

# BRISTOL COUNTY CONTINUUM OF CARE

## Governance By-Laws

Established May 17, 2024



### ARTICLE I: INTRODUCTION, PURPOSE and MISSION

#### **Section 1.0: Introduction**

The cities and towns of Bristol County, MA coordinate a comprehensive response to homelessness through an organized Continuum of Care process. This Continuum of Care (CoC) is manifested through the Bristol County Continuum of Care (BCCC), a collective of community organizations, agencies; and individuals committed to working together to end homelessness.

The BCCC encompasses the entire range of services and housing needed to prevent, reduce and eliminate homelessness throughout Bristol County MA, except for the City of Fall River. The service area includes Acushnet, Assonet, Attleboro, Berkley, Dartmouth, Dighton, Freetown, Easton, Mansfield, New Bedford, North Attleboro, Norton, Raynham, Rehoboth, Seekonk, Somerset, , Swansea, Taunton, Westport, and Westport Point. The BCCC, as the Continuum's membership component, works to create a strategic and efficient system that includes preventative services, emergency shelters and permanent housing.

To support these efforts on an annual basis, the U.S. Department of Housing and Urban Development (HUD) issues a Notice of Funding Opportunity (NOFO) that competitively seeks applications for Continuum of Care for housing for persons who are experiencing homelessness according to HUD definitions and meet the eligibility criteria and priorities as defined within CoC's written standards as amended. This NOFO requires evidence that the Continuum of Care coordinates a community-driven strategic approach relying on a series of performance targets that will ultimately lead to the elimination of homelessness within the CoC.

The BCCC is the product of a merger in 2024 between two adjoining Continuums: GBCATCH (MA-519) and New Bedford (MA-505).

These bylaws have been developed to minimize questions of procedure, expectation, and responsibility within the BCCC, thereby ensuring that the work of this Continuum remains on target and focused on the product and its substance in the future.

#### **Section 1.1: Purpose**

The BCCC is the membership component of the Bristol County Continuum of Care for outreach to vulnerable populations and to ensure the movement of those individuals and families through a compassionate system of housing and support into permanent independent housing. In so doing, the BCCC strives to:

- 1) Promote community-wide commitment to the goal of ending homelessness.
- 2) Coordinate a region-wide systematic approach to helping vulnerable residents move from experiencing homelessness to permanent housing.



- 3) Provide a network which shares ideas, concerns, and resources applicable to homeless issues and to foster collaboration in addressing the needs of those experiencing homelessness.
- 4) Increase community awareness and dialogue as to precipitators of homelessness, the needs of those experiencing homelessness and ways to strategically end homelessness throughout the Continuum.
- 5) Participate actively in state and local advocacy for homeless issues. It does so by adhering to its mission statement, which was revised and adopted by the membership in 2024.

### **Section 1.2: Mission Statement**

To advocate on behalf of unhoused individuals and families by enlisting the cooperation of those with lived experience and expertise, homeless providers, organizations and community stakeholders in order to strategically provide shelter, services and housing resources as appropriate, improve accessibility to existing and future public resources, maintain statistical data on the work of the Continuum in serving those on the precipice of, or experiencing homelessness and/or those unsheltered, and provide supportive services and empowerment strategies to allow individuals and families to be integrated into the community through a compassionate continuum of care system. In so doing, the BCCC is committed to the concept that each person is entitled to live in dignity.

