Activities, Duties, & Responsibilities**
- A. The Committee shall meet bi-monthly, starting in January of each calendar year.
  - B. The Committee shall review and vote on recommendations for HMIS and to present to the Commission.
  - C. The Committee shall make available all opportunities for stakeholder input prior to taking final votes.
  - D. The Committee shall make public all information used in consideration of a vote.
  - E. The Committee responsibilities shall be determined solely by the Commission.
  - F. The Committee authority shall be determined solely by the Commission.
- VIII. Delegation of Authority**
- A. Authority of the Committee is set forth by the Commission, and does not supersede any decision made by the Commission, or the HSN Board of Directors.
  - B. Authority of the Committee does not exceed that of advisory to HMIS as managed by HSN, and does not have any authority over HSN partner agencies, governing authorities, or governing bodies, unless deemed appropriate by the Commission.

**IX. Standard Committee Procedures**

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- A. The Committee shall maintain order and decorum utilizing the Robert's Rules of Order as the guidelines for committee procedures.
  - 1. As such, no person is authorized to speak until recognized by the Chairperson.
    - a) All persons wishing to provide input at committee meetings are invited to do so, and will be given the appropriate time by the Chairperson prior to any votes.
  - 2. Once recognized by the Chair, a person is permitted to speak for the allotted time.
    - a) Should a speaker choose to yield their time, it may be passed to the next speaker, or reserved by the speaker to utilize at a later time within the same discussion.
    - b) Time allotted will be based on time available for topic discussion.
  - 3. At the conclusion of a speaker's time, the speaker shall yield to the Chair.
- B. Voting may be conducted by a voice vote, roll-call vote, or by ballot.
  - 1. Voting members may vote by proxy, by documenting their wish to do so prior to a scheduled vote, and providing documentation of their chosen proxy to the Secretary/Recorder, who will note the authorized proxy as voting two times.
  - 2. Ballot votes can be held electronically, via electronic mail, survey program, or other voting system deemed acceptable by the Committee.
  - 3. During a vote, only voting members are authorized to make a vote. A proxy voter will be authorized to vote twice.
  - 4. All votes will be recorded by the Secretary/Recorder and made available to the public within five (5) business days of the conclusion of a vote.
- C. Committee shall not conduct business without the presence of a quorum.
  - 1. For the purposes of the HMIS Advisory Committee, a quorum is defined as fifty-percent (50%) plus one (1) voting member present.
    - a) A proxy does not count as two voting members present.
  - 2. If a quorum is not achieved, a meeting shall be adjourned immediately upon motion made by a voting member.
  - 3. The Secretary/Recorder is responsible for notifying the Chairperson and/or Vice Chairperson of a failure to achieve a quorum after conclusion of the roll call.
  - 4. If a meeting has been called to order and has begun conducting business, a quorum must be maintained.
    - a) Should a quorum fail to be maintained, a voting member shall make a motion to take roll call.
    - b) Secretary/Recorder shall take roll call upon request by the Chair.
    - c) If quorum has not been met, the Chair shall adjourn the meeting indefinitely, until a quorum is achieved.
    - d) If a quorum cannot be achieved within a reasonable time period, the Chair shall adjourn the meeting until the next meeting, scheduled, or called to order during an off month.

5. The Chair is authorized to remove any person from a committee meeting that displays offensive, inappropriate, and/or unprofessional behavior.
  - a) If the removal of a voting member breaks quorum, the meeting shall be adjourned as defined above.
  - b) Any committee member can make a motion to remove a disruptive person from the committee meeting and must receive a second by a voting member.
  - c) The Chair is authorized to remove the person before holding a vote if the person's actions are considered to be disruptive enough to prevent the ability for the Committee to conduct business.
  - d) The Committee may vote to sanction a Committee member for offensive, inappropriate, and/or unprofessional behavior, up to and including removal from Committee.
    - (1) A person may only face dismissal from the Committee if two-thirds ( $\frac{2}{3}$ ) majority of the voting members of the Committee vote to dismiss a member.
    - (2) The Committee officers hold no immunity from a vote of sanctions meeting the standards set above.
6. Procedures may be amended by the committee through motion and vote, with a two-thirds ( $\frac{2}{3}$ ) majority in favor.
  - a) A procedural vote may be delayed by the Chair indefinitely, if a procedural change vote would interfere with current business being addressed by the committee.
  - b) If two-thirds ( $\frac{2}{3}$ ) do not vote in favor, the motion may not be approached again for three (3) months, at which time a motion to change the procedure may be made again.
  - c) Annually, the committee shall review and agree on the committee procedures at the first meeting of a fiscal year with the newly elected committee officers fully active in their prospective roles.