



Charter for the NC 507 Wake Continuum of Care

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I. Purpose

The purpose of the NC 507 Wake County Continuum of Care (“Wake CoC”) is to create a collaborative, inclusive, community-based process and approach to plan for and manage homeless assistance resources and programs effectively and efficiently to end homelessness in Wake County in compliance with all applicable federal, state, and local laws and regulations, including, but not limited to, [24 CFR 578](#), [Homeless Emergency Assistance and Rapid Transition to Housing \(HEARTH\) Act](#), and the [US Department of Housing and Urban Development’s Interim Rule dated 2012](#).

II. Definitions

The following definitions shall apply to this Charter. To the extent a word or phrase is not specifically defined herein, then the definitions contained in [24 CFR 578.3](#) shall govern.

- A. **Annual Work Plan:** A plan developed by each Committee setting forth the goals to be achieved in the coming year by the committee and an outline of the steps to be taken and resources needed to reach each goal.
- B. **Charter:** The Wake CoC governing document that establishes the roles and responsibilities of the Governing Board, Committees, the Collaborative Applicant/Wake CoC Lead Agency, the Homeless Management Information System Lead, and the Coordinated Entry entity with the goal of creating an inclusive, transparent process for the community as it works to prevent and end homelessness in compliance with [24 CFR 578 B](#).
- C. **Collaborative Applicant/Wake CoC Lead Agency:** Agency or organization designated by the Wake CoC to submit funding applications to HUD. It also provides administrative support to the Wake CoC Governing Board. All requirements of the Collaborative Applicant/Wake CoC Lead Agency will be set forth in a mutually acceptable written document signed on behalf of the Wake CoC by the Chair of the Wake CoC Governing Board and the designated Collaborative Applicant/Wake CoC Lead Agency.
- D. **Coordinated Entry:** A coordinated process designed to integrate program participant intake assessment and provision of referrals. A Coordinated Entry System covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool. This definition establishes minimum HUD requirements for the Wake CoC’s Coordinated Entry System as defined in [24 CFR 578.3](#).
- E. **Emergency Solutions Grants Program (“ESG”):** The federal ESG Program, administered by HUD, is designed to assist people with quickly regaining stability in permanent housing after experiencing a housing crisis and/or homelessness pursuant to [24 CFR 576](#).
- F. **Governing Board:** The body appointed by the Wake CoC to act on behalf of the Wake CoC.

- G. **Homeless Management Information System (“HMIS”):** The information system designated by the Continuum of Care to comply with the HMIS requirements in [24 CFR 578.3](#).
- H. **HMIS Lead:** Agency, organization, or government department designated by the Wake CoC to administer and manage HMIS consistent with all applicable federal, state, and local laws and regulations. Requirements of the HMIS Lead will be set forth in a mutually acceptable written document signed on behalf of the Wake CoC by the Chair of the Wake CoC Governing Board and the designated HMIS Lead.
- I. **HUD:** The United States Department of Housing and Urban Development.
- J. **Notice of Funding Opportunity (NOFO):** The annual Wake CoC collaborative application for McKinney-Vento Homeless Assistance funds as amended by the HEARTH (Homeless Emergency Assistance and Rapid Transition to Housing) Act. The application submission is facilitated by the Collaborative Applicant/Wake CoC Lead Agency in consultation with the Wake CoC Funding Review Committee.
- K. **Wake CoC:** The group organized under [24 CFR 578.3](#). It is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve homeless and formerly homeless veterans, as well as homeless and formerly homeless persons to the extent these organizations and individuals are represented within Wake County and are available to participate.
- L. **Workgroup:** The Governing Board may appoint a workgroup from time to time for the purpose of providing guidance and advice on matters outside the jurisdiction of Wake CoC Standing Committees. Workgroup activities shall be limited to only those matters expressly assigned by the Governing Board. The Collaborative Applicant/Wake CoC Lead Agency, or other party designated by the Governing Board, shall provide administrative support to each Workgroup. Workgroups are intended to be of limited duration and shall disband once it makes a report to the Governing Board or is disbanded by a majority vote of the Governing Board.
- M. **Written Standards:** In consultation with recipients of ESG program funds within Wake County, the Wake CoC shall establish and consistently follow written standards for providing assistance to recipients. The Wake CoC’s current **Written Standards are attached as Exhibit 1.**

