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Columbia River Local Homeless Housing Task Force Bylaws

Adopted _____

Article I: Name

The name of this organization shall be the Columbia River Local Homeless Housing Task Force (hereafter referred to in this document as “the HTF”).

Article II: Authorization

The cities of Wenatchee and East Wenatchee (“the Parties”) receive homeless services funding through a variety of sources including the Affordable Housing for All Surcharge (RCW 36.22.178), the Homeless Housing and Assistance Act (RCW 36.22.179, RCW 36.22.1791, RCW 43.185C), the HB 1406 Sales Tax Credit (RCW 82.14.540), the HB 1590 Affordable Housing Sales Tax (RCW 82.14.530), and any additional funds the Parties allocate to the HTF to implement the 5 year local homeless housing plan. In order to manage these funds, the Parties entered into an interlocal agreement which designated the City of Wenatchee as the administrative entity for the day-to-day management of the allocated funds. The interlocal partners established the Columbia River Local Homeless Housing Task Force in accordance with RCW 43.185C.160 as the governing body for the program.

Article III: Purpose

The purpose of the HTF is to develop, prioritize, implement, and evaluate strategies to reduce and prevent homelessness in the cities of Wenatchee and East Wenatchee by:

- Developing the Five-Year Homeless Housing Strategic Plan (the “Plan”) addressing short-term and long-term housing for homeless persons in Wenatchee and East Wenatchee.
- Providing high-level leadership and oversight for the implementation of the Plan.
- Establishing guidelines taking into consideration the Washington State’s Homeless Housing Strategic Plan, as needed, for the following:
 - (a) Emergency shelters
 - (b) Transitional and other short-term housing
 - (c) Supportive housing for chronically homeless persons
 - (d) Long-term housing
 - (e) Homeless prevention services
 - (f) Homeless supportive services
 - (g) Other homeless/housing interventions as identified in the Plan
- Determining the principles that guide implementation of the Plan’s activities.
- Advocating for public and private funding and resources to aid in implementing the Plan.
- Recruiting community partners who will work in collaboration with other government agencies, social service providers, the business community, faith-based providers, and civic groups to implement the Plan.

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- Establishing and overseeing the local process for evaluating, awarding, and allocating funds to support the continued reduction and prevention of homelessness in the cities of Wenatchee and East Wenatchee.
- Providing support and guidance to the staff of the City of Wenatchee, as the lead administrative entity, in developing and implementing an annual work plan in support of the Plan’s goals.
- Providing support and guidance to the staff of the City of Wenatchee as they prepare and submit regular performance reports to the governing boards of the Parties regarding progress in meeting the goals of the Plan, and any significant changes to the Plan consistent with RCW 43.185C.045.
- Providing outreach to the community on homelessness and housing-related issues through advocacy, public information, and educational activities.

Article IV: Governance Structure

The HTF serves as a governing body providing oversight, direction, and guidance for the development and implementation of the Columbia River Housing Program (“the Program”). The City of Wenatchee, as the contracted administrator of the program, is responsible for the daily management of the Program as specified in the *Affordable Housing and Housing Related Services Interlocal Agreement* between the cities of Wenatchee and East Wenatchee dated October 20, 2021 and any subsequent updates.

The City of Wenatchee shall work with the HTF to develop funding decisions in conformance with all applicable statutes. The Wenatchee City Council will review and approve funding/contracting recommendations from the HTF. In the event that a funding recommendation is declined by the Wenatchee City Council, representatives from each city may request the Wenatchee City Council reconsider the decision in a public meeting.

Article V: Membership Structure

Section 1: Membership Representation/Voting Privileges

The HTF will consist of seven voting members appointed as follows:

- The City Council of East Wenatchee will appoint:
 - One member who resides within the City of East Wenatchee
 - One member who is a representative of a non-profit organization with experience in low-income housing
 - One member who resides within Douglas County
- The City Council of Wenatchee will appoint:
 - One member who resides within the City of Wenatchee
 - One member who is a representative of a non-profit organization with experience in low-income housing
 - One member who resides within Chelan County
- The Mayors of Wenatchee and East Wenatchee will jointly appoint one member who is homeless or formerly homeless.

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At the discretion of the voting members, additional non-voting members may be appointed. Non-voting membership may include representation from a variety of community stakeholder groups. Examples may include:

- Philanthropy (e.g. Community Foundation of NCW)
- Business (e.g. business owner, Chamber of Commerce, Wenatchee Downtown Association)
- Landlords or landlord associations
- Real Estate (e.g. real estate agent; property manager)
- Nonprofit housing/homeless services provider
- Law enforcement
- Healthcare providers, ERs, clinics
- Behavioral health specialists
- Chemical dependency specialists
- Health District
- Faith-based community
- Veterans' services
- Youth services or local schools
- Legal services/eviction prevention services
- Senior services
- Social services (e.g. DSHS)

Section 2: Appointments, Alternates, Membership Terms & Conditions

Voting members will be appointed as specified in Section 1. Voting members are not required to designate alternates. However, at the discretion of the Parties' respective City Councils, alternates may be appointed for elected officials serving as voting members. Voting members will serve two-year terms.