### **Section 1.3: Responsibilities**

- 1) Continuum of Care Planning – The BCCC, acting through its administrative agent and its Collaborative Applicant, the City of New Bedford’s Office of Housing and Community Development (OHCD), ensures the coordination of a housing and service system that encompasses the following:
  - Outreach, engagement, and assessment;
  - Shelter, housing, and supportive services;
  - Prevention strategies
- 2) Point-in-Time Count – The BCCC conducts a biennial point-in-time count of homeless persons within the Continuum of Care.
- 3) Gaps Analysis – The BCCC conducts a periodic gaps analysis of the homeless needs and services available within the Continuum of Care.
- 4) Consolidated Plan – The OHCD, in its role as the CoC Administrator and Collaborative Applicant, solicits input from the BCCC relating to the homeless needs assessment and homeless facilities components of the City of New Bedford’s Consolidated Plan and works collaboratively with any other municipal entity seeking similar input for their local purposes.
- 5) Emergency Solutions Grant Consultation – The BCCC consults with the Commonwealth of Massachusetts and relevant Emergency Solutions Grant programs in order to better understand need and allocations for Emergency Solutions Grant program funds and for reporting and evaluating the performance of Emergency Solutions Grant program recipients.
- 6) Preparing an application for funds - The OHCD is recognized as the HUD Collaborative Applicant and is responsible for overseeing the BCCC’s development of applications and the approval and submission of applications in response to NOFOs for CoC programming published by HUD.
- 7) Data – The BCCC has designated a Homeless Management Information system (HMIS) system for its geographic area. The OHCD serves as HMIS Lead to ensure oversight of the CoC’s data system, secured and controlled user access to an HMIS platform and consistent participation of recipients/subrecipients in HMIS. The HMIS Lead has responsibility for ensuring the system is administered in compliance with HUD requirements as updated.
- 8) Other tasks and projects as identified.

## **Article II: MEMBERS AND MEMBERSHIP MEETINGS**

The BCCC membership is open to organizations including state and local agencies, public housing authorities, non-profit organizations, business entities, legal /law enforcement, faith-based organizations, developers, educational entities, victim service providers, school districts, behavioral health agencies, hospitals, health care/medical communities, organizations that serve veterans, older adults, homeless and formerly homeless individuals and other related organizations, community groups and interested stakeholders and citizens residing within the Continuum of Care. Of particular importance in ensuring a robust BCCC membership is engaging diverse representation that includes racial/ethnic, geographic and lived experience representation.

Collectively, BCCC membership anticipates, addresses, works with and remediates homelessness and its precipitating factors within the Continuum.

Interested individuals or organizations may obtain a Membership Application from the BCCC's website or through the BCCC's Administrative Agent (OHCD). New members must be approved by the BCCC's Board of Directors. Each member organization shall have one vote in BCCC business.

In addition to these organizations, the BCCC also invites individuals who are either currently, or have previously experienced homelessness, to participate as members; although in order to ensure privacy and confidentiality, the BCCC does not maintain a roster of such names unless given the authority to do so by the individual.

Governing Rules of Order: Unless otherwise specified by these bylaws, the BCCC will be governed by Robert's Rules of Order. Meetings of the BCCC are open to all.

### **Section 2.0: Levels of Membership**

Only active BCCC members are given a voice in the decision-making progress for issues brought before the BCCC (affording one vote per member organization and homeless consumer on issues requiring a vote). Such issues may include the identification of homeless needs and prioritization of projects for the annual Continuum of Care application. Active membership also allows organizations access to federal homelessness funds received from HUD and administered by the OHCD.

### **Section 2.1: Membership Agreement**

The BCCC Membership Agreement is an annually signed pledge of commitment to participate in the BCCC and serves as the basis of voting membership in the network. Membership agreements are distributed by, and upon execution must be returned to, the BCCC through the OHCD. Membership is typically held either by an organization, agency, or office (rather than individually by employees or members of those entities) and may also be held individually by those who are, or formerly were, homeless or in other circumstances as may be determined by the BCCC Board of Directors. To retain the privilege of being a voting member, an organization, community member or homeless consumer must maintain active membership in the BCCC.

#### **Section 2.1.1: Member**

A member is any organization or individual consistent with the criteria outlined who agrees to the obligations and privileges of being a member of the BCCC. Such agreement is formalized by completing and signing a Membership Agreement. Attendance at seventy-five percent (75%) of the regular monthly BCCC meetings is encouraged.