III. General Provisions

- A. **Compliance.**
The Wake CoC shall comply with the requirements of [24 CFR 578.7](#) and [24 CFR 578.9](#), as well as all other applicable federal, state, and local laws and regulations.
- B. **Annual Review of Charter.**
Pursuant to [24 CFR 578.7\(5\)](#), the Wake CoC shall review and vote to approve its charter at least annually as set forth herein.

C. Notice.

Charter Amendments must be presented in writing to the Wake CoC Membership no less than ten (10) calendar days before the meeting at which the proposed Charter Amendments will be voted upon.

D. Operating Year.

The operating year of the Wake CoC begins on January 1st of each calendar year and ends on the 31st day of December of said calendar year.

E. Orientation of Board, Committee, and Wake CoC Members.

Each calendar year, the Nominations Committee will work with the Collaborative Applicant/Wake CoC Lead Agency to provide an orientation to the Wake CoC Membership. The orientation will address the Wake CoC structure and opportunities for meaningful participation and potential leadership opportunities. The Wake CoC Governing Board and Committee Chairs are also responsible for mentoring new members to promote meaningful participation and develop future Wake CoC leaders.

IV. Mission, Vision, and Values

A. Mission

The Wake CoC plans, develops, and implements comprehensive and coordinated strategies across funding sources and systems to address homelessness in Wake County.

B. Vision

The vision of the Wake CoC is to ensure that homelessness is rare, brief, and non-recurring. We will achieve this vision through our shared values and actions.

C. Values

1. The Wake CoC recognizes that housing is a human right and will not require pre-conditions for access to housing.
2. The Wake CoC will use trauma-informed practices in how we work together and serve people experiencing homelessness.
3. The Wake CoC will work to eliminate discrimination so that race, ethnicity, gender identity, socio-economic status, or sexual orientation are not predictors of who becomes homeless or predictors of outcomes within the homeless system. The Wake CoC is committed to re-envisioning systems to prevent and end homelessness.
4. The Wake CoC will be accountable to people experiencing homelessness and ensure there are meaningful and accessible ways to participate in shaping decisions.
5. The Wake CoC believes in being transparent with people experiencing homelessness and our community.

6. The Wake CoC will implement efficient systems that support people experiencing homelessness to get housing as quickly as possible because every day a person spends unhoused is a day too many.
7. The Wake CoC knows working together is better than working alone on all shared interests and efforts with all stakeholders pertaining to homelessness.
8. The Wake CoC believes that people experiencing homelessness are experts in their own lives and that a service provider's role is to support strengths and overcome barriers.

V. Wake CoC Membership

A. Intent

The Wake CoC is made stronger by building a broad and diverse membership. Therefore, Wake CoC Membership is open to any individual or organization residing or conducting business within Wake County that embraces the mission, values, and goals of the Wake CoC. The Wake CoC will actively recruit a broad membership in compliance with [24 CFR 578.5\(a\)](#) including, but not limited to nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals. local governments throughout Wake County, funders, healthcare providers, universities, affordable housing developers, landlords, law enforcement and representatives of the criminal justice system.

B. Membership Eligibility

All organizations must demonstrate active service of Wake County residents as a key part of their service population.

Non-profit organizations interested in becoming CoC Members must provide their 501(c)3 tax letter.

If an organization is not a non-profit, they must provide an equivalent form of business or tax documentation such as an Employer Identification Number (EIN).