Non-voting members are recruited and appointed at the discretion of the voting members of the HTF and shall:

- a. Be members of a targeted stakeholder groups outlined in Section 1 above.
- b. Not be an officer, director, or employee of an organization that is a current grant funding recipient.
- c. Be appointed for terms of up to two years with reappointment at the discretion of the voting membership. Non-voting members may only serve a maximum of three (3) terms consecutively. The voting members of the HTF may recommend exceptions to this term limit to ensure full and balanced HTF membership. Any such exceptions must be approved by a majority vote of the voting members.

Section 3: Ad Hoc Committees and Work Groups

The HTF may convene, as needed, work group(s) of knowledgeable persons to advise the HTF in specific program areas or to address any ad hoc issues. Legal counsel, when necessary to the deliberation of the HTF, shall be furnished by the City of Wenatchee Attorney.

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Article VI: Officers

The officers of the HTF shall be a Chairperson, Vice-Chairperson, and Secretary. The term of office for the Chair and Vice-Chair position will be one year. Due to the administrative nature of the Secretary role, this position will be filled by the City of Wenatchee Community Development Director or their designee.

The Chairperson's duties include:

- Presiding over HTF meetings
- Facilitating the development of meeting agendas
- Ensuring communication of HTF matters to all voting and non-voting members

The Vice-Chairperson's duties include:

- Assisting the Chairperson as necessary
- Fulfilling the duties of the Chairperson in the absence of the Chairperson

The Secretary's duties include:

- Scheduling and coordinating HTF meetings
- Recording minutes of all HTF meetings
- Ensuring distribution of minutes and other applicable information to all voting and non-voting members

The Chairperson and Vice-Chairperson shall be elected annually from the HTF's voting membership by a majority vote of voting members at the last regular HTF meeting of each year. The newly elected officers shall assume office at the close of that meeting and shall serve a term of one year with the ability to serve consecutive terms.

The Chairperson and Vice-Chairperson will retain voting privileges as indicated in Article V, Section 1, of this document. The Secretary will not have voting privileges.

Article VII: Member Participation

Section 1: Meeting participation:

At a minimum, the HTF will conduct meetings on a quarterly basis with increased frequency as needed. A minimum of seven (7) days advance notification of meeting dates, times, and locations will be provided to all members. The quarterly meetings will be scheduled one year in advance during the last meeting of each calendar year so that members may plan accordingly. Notification may be by mail or email.

Voting and non-voting members are required to attend meetings quarterly to ensure continuity in the process. Remote access to the meetings via telephone will be provided as needed, and telephonic participation may serve as attendance. Members may request to participate in a meeting telephonically by making arrangements with the Secretary.

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Should a voting or non-voting member experience a last-minute issue that prevents attendance, the member shall notify the Secretary via telephone or email prior to the meeting.

Upon three total unexcused absences from scheduled HTF meetings within a 12-month period:

- A non-voting member will be subject to removal by the voting members of the HTF.
- Voting members appointed by either Party may be removed from the HTF by their elected governing body. The respective elected governing body will select and appoint a replacement representative to serve out the remainder of member's term.

Section 2: New member orientations

All new HTF members will receive a New Member Orientation by the Secretary within one month of joining the HTF.

Section 3: Chelan-Douglas Homeless Advisory Committee participation

HTF members are encouraged to also be enrolled as members of the Chelan-Douglas Homeless Advisory Committee. The Advisory Committee is a working group comprised primarily of homeless and social service providers. HTF members are encouraged to attend the majority of Homeless Advisory Committee meetings whenever possible. The Homeless Advisory Committee meets quarterly and meetings are facilitated by Chelan County.

Section 4: Member resignations or removals

A representative may resign from the HTF by submitting a written notice to the Chairperson. The HTF may remove a non-voting member by a majority vote of voting members. This may only occur if the member is in violation of the attendance policy or the Code of Conduct as outlined in Article IX.

Article VIII: Rules of Procedure

Section 1: Regular Meetings

HTF meetings will be scheduled on a regular basis and shall take place at least quarterly.

Section 2: Special Meetings

Other meetings of the HTF will be called as needed with a minimum of one week's notice being given by mail or email.

Section 3: Meeting Cancellations

If a meeting is cancelled due to weather or other unforeseen circumstances, the Chairperson will decide if the meeting will be rescheduled for a later date not to exceed one month past the original meeting date. If the meeting is not rescheduled, materials and updates will be sent to all HTF members within one week of the cancelled meeting date.

Section 4: Quorum/Voting

Each voting member shall be entitled to one vote on any matter that comes before the HTF. For the purpose of doing business, a simple majority of the voting members shall constitute a quorum. All motions and questions put before the HTF are to be voted on by voting either "yes", "no", or "abstain".