#### **Section 2.1.2: Non-Voting Member**

A Non-Voting Member is one who does not have voting rights.

A member organization, as identified in Section 2.1, may choose to be a non-voting member. They may retain all other benefits of membership.

An individual or organization that does not meet the organization definition in Section 2.1 may join as a non-voting member, as long as they subscribe to the purposes and basic policies of the BCCC.

### **Section 2.1.3: Representatives and Alternates**

Each member organization may have one or more representatives. Organizations may have more than one individual attend meetings; however, the organization must designate only one representative for voting purposes.

### **Section 2.2: Resignation of Members**

Any member organization may resign from the BCCC by delivering a written resignation to the BCCC Chair or OHCD.

### **Section 2.3: Termination of Membership**

Membership in the BCCC may be terminated for any action by a member who repeatedly violates the mission, spirit, or purpose of the BCCC. Removal based on detrimental actions shall require the affirmative vote of three-quarters ( $\frac{3}{4}$ ) of the BCCC's Board of Directors a part of which must include the OHCD representatives on the Board of Directors. At the meeting, the member shall be entitled to respond to the stated reasons for the termination and be heard in his or her own defense.

### **Section 2.4: Reinstatement of Membership**

If a member has been terminated, they may reinstate their membership by submitting a letter to the BCCC Chair or designee which will be presented to the BCCC Board of Directors for a formal vote.

### **Section 2.5: Rights of Members**

Membership in the BCCC includes receiving updates on issues relating to homelessness, voting privileges on BCCC business, and the opportunity to serve on or lead one of many committees or projects.

### **Section 2.6: Meetings**

- 1) **Monthly Meetings**: Monthly meetings of the BCCC are generally held on the third Thursday of the month, unless otherwise stated. Notices of each meeting and minutes of previous meetings shall be distributed to each member, electronically through the BCCC listserve. BCCC meetings may be convened as in-person, virtual or hybrid meetings.
- 2) **Conduct of Business**: Members present shall constitute a quorum (a quorum is at least forty percent (40%) of voting membership) to conduct business at any regular meeting. Business may be conducted, and issues voted on at any scheduled monthly meeting. Passage of any motions will be by simple majority of those voting members present. In rare situations when an urgent need arises that cannot wait for the next scheduled meeting of the BCCC and a vote of members is required, a vote by email may be conducted. A quorum of responses is still required, and all members must be contacted, and their responses posted to all members.
- 3) **Balloting**: Voting shall be conducted by either a voice vote or show of hands of previously designated voting members at the call of the Chair or the Chair's designee. Email votes shall be sent to the OHCD at [ohcd@newbedford-ma.gov](mailto:ohcd@newbedford-ma.gov).
- 4) **Conflict of Interest**: No member shall cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member. If a matter arises which places a member in a conflict-of-interest situation or a potential conflict of interest situation, that member will notify the BCCC Chair or designee and abstain from voting.
- 5) **Minutes**: Minutes of all meetings shall be promptly recorded, and a copy provided to each BCCC member by email prior to the next regularly scheduled meeting and/or be made available in paper format on the day of the next regularly scheduled meeting.

- 6) Attendance: Records of attendance, reports, and the names of motion-makers will be included in the minutes and a complete record maintained by the OHCD.
- 7) Special Meetings: Special meetings of the membership may be called by the BCCC Chair or designee upon written notice to all members at least five (5) calendar days in advance of the meeting.
  - Forty percent (40%) of voting membership shall constitute a quorum to conduct business at any special meeting.
  - No business shall be transacted at a special meeting other than that identified for which the meeting was called.

### **Article III: OFFICERS, COC BOARD OF DIRECTORS, NOMINATIONS, ELECTIONS and TERMS OF OFFICE**

The officers of the BCCC shall consist of the Chair, Vice-Chair, Clerk, and Immediate Past Chair.