Individuals interested in becoming CoC Members must demonstrate residence and/or substantial involvement in services in Wake County.

Organization or individuals who do not meet the above criteria are still able and welcome to attend CoC Membership and other public meetings.

C. Application and Renewal

Organizations or individuals may become Wake CoC Members by completing the application posted on the Wake CoC website. To encourage membership, the application will be short and simple to complete. Each application will be reviewed and acted upon by the Nominations Committee. Each applicant will be notified in writing once their application has been acted upon.

An organizational member shall designate one person from that organization who shall have the exclusive right to vote on behalf of said organization (one vote per organization) at Wake CoC Membership meetings. The Wake CoC shall continually recruit new members to ensure that membership generally reflects the demographics of Wake County and is of sufficient size to effectively carry out its mission. There is no minimum or maximum size requirement for Wake CoC Membership.

1. **Annual Renewal Process:** Existing members shall review and/or update their information annually at the request and guidance of the Nominations Committee

Organizations or individual members who fail to complete the annual renewal process and/or fail to vote in 25% of the CoC Membership votes in a calendar year will become non-voting members of the CoC. For organizations and individuals in their first year as a CoC Member, the voting percentage is based on the number of votes held since the time they were approved as members.

- Non-Voting Member: Open to anyone who applies through the website and meets the membership criteria. These members get newsletters, email updates, welcome to come to membership meetings.
- Voting Member: In addition to meeting the expectations of non-voting members, voting members are expected to participate in committees, provide feedback and public comment on proposed materials and maintain voting status.

D. Membership Duties and Expectations:

1. Serve on Committees and/or Workgroups.
2. Provide input on, guidance for, and approval of Wake CoC policy, strategy, and resource allocation.
3. Vote on all Governing Board candidates presented by the Nominations Committee.
4. Vote on the Wake CoC Charter and associated amendments.
5. Vote on Collaborative Applicant/Wake CoC Lead Agency and HMIS Lead candidates.
6. Attend all Wake CoC Membership meetings.
7. Notify the Nominations Committee of all changes to contact information.
8. Demonstrate a commitment to being informed about the issues and matters that are regularly addressed by the Wake CoC.
9. Individual members must reside in Wake County. Organizational members must be serving clients in Wake County.

E. Membership Meetings and Communications:

1. **Regular Meetings.** The Wake CoC Membership shall meet at least four (4) times each year. The Governing Board will establish a regular meeting schedule by January 31st of each calendar year and publish it on the Wake CoC website and email it to the then-current Wake CoC Membership list. All meeting notices will, at a minimum, contain the date, time, and location of the meeting. If deemed necessary by the Governing Board, Membership meetings may be conducted virtually. In such circumstances, all meeting notices will also include instructions for attending virtually.
2. **Special Meetings.** In unusual circumstances when an issue arises that requires action by the Wake CoC Membership outside of the regular meeting schedule, the Governing Board may call for a Special Meeting. When calling for a Special Meeting, the date, time, and location of the Special Meeting will be announced. Notice of Special Meetings will be given as soon as practical under the circumstances driving the need for such a meeting. Special Meeting Notices will be published on the Wake CoC website and emailed to the then-current Wake CoC Membership email list. If deemed necessary by the Governing Board, Special Meetings may be conducted virtually. In such circumstances, all meeting notices will also include instructions for attending virtually.
3. **Agenda.** Meeting agendas will be published and distributed to the membership at least ten (10) calendar days in advance of the meeting.
4. **Meeting Minutes.** Minutes of each meeting, including the results of all Wake CoC membership votes shall be tallied and emailed to the Wake CoC membership along with the draft minutes of the meeting at which the item appeared on the agenda no later than ten (10) business days after the deadline to vote on a particular agenda item expired. The results shall also be posted to the Wake CoC website the same day that the results are emailed to the Wake CoC membership. If the meeting is scheduled to take place virtually, the meeting will be recorded and a link to the video replay of said meeting will be published on the Wake CoC website and in the official minutes of said meeting.
5. **Meetings open to the Public.** Unless otherwise indicated in this Charter, all meetings held or conducted pursuant to this Charter shall be open and accessible to members of the public.
6. **Communications.** The Governing Board will ensure that regular and timely information about meetings, events, operations, and other relevant information is provided to Wake CoC Members, so they are well-informed and prepared to participate meaningfully in all Wake CoC activities and meetings. Information will be delivered through a variety of channels, including, but not limited to newsletters; meeting notices; agendas; and minutes of all Committee, Workgroup, Wake CoC Membership, and Governing Board meetings. The Wake CoC website will provide access to this information as well as other relevant information. The Governing Board will also ensure, to the extent practical and reasonably feasible, that current and archived information remains on the website and accessible to the public.

