

Chattanooga Interagency Council on Homelessness

Operating By-Laws

1. The Chattanooga Interagency Council on Homelessness Membership

The Chattanooga Interagency Council on Homelessness (“CICH”) shall be a member- driven body, which shall consist of up to 39 members. Each of the 39 members has an equal voting right.

2. Mission

The mission of the CICH is to convene a community forum of service providers, agency leaders, business leaders, and other stakeholders to plan, coordinate, implement and monitor strategies that accelerate Chattanooga's response to homelessness. The CICH will develop a community-wide plan that will focus on specific strategies and action items to accomplish the mission.

3. Meeting Proceedings

Robert’s Rules of Order (revised) will govern the meetings’ proceedings.

4. CICH Leadership (May 1 –December 31, 2018)

For the period of May 1, 2018 through December 31, 2018, there shall be two co-chairpersons appointed by the City of Chattanooga. The role of the co-chairs is to:

- a. Prepare agendas, convene meetings, and maintain minutes of the meetings;
- b. Identify gaps in resources and/or representation on the CICH that will further efforts to meaningfully address homelessness;
- c. Appoint members to the CICH and to committees undertaking specific tasks for the CICH (Committee members may be selected from outside the CICH membership body.);
- d. Facilitate the creation of a community-wide plan to address homelessness in Chattanooga and Hamilton County;
- e. Work with the CICH member body on creation of an organizational structure, by-laws and guidelines that will be implemented in January 2019; and
- f. Other duties as required.

5. CICH Leadership (Effective January 1, 2019)

The CICH shall design the leadership model that will be implemented in January 2019.

6. Meetings

- a. In 2018, there shall be a minimum of three meetings of the entire CICH body, generally in quarterly intervals.
- b. Telephonic participation is authorized and encouraged for members who are unable to be present for scheduled meetings in order to maintain consistency for the CICH body when a member simply cannot be physically present. Call in numbers shall be distributed in the calendar invitations for each meeting.
- c. A member of the body who is unable to attend a meeting may appoint a surrogate for a meeting who shall have the full voting rights as the member. The member will be responsible for sharing information about the meeting with the surrogate and shall notify the CICH support staff by email of the intent to appoint a surrogate who will be presumed to be authorized to vote, unless expressly denied that authority in writing.
- d. Unless expressly authorized by the Co-Chairs, meetings shall not be open to the public.
- e. Minutes of the meetings shall be recorded and will be available to the public within ten business days following the meeting. Minutes will be available for viewing at www.chattanooga.gov.

7. Quorum

- a. A meeting quorum consists of 50% of the CICH member body plus one member based on the total number of CICH members. In order to vote on an issue a quorum must be present at the start of the meeting.
- b. From time to time, there may be a need to secure a vote from the CICH member body between scheduled meetings. An additional meeting, teleconference meeting, and/or email solicitation are all acceptable means of securing a vote(s) from the CICH body.