

**DENTON COUNTY HOUSING & HOMELESSNESS LEADERSHIP TEAM
BYLAWS**

ARTICLE I NAME

The name of the organization shall be the Denton County Housing & Homelessness Leadership Team, “DCHHLT”.

ARTICLE II MISSION/VISION

Vision Statement: Every person in Denton County has a place to call home that is safe, affordable, accessible and supported by community resources.

Mission Statement: The Denton County Housing & Homelessness Leadership Team fosters an effective and coordinated system of homelessness prevention and intervention, resulting in homelessness that is rare, brief and nonrecurring through:

- Community awareness and connection
- Data-driven, evidenced-based, fiscally responsible recommendations
- Innovative solutions around affordable housing, access to primary and behavioral health care services, adequate incomes and coordinated services
- Mobilizing, advocating and empowering public-private community-wide collaboration

ARTICLE III ORGANIZATION

Section 3.1: Existence

The period of existence of the Denton County Housing & Homelessness Leadership Team shall be perpetual beginning May 5th, 2016.

Section 3.2: Purpose

The purpose of the Denton County Housing & Homelessness Leadership Team (DCHHLT) is to convene as a policy making team tasked with improving the planning, coordination, oversight, and implementation required to create systems change, for housing/homelessness initiatives in Denton County.

Section 3.3: Fiscal Agent/Backbone Organization

The name of the agent and address of the DCHHLT is:

United Way of Denton County Inc.
1314 Teasley Lane
Denton, TX 76205

United Way of Denton County Inc. (UWDC) will serve as the fiscal agent and backbone organization of the DCHHLT to provide staff, guide vision and strategy, support aligned activities, establish shared measurement practices, build public will, advance policy and mobilize funding. DCHHLT shall serve under the auspices of UWDC. The fiscal year shall follow UWDC and commence on April 1st and end on March 31st.

ARTICLE IV Appointments

Section 4.1: Appointment

Appointment to DCHHLT is available to eligible entities as set forth below. The membership should represent the geographic, demographic and cultural diversity of Denton County, and to better serve the needs of Denton County.

The members of the DCHHLT shall consist of the following entities:

- Denton County Commissioners Court
- City of Denton
- City of Lewisville
- City of Carrollton
- Small Cities/Towns
- Homelessness/Housing Providers
- Health Care Providers
- Higher Education Institutions
- Workforce/Business Development
- Community Members
- Law Enforcement
- United Way of Denton County

Section 4.2: Terms of Appointment

Initial appointments of the DCHHLT shall serve a two (2) year term to ensure consistency and maintain a working knowledge of the DCHHLT. Subsequent appointment terms will be developed by the DCHHLT consisting of two (2) and three (3) year terms.

Section 4.3: Duties of Appointees

To ensure members are actively engaged members are expected to attend 75% of the meetings.

ARTICLE V MEETINGS

Section 5.1: General Meetings

Meetings of the DCHHLT will be held every even-numbered month. Meetings of the DCHHLT shall be held at the United Way of Denton County Inc. office. All meetings of the DCHHLT will be open to the public. Meeting agendas and minutes will be made available through the UWDC website.

Section 5.2: Special Meetings

Special meetings of the DCHHLT may be called by an executive officer.

Section 5.3: Notice of Meetings

Notice of meetings shall be provided at least 3 days prior on the UWDC website, and notification delivered by phone, mail, or email.

Section 5.4: Chairperson/Co-Chairperson

The DCHHLT shall elect a chair and co-chair to preside over meetings. In the absence of the chair, the co-chair shall preside.

Section 5.5 Secretary

The secretary shall be an elected member of the DCHHLT, and shall be responsible for the written minutes of the DCHHLT.

Section 5.6: Workgroup Meetings

Workgroup meetings will be held monthly or as needed to conduct the business of the DCHHLT. Additional meetings may be convened as necessary to meet the goals and objectives of the DCHHLT.

Section 5.7: Quorum

A simple majority shall be necessary and sufficient to constitute a quorum for the transaction of DCHHLT business.

Section 5.8: Voting

Each appointee of the DCHHLT shall be entitled to vote in person or electronically if deemed necessary for the transaction of business. In the event of an electronic vote, members will vote accordingly and sufficient documentation will be kept and provided at the next official meeting. Only appointees to the DCHHLT shall have voting rights. Ex-officios and alternates attending meetings on behalf of an absent appointee may not vote.

Section 5.9: Parliamentary Authority

The meetings of the DCHHLT shall be governed by the parliamentary rules and usages contained in the current edition of the “Roberts Rules of Order” unless otherwise directed within these bylaws.

ARTICLE VI Officers/HHLT Appointees

Section 6.1: DCHHLT Appointees

The DCHHLT shall consist of no less than seventeen (17) and no more than thirty-eight (38) members. Such number may be increased or decreased by amendment to these Bylaws and the DCHHLT structure. The DCHHLT shall be composed of appointees from the following entities.