F. Voting

All individual Wake CoC members will have one vote. All member organizations will have one vote. An individual cannot vote both as an individual and on behalf of a member organization. If an organization has multiple departments with distinct missions, each of which desires a vote, then each department must apply to become a distinct organizational member and designate an individual who is eligible to vote on behalf of this member. If any CoC member does not vote in at least 25% of membership votes for the year, they will be subject to review by the CoC Nominations Committee.

1. Any item requiring a vote must appear on the official meeting agenda, publicized at least ten (10) calendar days in advance of the meeting. Approval by vote requires a simple majority of the full Wake CoC Membership as of the date an item appears on an official agenda to be voted upon.
2. Items to be voted on by the Wake CoC Membership include but are not limited to:
 - a. Annual updates to the Wake CoC Charter and any exhibits attached thereto [24 CFR 578.7\(2\)](#).
 - b. Written agreement designating the Wake CoC Collaborative Applicant/Wake CoC Lead Agency.
 - c. Written agreement designating the Wake CoC HMIS Lead.
 - d. Each member of the Governing Board after recommendation by the Nominations Committee.
 - e. Any other written agreement between the Wake CoC and a third party necessary for fulfilling the responsibilities of the Wake CoC as required by applicable federal, state, and local laws and regulations.
3. **Voting procedure.** Once a motion to approve an agenda item has been seconded during a Wake CoC membership meeting, a ballot shall be sent by email to the then-current list of the Wake CoC Membership. The ballot shall contain the following:
 - a. The text of the motion, along with all associated documents needed to evaluate the pending motion.
 - b. Instructions stating that each member shall return said ballot to a designated email address containing the member's vote no later than seven (7) business days after the ballot was emailed to the Wake CoC Membership.

The results of all Wake CoC membership votes shall be tallied and emailed to the Wake CoC membership along with the draft minutes of the meeting at which the item appeared on the agenda no later than ten (10) business days after the deadline to vote on a particular agenda item expired. The results shall also be posted to the

Wake CoC website the same day that the results are emailed to the Wake CoC membership.

VI. Wake CoC Governing Board

The Wake CoC Governing Board is responsible to the Wake CoC Membership in fulfilling its responsibilities as defined in this Charter, and those imposed by applicable federal, state, or local statute or regulation. The Wake CoC Governing Board is responsible for planning and coordinating the use of resources and evaluating the results on behalf of the Wake CoC. The Wake CoC Governing Board is empowered to create Committees and Workgroups to assist in carrying out its duties and responsibilities. The Wake CoC Governing Board will consider recommendations from its Committees and Workgroups in developing and implementing policies and practices that meet the needs of residents within the Wake CoC community.