#### **Section 3.1: Powers and Duties of the Chair, Vice-Chair, Clerk and Immediate Past Chair**

**Officers.** For the purposes of carrying out the mission of the BCCC the membership shall annually elect a Chair, Vice-Chair, Clerk, and Immediate Past Chair from among its membership.

All four (4) officers shall be considered full voting members on the CoC's Board of Directors.

**Chair.** The BCCC Chair shall be responsible for convening all plenary meetings of the BCCC and shall also:

- Preside at and conduct all meetings of the BCCC
- Work with the Vice-Chair in all matters of the BCCC, keeping that officer apprised of all details of the organization relevant to the execution of his or her duties
- Finalize all BCCC agendas with the designated staff from the OHCD based on agenda recommendations from the Board of Directors
- Represent the BCCC at any community or public event to which such representation is requested
- Represent the views of the BCCC in public and through the media provided such views accurately represent the consensus of the membership and its Board of Directors
- Designate a member of the Board of Directors to preside over an BCCC meeting in the case of his/her absence and the absence of the Vice-Chair
- Communicate any administrative issues and concerns with the Board of Directors and other powers and duties consistent with these Bylaws as may be assigned from time to time by the members
- Appoint interim Chairs for new committees
- Serve as a voting member of the Board of Directors

**Vice-Chair.** The BCCC Vice-Chair shall be responsible for assisting the BCCC Chair in administering the BCCC and shall also:

- Preside at and conduct all meetings of the BCCC in the absence of the Chair.
- Work with the Chair in all matters of the BCCC, keeping that officer apprised of all details of the organization relevant to the execution of his or her duties.
- Assist in finalizing all BCCC agendas with the designated staff from the Office of Housing and Community Development based on agenda recommendations from the Board of Directors in the absence of the Chair.
- Represent the BCCC at any community or public event to which such representation is requested in the absence of the Chair.
- At the request of the Chair and/or Board of Directors, represent the views of the BCCC in public and through the media provided such views accurately represent the consensus of the membership and its Board of Directors.
- Communicate any administrative issues and concerns with the Chair and Board of Directors.
- Serve as a voting member of the Board of Directors.

**Clerk.** The BCCC Clerk shall be responsible for assisting the BCCC Chair in ensuring the paperwork of the BCCC is properly handled and shall:

- Preparation of a draft of the minutes of each meeting, working with designated staff from the OHCD.
- Review any correspondence from the Communications Committee prior to sending to the media to ensure consistency with the membership's consensus and directive.
- Serve as a liaison between designated staff from the OHCD and the Board of Directors in maintaining an updated membership roster, resource guide and contact list.
- Serve as a voting member of the Board of Directors.

**Immediate Past Chair.** The BCCC Immediate Past Chair shall assist the Board of Directors in any and all matters.

- Assist the Chair in BCCC business as directed.
- Serve as Chair of the Nominations Committee.
- Serve as a voting member of the Board of Directors.

### **Section 3.2: Board of Directors:**

The purpose of the Board of Directors is to direct and manage the activities of the BCCC and provide policy guidance to the Continuum of Care Coordinator (City of New Bedford through the Office of Housing and Community Development). The Board of Directors shall be an elected body with no less than twelve (12) nor greater than eighteen (18) members as follows:

- The BCCC Chair, Vice-Chair, Clerk and Immediate Past Chair shall hold four (4) of those seats.
- OHCD staff members representing the CoC lead/Collaborative Applicant/HMIS lead and shall hold an additional two (2) seats.
- Two (2) seats shall be held by representatives of Attleboro and Taunton.
- Two (2) seats shall be held by representatives of towns throughout the Continuum.
- One (1) seat held by a representative of the Public Schools (McKinney Vento rep),
- One (1) seat to be held by a representative of the Coordinated Entry system.
- A minimum of one (1) seat shall be held by a person with current or previous lived experience.
- One (1) seat held by a representative of an agency receiving Emergency Solutions Grant (ESG) funding.
- The remaining one through twelve (1- 4) seats shall be elected and filled on an annual basis with BCCC members in good standing.

