

## **BY-LAWS**

### **Article I – Name**

The name of the organization shall be Wisconsin HMIS Steering Committee. The Wisconsin HMIS Steering Committee serves the Balance of State, the Madison, the Milwaukee, and the Racine Continua of Care.

### **Article II – Purpose**

The purpose of the Wisconsin HMIS Steering Committee is to collaboratively work together to identify ways to serve the homeless through, and respond to, issues related to the statewide homeless management information system (HMIS). The committee hopes to achieve this through the coordinated efforts of social service agencies, government agencies, nonprofit organizations, faith-based organizations, local continua of care, those who are homeless, those who were previously homeless, and other interested parties.

### **Article III – Membership**

Membership is open to any individual of the above named parties in Article II – within the Balance of State, the Madison, the Milwaukee, and the Racine Continua of Care – willing to actively participate in a long-term, collaborative process focused on issues of HMIS governance and development. (It should be noted that the HMIS Committee believes representation to be tied directly to the individual on the committee, and not to the organization to which the committee member is associated.) Individual members unable to attend a meeting or fulfill their membership duties may not delegate representation to another individual from their same organization.

### **Article IV – Attendance**

Members will be requested to attend meetings quarterly to insure continuity in the process. In order to be considered an active member, an individual must attend at least fifty percent (50%) of the meetings within a given year and may not have two consecutive absences from the meetings. A period of two consecutive absences from meetings will result in a resignation unless there are extenuating circumstances. The HMIS Office (within the WI Department of Commerce) must be notified in writing (by snail-mail letter, fax, or e-mail) of scheduled absences in advance of the meeting(s) for consideration in deeming the absence “excusable.” When possible, phone-conferencing services and technologies will be used to connect physically-absent committee members to the HMIS Steering Committee meeting.

### **Article V – Meetings**

At a minimum, HMIS Steering Committee meetings will be held on a quarterly basis (i.e. one scheduled every three months, for a total of four meetings per year), and advance notification of meeting dates & locations will be provided to all committee members. At the first meeting of the year, the remaining three meetings for that year will be scheduled and agreed upon.

### **Article VI – Requirements**

A simple majority of members must be present at each Wisconsin HMIS Steering Committee meeting in order to make or vote on any decision at that meeting, and all votes must be decided by a plurality of meeting attendees.

### **Article VII – Officers**

Officers of the Continuum are: Chair, Co-Chair, and Secretary. These officers will be elected by a majority vote and they will comprise the Executive Committee. Each elected officer will serve a term of

4 years (with the exception of those on the committee prior to February 2007, who will have elected terms of 2 years). Current office holders may seek a single re-election term of 2 years. An officer may be removed if the majority of the Steering Committee feels that it is in the best interest of the HMIS implementation to remove said person.

#### **Article VIII – Chair Responsibilities**

The Chair's duties will be to:

- Serve as leader of the Wisconsin HMIS Steering Committee;
- Preside over the WI HMIS Steering Committee meetings;
- Assist in establishing an agenda for all WI HMIS Steering Committee meetings; and to
- Communicate effectively with HMIS committee members and state HMIS office staff.

The Co-Chair's duties will be to:

- Assist the Chair in any way necessary; and to
- Fulfill the duties of the Chair in his/her absence.

The Secretary's duties will be to:

- Take minutes at all HMIS meetings;
- Ensure that the HMIS meeting minutes are promptly posted on the Bureau of Supportive Housing's HMIS website; and to
- Fulfill the duties of the Chair and/or Co-Chair in his/her absence(s).

#### **Article IX – Election of Officers**

Election of officers will be held once every 2 years. The steering committee will nominate a slate of officers for election from the slate of current committee members. Current 1-term officers may request (in writing, to the committee Chair) approval for a single 2-year elected term extension. As with all officer elections, re-elected officers must be elected by a majority vote of present members. Any additional term extensions must be initiated by a unanimous vote of the committee.

#### **Article X – Activities of the Committee**

The committee shall:

- Establish a continuum-wide process for usage of the homeless management information system;
- Maintain communication with members of local continuums of care;
- Establish deadlines and criteria for HMIS data collection and reporting;
- Keep abreast of HUD guidelines for HMIS standards; and
- Establish protocols to be followed by Wisconsin's HMIS users.

#### **Article XI – By-Laws**

By-Laws shall be in effect upon approval by a majority vote of the current and present members of the committee.

#### **Article XII – Amendments**

Recommendation to change or amend by-laws may be made by any member. If a member desires to change or amend by-laws, they shall submit proposals at a regular meeting of the committee. Such proposals shall then stand for action at the next regular meeting of the committee. Changes will be in effect upon approval by a majority vote of the current and present members of the committee.

#### **Article XIII – Rules of Conduct**

The Wisconsin HMIS Steering Committee Code of Conduct shall be followed at all times. All members will be required to read and sign a form stating that they understand what is expected of them upon

acceptance of a committee member position. If additional copies of the Code of Conduct are needed, one may be requested from the Chair.

**Article XIV – Voting Privileges**

All individual committee members shall have one vote. Advisory members and meeting guests may speak, if granted permission from the committee, but do not have voting privileges.