A. Roles and Responsibilities of the Wake CoC Governing Board.

To make homelessness rare, brief, and non-recurring, the Board's responsibilities shall include:

1. Engage community leaders to develop and implement comprehensive strategies to reduce and end homelessness in Wake County.
2. Assess and monitor the performance of the Wake CoC, identify gaps, develop and implement strategies to address gaps, and improve the overall Wake CoC performance, including implementation of best practices.
3. Consult with the Collaborative Applicant/Wake CoC Lead Agency and HMIS Lead to develop, follow, and update the Charter as needed.
4. Recommend annually any Charter amendments to the Wake CoC Membership.
5. Receive recommendations on the recipient and sub-recipient performance targets appropriate for population and program type, along with performance and outcomes of ESG and Wake CoC programs.
6. Approve the Wake CoC HMIS data privacy plan, data security plan, and data quality plan.
7. Establish priorities that align with local and federal policies for recommending projects for Wake CoC-related grant funding.
8. Approve the Funding Review Committee's funding recommendations through a majority vote.
9. Coordinate with the Collaborative Applicant/Wake CoC Lead Agency on any other funding related to Wake CoC activities or funding.
10. Call meetings of the full Wake CoC membership at least quarterly.

11. Appoint Committees and Workgroups to facilitate the work of the Wake CoC.

12. Review annual work plans submitted by Wake CoC Committees.

B. Composition and Leadership.

The Governing Board shall consist of at least 15, but no more than 25 members. Ex-officio positions are not included in the count of Governing Board members. The Governing Board will continuously monitor its composition to ensure representation from across Wake County. Board Members shall not appoint a proxy or delegate their voting rights or attendance obligations to another individual. Each Board Member is expected to participate personally in meetings and decision-making processes.

1. Permanent Members. The following government agencies shall have the right to each appoint one (1) permanent member (for a total of four (4) Permanent Members) which shall be voted on like all other members of the Governing Board:

- a. City of Raleigh Emergency Solutions Grant (ESG) Entitlement Jurisdiction
- b. Wake County Emergency Solutions Grant (ESG) Entitlement Jurisdiction
- c. Raleigh Housing Authority
- d. Housing Authority of Wake County

2. Stakeholder Members. The remaining seats will be filled by representatives from these stakeholders:

- e. A person currently or previously homeless (2).
- f. A person with other population-specific lived experience(s).(2).
- g. Representatives from two (2) of the following regions within Wake County (but outside of Raleigh) (2):
 - Northern Region: Wake Forest and Rolesville
 - Eastern Region: Knightdale, Wendell, and Zebulon
 - Southern Region: Holly Springs, Fuquay-Varina, and Garner
 - Western Region: Apex, Cary, and Morrisville
- a. Emergency shelter providers (1)
- b. Prevention, street outreach, or diversion providers (1)
- c. Rapid rehousing or permanent supportive housing providers (1)
- d. Philanthropic partner working to eliminate homelessness (1)

- e. Faith-based organizations active in ending homelessness (1)
- f. Workforce development providers (1)
- g. Landlord or affordable housing developer (1)
- h. Legal expertise or systemic advocacy (1)
- i. Healthcare provider (physical, mental health, or substance use) (1)
- j. Law enforcement (2)
- k. Business representative (1)
- l. Wake County Public School System or institute of higher education representative (1)
- m. Veterans Administration or Survivors of Domestic Violence Provider (1)
- n. Community member (1)

If the above seats are not filled by at least 3 elected officials, up to three elected officials will be added to the Board in an ex-officio capacity.¹

C. Exceptions and Exclusions from Governing Board Membership.

Should any organization entitled to a seat on the Governing Board apply for and is chosen to serve as either the Collaborative Applicant/Wake CoC Lead Agency or the HMIS Lead (or both), then that organization shall temporarily forfeit its right to serve on the Governing Board until said organization(s) no longer serves as the designated Collaborative Applicant/Wake CoC Lead Agency and/or HMIS Lead. This exception applies equally to Permanent Members entitled to a seat on the Governing Board as set forth in Article VI.B.1 and Stakeholder Members as set forth in Article VI.B.2. Provided; however, a Permanent Member whose right to serve on the Governing Board has been forfeited temporarily pursuant to the terms of this paragraph shall not be prohibited from voting to designate a new Collaborative Applicant/Wake CoC Lead Agency and/or HMIS Lead so long as said organization no longer seeks to serve in either role. This paragraph is not intended to alter or modify an individual's responsibility for complying with all applicable conflict of interest obligations.