Primary functions of the Board of Directors include, but are not limited to:

- Provide guidance to the officers of the BCCC in carrying forth the mission of this Continuum.
- Set forth annual goals for the BCCC's operation (distinct from Continuum of Care programmatic goals).
- Ensure a relevant geographic approach is maintained through the BCCC.
- Establish membership goals and ensure recruitment of new members and relationship-building within existing membership.
- Communicate any administrative issues and concerns with the Officers and the OHCD.
- Work with the BCCC Chair in addressing and framing current issues from the perspective of the Continuum of Care and mission of the BCCC.
- Develop a quarterly framework for BCCC agendas.
- From among its membership, provide representation for the BCCC at community or public event to which such representation is requested in the absence of the Chair and Vice-Chair

### **Section 3.3: Nomination for Officers and Board of Directors**

The election of officers and Board of Directors shall be held each year at the January meeting. The Chairperson shall appoint a Nominating Committee at least four (4) weeks prior to the January meeting. Any member of the BCCC may serve on the Nominating Committee except for the Chair and Vice-Chair.

- 1) The Nominating Committee will solicit recommendations for officers and Board of Directors from the membership of the BCCC including BCCC Chairperson, Vice-Chair, Clerk and Board of Directors

Members. Nominees will indicate their willingness and eligibility to serve for each position. The Nominating Committee will then submit a slate of officers to the BCCC at the January meeting.

- 2) At the January BCCC meeting, the Nominating Committee, acting through its chair, will present its slate of nominees and entertain any additional nominations from the floor for each position. The Nominating Committee chair will then call for a vote from the BCCC membership.
- 3) The Chairperson, Vice-Chairperson and Clerk shall be elected by a majority vote for one (1) year term beginning in January and ending on December 31st. The Chairperson, Vice-Chairperson, and Clerk shall be eligible to serve again in the following year. The officers of the Board of Directors cannot serve in the same position for more than two (2) consecutive terms. The Board of Directors will have no term limits. Any exceptions will require a simple majority of votes of the Board of Directors and the BCCC.

### **Section 3.4: Resignation**

Any officer or Board of Directors member may resign at any time by delivering a written resignation to the BCCC Chair. If a vacancy occurs in any office, it may be temporarily filled by the Board of Directors until the next annual meeting.

### **Section 3.5: Removal**

Any officer may be removed from office by a two-thirds (2/3) majority vote of the voting members of the BCCC Board of Directors at a duly held meeting of the Committee. A quorum of the Board of Directors must be present at this meeting. Proper notice specifying the proposed removal shall be given one week prior to any meeting of the membership in which removal shall be considered.

### **Section 3.6: Vacancies**

If a vacancy occurs in any office, it may be temporarily filled by the Board of Directors until the next scheduled election.

## **Article IV: ORGANIZATION**

### **Section 4.1: CoC Councils**

The BCCC shall have two Council's established to support the work of the CoC's Board of Directors:

- **Lived Experience and Expertise Council (LEEP)**
- **Membership Council**

Both Councils shall provide non-binding input, counsel, advisory opinions and, if/as may be relevant, resources to assist the CoC Board of Directors in the execution of its duties. Those participating in either Council shall also be permitted to sit on the CoC's Board of Directors if so elected.

#### **Lived Experience and Expertise Council (LEEP)**

LEEP will serve as a means of ensuring the voices of those with lived experience and expertise is provided a platform for discussion, consideration, and solution-building in support of the CoC's goals and aspirations.

#### **Membership Council**

The Membership Council ensures geo-focused representation from cities and towns within the CoC, ensuring issues, concerns and solutions arising out of a particular area are brought to the attention of the entire CoC.

### **Section 4.2: Collaborative Applicant and HMIS Lead**

The City of New Bedford, through its Office of Housing & Community Development, shall serve as the lead administrative agent fulfilling the role of Collaborative Applicant (relative to the development of funding applications) on behalf of the BCCC and an HMIS Lead who shall be responsible for all data required of the CoC. Further discussion as to the HMIS Lead's responsibilities is presented in a separate HMIS Governance Document.

