

Chattanooga Interagency Council on Homelessness

Operating Guidelines

(Note to CICH Committee: In this document I have tried to capture details about the Chattanooga Interagency Council on Homelessness (CICH) and its operations that were brought up in our recent meeting, but don't necessarily have to appear in an organization's by-laws)

1. CICH Creation

At the outset, the City of Chattanooga forwarded the concept of the CICH, has dedicated staffing to support the initiative and its members, and has identified funds that will be used to support the creation of a community-wide plan to address homelessness in Chattanooga and Hamilton County.

2. Co-Chairpersons

The City appointed two co-chairperson of the CICH, who will serve through December 31, 2018. 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 organizations structure, by-laws and guidelines that will be followed through December 31, 2018 and may form the basis of the organization that will be put in place in January 2019; and
- f. Other duties as required.

3. Meetings

In 2018, three meetings of the entire body are planned: May 8th, September 11th and December 4th. All meetings will begin promptly at 12:00 p.m. and will end at or before 1:00 p.m. Lunch will be available to the members at 11:30. Members are encouraged to arrive early, have time to visit with other members, and eat lunch. The location for each meeting will be published as soon as it is identified. The date, time, location, and call-in number for all meetings will be sent to all members at least one month prior to the scheduled meetings.

4. Telephonic Participation in Meetings

For members who are unable to be present for scheduled meetings, telephonic participation is authorized and encouraged in order to maintain consistency for the CICH body when a member simply cannot be physically present.

5. Minutes

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 connect.chattanooga.gov/cich

6. Group Norms

A summary of the group norms and expectations that were identified in the CICH meeting follow:

CICH Members Will:

- Use honesty
- Set and commit to deadlines
- Use majority vote
- Have clear mission
- Share info
- Have clear meeting times in advance
- Have structure meeting and agendas
- Will not be jaded by the past
- Will commit to end results
- Listed to the needs of those we serve
- Be diplomatic
- Be organized
- Be able to act
- Be positive
- Be person centered
- Be accountable

CICH Members Won't

- Overtalk
- Share personal information
- Be uncommitted
- Meet just for the sake of meeting
- Judge based on people's opinion
- Have a few people making decisions