D. Governing Board Selection Process.

All members of the Wake CoC Governing Board shall demonstrate a professional or personal commitment to alleviating the impacts of homelessness. Members of the Governing Board serving at the date of adoption of this Charter shall serve until the expiration of their term or until their successor is approved by the Wake CoC Membership. To implement staggered terms, at the first meeting of 2025, one-half of the renewing or new Governing Board

¹ Representatives filling ex-officio seats on the Wake CoC Governance Board will be non-voting.

Members shall be approved for a one (1)-year term, and one-half shall be elected for two (2)-year terms. To continue staggered terms, upon the expiration of the Governing Board Members' terms in subsequent years, all future terms of office shall be two (2) years.

The Nominations Committee is responsible for reviewing applications and recommendations received from Wake CoC Members seeking to serve on the Wake CoC Governing Board. The Nominations Committee shall establish a written process for making nominations, bringing recommendations to the full membership for a vote, and creating staggered two (2)-year terms. The process shall be posted on the Wake CoC website. Nominations for the Wake CoC Governing Board will be voted on during a meeting of the Wake CoC Membership.

When nominations are open for Wake CoC Board of Governor seat(s), a notice will be published on the Wake CoC website and will be sent to the then-current Wake CoC Membership email list explaining which seats are open, along with the requirements and the process for applying to fill an open seat.

A member appointed to fill the unexpired portion of a vacated Wake CoC Governing Board seat shall complete the remaining portion of the original member's term. After that term, the member is eligible to serve two (2) full two (2)-year terms.

A. **Terms.** There shall be no term limits for Permanent Wake CoC Governing Board Members. All other Wake CoC Governing Board members shall serve two (2)-year staggered terms. Wake CoC Governing Board Members (other than Permanent Governing Board Members) shall be limited to serving two (2) consecutive two (2)-year terms. A former Wake CoC Governing Board Member may serve on the Governing Board again after a break of at least two (2) years after leaving the Governing Board due to term limits.

B. **Officers.**

- a. **Chair.** Shall preside over all Wake CoC Governing Board meetings and Wake CoC Membership meetings. The Chair also develops meeting agendas in coordination with the Executive Committee. The Chair speaks publicly on behalf of the Wake CoC and signs all written agreements and formal communications on behalf of the Wake CoC.
- b. **Vice-Chair.** Shall fulfill the functions of the Chair when the Chair is unavailable. The Vice-Chair serves as the Chair of the Nominations Committee.
- c. **Secretary.** Shall ensure complete and accurate records of all Wake CoC Board and membership meetings are kept and posted in a timely fashion to the Wake CoC website and disseminated as appropriate.
- d. **Treasurer.** Shall be responsible for coordinating with the Funding Review Committee to ensure that the Wake CoC Governing Board receives accurate

and timely information related to all Wake CoC finances and funding decisions. The Treasurer shall work to identify supplemental funding opportunities from nonprofits, foundations, corporations, and individuals.

- e. **Past Chair.** Shall provide continuity of knowledge for the Wake CoC Executive Committee.

- 1. **Officer Selection.** The Wake CoC Governing Board shall elect officers to serve a one-year term. Any member of the Governing Board present may nominate any other member of the Governing Board for a leadership position starting first with the Chair. Once nominations are closed, members of the Governing Board shall vote to elect each officer position until all are filled. A simple majority vote of the Governing Board present during the meeting is required for each Executive Officer position.

E. Executive Committee.

Is composed of the Chair, Vice Chair, Secretary, Treasurer, and Past Chair.