### **Section 4.3: Standing Committees:**

The BCCC shall have the following standing committees:

- **Nominating**
- **CoC Application**
- **Performance Review**
- **Supportive Services**
- **Rise Up for Homes**
- **Point-in-Time Count**
- **Coordinated Entry**
- **HMIS/Data**
- **Health Care**
- **Racial Equity**
- **CE Case Conferencing**
- **Ad-Hoc Committees**

All meetings shall be open to any BCCC member who wishes to attend.

#### **Nominating Committee:**

The Nominating Committee will consist of an odd number of members of the BCCC, totaling no less than three (3), nor more than seven (7) members. Any member of the BCCC may serve on the Nominating Committee with the exception of the Chair and Vice-Chair of the BCCC. One City of New Bedford's Office of Housing and Community Development Board of Directors member will be an ex-officio member of the Nominating Committee. The Nominating Committee will carry out its duties per Section 3.3.

#### **Continuum of Care Application Committee:**

The Continuum of Care Application Committee is charged with the responsibility of reviewing the NOFA and the requirements of the annual Continuum application so as to guide the BCCC in the development and refinement of Continuum-wide strategies, resources, needs, and issues critical to the application process. The direct personnel of those organizations receiving Continuum of Care Program funding through the NOFA process shall be expected to participate in this specific responsibility including the completion of collaborative application sections as may be assigned should they not already be elected members of the Board of Directors.

#### **Performance Review Committee:**

The Performance Review Committee reviews Performance Reports and other reports submitted by McKinney-Vento funded programs and provides analysis to the BCCC as to strengths, weaknesses, and ongoing program/systemic issues. The committee reviews the annual ranking for project applications for submittal to HUD, monitors the status of the Continuum's HMIS compliance, reviews the results from the annual Point-in-Time survey in an effort to produce accurate and statistically reliable data and reviews any other materials/data as may be warranted to ensure excellence in performance both by programs and the CoC system as a whole.

#### **Supportive Services Committee:**

The Supportive Services Committee will work to continue current success in connecting all mainstream resources to clients and to the extent practicable, coordinate with state and local discharge planning efforts to ensure discharged persons are not released directly to the streets or emergency shelters. The committee will assist in developing policies to ensure that case managers/advocates are properly trained and knowledgeable of application and appeal processes for mainstream benefits while providing recommendations to the BCCC Board of Directors as to speakers and training that may assist providers within the Continuum. The committee will ensure Continuum-wide collaboration with State and regional offices that administer mainstream program resources, e.g., Medicaid, food stamps, employment assistance, welfare assistance, and mental health services.

#### **Rise Up for Homes Committee:**

The Rise-Up for Homes Committee will serve as the BCCC's fundraising committee within the community while building community awareness. The committee has initially focused its efforts for raising funds for the cold weather shelter.



### **Point-In-Time Count Committee:**

The Point-in-Time Planning Committee will be responsible for planning and implementing all aspects of the annual Point-in-Time (PIT) survey. This includes the solicitation of donations, engagement of service and housing providers, team selection, appointment of leaders/volunteers, training, and site location identification. This committee was created to implement consistency in the PIT process and provide a network of members to implement this data collection. The Continuum of Care has set a goal of providing consistent, accurate data in all areas of collection and reporting, including the PIT and HMIS. The PIT committee shall convene no less than twice monthly from November through January and should periodically report to the BCCC Board of Directors prior to and immediately following the PIT count.

### **Coordinated Entry Committee:**

The Coordinated Entry Committee reviews and assesses protocols and standards undertaken by the CoC, the CALL coordinated entry system and the continuum's individual projects, along with HMIS data from the CoC, HUD guidance and the BCCC's own strategic planning efforts in order to determine the efficacy of the coordinated entry system within the CoC. The Coordinated Entry Committee shall also ensure that a focus on ending chronic homelessness in the City of New Bedford is made through the coordinated entry process to ensure progress toward that goal. The Coordinated Entry Committee may report and make recommendations to the BCCC's Board of Directors for improvement as warranted throughout the year to ensure system excellence.