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In the absence of a quorum, the only action that may be taken by those members present is to (a) adjourn; (b) adjourn to a designated time; or (c) take action to compel the attendance of absent members in such a manner as may be deemed reasonably necessary. Work sessions with no decisions may be conducted without a quorum.

In certain limited situations, voting may be conducted via email without convening a meeting. Voting without a meeting should only be used when there is no need for Task Force members to discuss the matter at hand. If a discussion is needed and the matter is time sensitive, a special meeting may be convened or the issue will be saved until the next regularly scheduled meeting. A request for an electronic vote may be made by any voting member by submitting the request in writing via email to the Secretary who will then process the request as follows:

- The Secretary will forward the request to the Chairperson and request approval for enacting electronic voting.
- Upon written email approval by the Chairperson, the Secretary will send an email to all voting members summarizing the request and requesting a written email response indicating a vote of either “yes”, “no”, or “abstain”. Every voting member must respond via email and the vote must be unanimous (less any legitimate abstentions or recusals).
- If a vote does not receive unanimous approval by all voting members, the issue may be readdressed at the next regularly scheduled HTF meetings.
- If a vote receives unanimous approval by all voting members, the Chairperson will declare via email that the motion passed by unanimous written consent.
- The HTF will affirm the email vote at its next regularly scheduled meeting and ensure it is recorded in the minutes.

Section 5: Order of Business

At the regular meetings of the HTF the following shall be the order of business:

- a. Executive session
- b. Attendance
- c. Approve agenda and amendments to the agenda
- d. Announcements
- e. Approval of the minutes of the previous meeting
- f. Unfinished business
- g. New business
- h. Public comments/input
- i. Adjournment

Section 6: Robert’s Rules of Order

Questions of procedure will be resolved in accordance with the most current version of Robert’s Rules of Order.

Section 7: Open Meetings

All HTF meetings will be open to the public and will be conducted in accordance the Open Public Meetings Act of the State of Washington (RCW 42.30).

Notice of meetings shall be given not less than seven days in advance of a meeting and will be posted on each city’s website. However, in the case of an emergency, a meeting notice may be given 24 hours in

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advance. Meetings shall be held at a location that can accommodate and is accessible to persons with disabilities. Virtual meetings may be held in circumstances of inclement weather or due to concerns over public health and safety.

Only HTF members with voting privileges will be permitted to vote on action items for the HTF.

Section 8: Public Input

For regularly scheduled quarterly meetings, the HTF will provide a process by which written communications from the public shall be made part of the agenda. The HTF may also provide a process for oral communications from the public, provided, however:

- a) Persons desiring to address the HTF shall do so during the established Public Comment/Input portion of the agenda and upon first gaining recognition of the Chairperson or presiding officer and after stating his/her name and address.
- b) The Chairperson or presiding officer of the meeting may limit the time and number of appearances concerning an item under consideration in the interest of facilitating the orderly business of the HTF.

Article IX: Member Conduct

Section 1: Code of Conduct

A code of conduct shall govern the performance, behavior, and actions of all HTF members.

1. No HTF member shall participate in the selection, award, or administration of grant funding supported by federal, state, county, local, or private funds if a conflict of interest is real or apparent to a reasonable person.
2. HTF business will be conducted in a manner that reflects the highest standards and in accordance with all federal, state, and local laws and regulations.

Section 2: Conflict of Interest

Conflicts of interest may arise when any HTF member has a financial, family, personal, or any other beneficial interest in a decision made by the HTF.

1. No member of the HTF shall vote on any matter if:
 - a. They or a family member has a personal or pecuniary interest.
 - b. The vote could benefit any organization in which they or a family member is an officer or employee.
2. Each member shall voluntarily disclose the existence of any such interest and shall recuse himself/herself prior to the quorum vote. Each member shall also voluntarily disclose their membership or other position in any organization that the vote could benefit. Should a new conflict of interest occur at any point during the year, members will inform the Chairperson and Secretary as soon as is reasonably possible.

Section 3: Confidentiality

Members of the HTF must exercise maximum discretion in all matters of official business. Any information received on a confidential basis must be maintained in strict confidence in accordance with applicable federal, state, and local laws.

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Section 4: Public Statements

Except as directed by the HTF, the Secretary and/or Chairperson are authorized by the HTF to make public statements on decisions made by the HTF for the Columbia River Homeless program.

Article X: Adoption and Amendments

These Bylaws shall be initially approved by the HTF by majority vote, and shall take effect immediately thereupon their approval. These Bylaws may be amended by the HTF upon approval of a majority of the voting membership of the HTF, provided that all voting members have been sent copies of the proposed amendments at least 14 days in advance of the meeting date where action on the proposed amendment is to occur.

Approved this ____ day of _____, 2022

CHAIRPERSON

SECRETARY