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|---------------------------------------|--------------------------------------|
| (1) Denton County Commissioners Court | (1-2) Community Members |
| (1-2) Denton City Council | (2-5) Health Care Providers |
| (1-2) Lewisville City Council | (1-3) Higher Education Institutions |
| (1) Carrollton City Council | (1-2) United Way of Denton County |
| (1-4) Small Cities/Towns | (1-3) Workforce/Business Development |
| (6-11) Homelessness/Housing Providers | (1-2) Law Enforcement |

In the event that there is interest for a new entity to be represented in the DCHHLT, but all seats in the category they would be representing are full and there are open seats in another category, the number of seats for each category can be shifted without a bylaw amendment. The category shift would then be revisited upon end of appointee terms, to either continue with amount in each category and a bylaw amendment be created or revert back to original amount in each category in bylaws.

Section 6.2: Eligibility

To be eligible a person must be appointed by one of the above name entities as outlined in **Article 6 Section 6.1** and possess strong business, policy, or health background.

With regards to appointments:

- Cities/Towns should identify a council member, senior staff, executive, or community member;
- Non-profit organizations should identify a board member;
- Higher Education should identify a senior level representative;
- All others should identify a board member, or senior level representative

Appointees are expected to remain actively engaged and report to the appointing agency/organization on an ongoing basis to ensure accurate communication. In the event an appointee is not fulfilling their role, the DCHHLT will request a new appointee from the appointing agency/organization.

Section 6.3 Officers

Officers of the DCHHLT are eligible for two consecutive one (1) year terms. Elections will be held during the 1st meeting in May. DCHHLT shall call for a nominating committee to be formed to present a slate of officers annually.

Section 6.4: Chair

The Chair shall preside at all meetings of the DCHHLT and shall exercise leadership to ensure the goals and objectives of the DCHHLT are carried out. He/She shall have the powers and duties of supervision and management as it pertains to the office of Chair. The Chair shall serve a one year term and be elected each year.

The Chair shall:

1. Convene and manage meetings;
2. Set the agenda;
3. Represent the DCHHLT at meetings;
4. Assure compliance with Roberts Rules of Orders

Section 6.5: Co-Chair

The Co-Chair shall assist the Chair in the leadership of the DCHHLT. The Co-Chair shall serve a one year term and be elected each year. The duties of the Co-Chair include, but are not limited to the following:

1. Perform all duties of the Chair in the absence of the Chair, and when so shall have all of the powers and duties of Chair.
2. Prepare to succeed to the office of the Chair in the event of the Chairs resignation or vacancy.

Section 6.6: DCHHLT Secretary

The secretary shall be an elected member of the DCHHLT, and shall be responsible for the written minutes of the DCHHLT, including the authority to be the representative signatory on all board approved documents. The Secretary shall serve a one year term and be elected each year.

Section 6.7 Past Chair

The past chair shall be an elected member of the DCHHLT and will serve in an advisory capacity to ensure continuity of operations.

Section 6.8 DCHHLT Ex-Officios

The DCHHLT shall appoint ex-officio members as appropriate. Ex-officios will offer input, but will abstain from voting on matters of the DCHHLT.

Section 6.9: DCHHLT Work Group/Sub-Committee Chairs

Work groups/Sub-committees shall provide ongoing reports and recommendations to the DCHHLT to ensure ongoing communication and leadership as it relates to the overall goals and objectives of the DCHHLT.

Section 6.10: Resignation of DCHHLT Appointees

Any member of the DCHHLT may resign at any time by giving written notice to the Chair at least 30 days in advance, and by notifying the appointing authority.

Section 6.11: DCHHLT Vacancies

Vacancies shall be filled by the appointing agency/organization within 30 days of the vacancy and approved during the next regularly scheduled meeting.

Section 6.12: Compensation of Officers/DCHHLT Appointees

The officers/appointees shall not receive a salary or compensation.

Section 6.13: DCHHLT Work Groups/Subcommittees

The work groups/subcommittees of the DCHHLT are defined by the DCHHLT as deemed appropriate and necessary. Additional work groups may be added and disbanded as needed.

- Housing
- Data
- Cross Care Collaborative *joint with BHLT
- Diversion
- Healthcare

ARTICLE VII AMENDMENTS

The Bylaws may be amended by a two-thirds vote of the DCHHLT members present at any regular or special meeting. Recommendations shall be submitted to the DCHHLT at least thirty (30) days prior to consideration.

ARTICLE VIII NON-DISCRIMINATION

The members, officers, directors, committee members, employees and persons served by DCHHLT shall be selected entirely on a non-discriminatory basis with respect to national origin, race, religion, color, sex, marital status, ancestry, sexual orientation, people with disabilities, age or veterans status.

ARTICLE XI CONFLICT OF INTEREST

Any appointee who benefits financially, directly or indirectly as a result of an action/vote must abstain from the action/vote. A “benefit” shall include the possibility, or appearance, of personal financial gain to the appointee. A benefit occurs when the member or a person in the member’s immediate family, and/or a partner or other business associate, and or their employer stand to gain financially from the action/vote.

ARTICLE XII Confidentiality

It is the policy of the DCHHLT and workgroup members to annually review the conflict of interest and confidentiality form. A copy of this form will be distributed to all DCHHLT appointees and workgroup members for signature.

DCHHLT Secretary

Date