### **HMIS/Data Committee:**

The HMIS/Data Committee shall periodically meet and be responsible for planning, decision-making, evaluation, and facilitation for the continued implementation of the HMIS within the New Bedford Continuum; determination of the long-term policy and procedures for HMIS; coordination and gathering of resources and leverages available to assist programs with participation. In so doing the HMIS/Data Committee should provide recommendations to the Board of Directors about data elements to be collected, its findings and the New Bedford CoC's compliance with HUD's reporting requirements including, but not limited to, the System Performance Based Measurements initiated by HUD in 2016.

### **Health Care Committee:**

The Health Care Committee acts based on the understood link between homelessness and public health. Local health systems have increasingly focused on the social determinants of health, and those experiencing homelessness and housing instability are especially prone to poor health outcomes because of their circumstances. This committee connects the work and resources of BCCC agencies with those of the area's leading hospitals and health care providers to improve and coordinate the response to those experiencing homelessness.

### **Racial Equity Committee:**

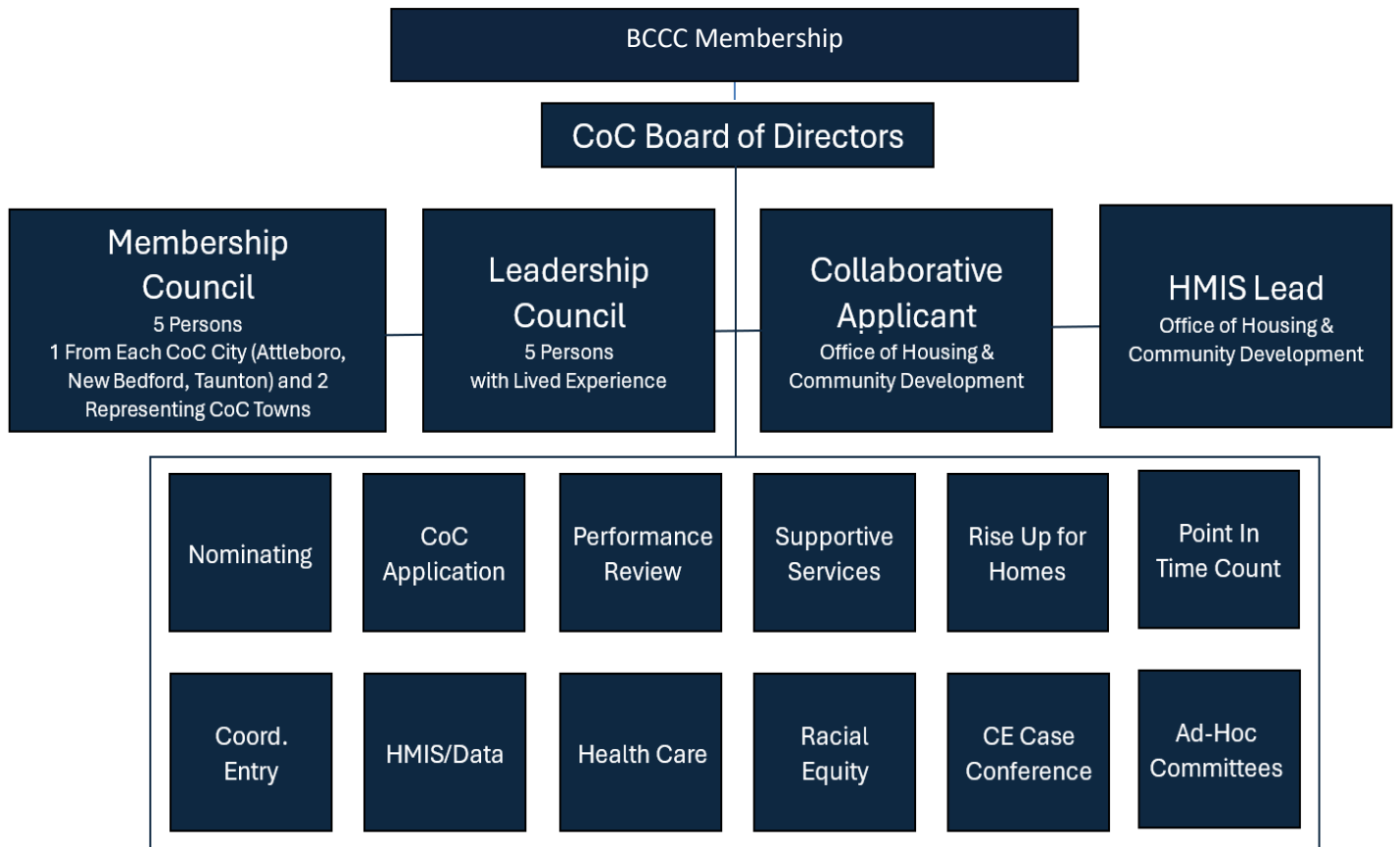
The Racial Equity Committee, working in a manner consistent with, and supportive of, the *2024 Racial Equity Assessment and Action Plan*, is responsible for developing constructive dialogue, analysis and proposed actions to affect more positive outcomes and experiences for minorities disproportionately impacted by conditions leading to or experiencing homelessness.

### **CE-Case Conferencing (By-Name List) Committee:**

The Continuum's Case Conferencing or "By-Name List" Committee consists of front-line workers and case managers working to assess and triage individuals/families either on the street or in shelter for the purpose of quickly navigating these households into stable permanent housing. The Case Conferencing meetings shall be convened and facilitated by Coordinated Entry program staff.

**Ad Hoc Committees/Amendment of Existing Committees:**

Mission specific ad hoc committees may be created at the discretion of the Board of Directors or by a vote of the membership at a regularly scheduled BCCC meeting. All such committees shall cease to exist when their specified tasks have been completed. Each of these committees will create a work plan, keep minutes, and provide a monthly update to the Board of Directors during Board of Directors meetings and to the BCCC during BCCC meetings for the duration of the committee’s existence. The Chair or designee will serve as the Interim Chair of any new committee until members of that committee elect a Chair during their first meeting. At the discretion of the Board of Directors or by a vote of the membership at a regularly scheduled BCCC meeting, an existing committee may be modified or eliminated as necessitated by current conditions and/or as per HUD requirements.



**Article V: MISCELLANEOUS PROVISIONS**

**Section 5.1: Amendment of Bylaws**

These bylaws may be altered, amended, or repealed by the affirmative vote of two-thirds (2/3) majority of the voting members at any meeting of the BCCC. Proposals to amend the bylaws may be made at any monthly meeting. The proposed amendment should be sent to all BCCC members in writing ten (10) days before the next regularly scheduled meeting during which a vote may occur.



**Section 5.2: Rules of Procedure**

When not inconsistent with the provisions in these bylaws, Parliamentary Procedures shall govern all meetings of the BCCC.

**Section 5.3: Compensation**

Members of the BCCC shall serve without compensation.

**Section 5.4: Staffing**

The City of New Bedford’s OHCD shall serve as the administrative agent for the BCCC and provide staff support in that capacity. In addition, and on behalf of the BCCC CoC, the OHCD shall also serve as the Collaborative Applicant through the NOFO process. In this capacity the City will take lead responsibility for carrying out the obligations of the BCCC, .

**Article VI. NONDISCRIMINATION**

The BCCC is a non-discriminatory organization and does not discriminate on the basis of age, sex, race, ethnicity, religion, creed, disability, sexual orientation, familial status, or natural origin in accordance with all state and federal regulations.