1. Duties

- a. Collaborate in developing Governing Board meeting agendas.
- b. Review and respond to all formal grievances as set forth in the Grievance Policy attached hereto as Exhibit 2.
- c. Ensure effective communication among the Governing Board, Wake CoC Membership, and community stakeholders.

F. Regular Meetings of the Governing Board.

The Governing Board will meet in-person. The Governing Board will decide how frequently to meet. In no event, however, shall the Governing Board meet less frequently than every other month. The Governing Board shall publish a meeting schedule no later than January 31st of each calendar year. The first Governing Board seated under this Charter shall approve a regular meeting schedule at its first meeting. Within ten (10) calendar days of approval, the official meeting schedule shall be published on the Wake CoC website and emailed to the then-current Wake CoC Membership email list. Meeting agendas will be published at least five (5) calendar days in advance of a regular Governing Board meeting.

G. Special Meetings.

In the unusual circumstance when an issue arises that requires action by the Governing Board outside of its regular meeting schedule, the Governing Board may call for a Special Meeting. When calling for a Special Meeting, the date, time, and location of the Special Meeting will be announced. Notice of Special Meetings will be given as soon as practical under the circumstances driving the need for such a meeting. Special Meeting Notices will be published on the Wake CoC website and emailed to the then-current Wake CoC Membership email list. If deemed necessary by the Governing Board, Special Meetings may be conducted virtually. In such circumstances, all meeting notices will also include instructions for attending virtually.

H. Closed Session.

When a situation arises where preserving confidentiality is required, the Governing Board may elect to go into Closed Session. To go into Closed Session, a Governing Board Member must make a motion setting forth the need and justification for a Closed Session and that motion must pass by a 2/3 vote of the members in attendance and eligible to vote on the matter. No Closed Session is permitted in violation of any applicable federal, state, or local statute or regulation.

I. Meeting Minutes.

Draft minutes of each Governing Board meeting, including the results of all items voted upon, shall be published on the Wake CoC website within seven (7) calendar days. If a Special Meeting takes place virtually, the meeting will be recorded and a link to the video replay of said meeting will be published on the Wake CoC website and in the official minutes of said meeting.

J. Actions Without a Meeting.

In extraordinary circumstances where time is of the essence, the Governing Board or any Committee may take an action without a meeting, provided:

1. The action is within its authority;
2. It is approved via email;
3. It is approved by a 2/3 majority of all then-seated Governing Board or Committee members who are entitled to vote on the matter and meet quorum requirements; and
4. The Governing Board or Committee documents the urgency of acting without a meeting.

K. Meetings are open to the Public.

Unless otherwise indicated in this Charter, all meetings held or conducted pursuant to this Charter shall be open and accessible to members of the public.

L. Quorum.

A simple majority of the full Wake CoC Governing Board membership constitutes a quorum. Attendance at a meeting is defined as in-person.

M. Voting.

Unless otherwise specified herein, all votes of the Governing Board shall require a simple majority vote for passage.

N. Conflict of Interest Policy, Disclosure, and Recusal.

Consistent with the requirements set forth in 24 CFR 578.95, the Wake CoC Membership will approve a Conflict-of-Interest Policy annually. The current policy is attached hereto as Exhibit 3.

1. **Compliance.** All members of the Wake CoC Governing Board shall review and sign a copy of the current Conflict of Interest Policy upon joining the Board and then

annually thereafter. Members will not be permitted to participate in any discussion or vote until the signed statement is on file.

2. **Disclosure and Recusal.** When a member of the Governing Board believes they have a potential conflict related to a matter coming before the Governing Board for a vote, that member shall inform the Governing Board in an open meeting. To be recused, the member shall state the basis for the potential conflict and ask to be recused. The Governing Board shall then vote on whether there are sufficient grounds for recusal. Recusal votes require a simple majority vote.
3. **Federal, State, and Local statutes.** Members of the Governing Board and all Wake CoC Committees and Workgroups shall comply with all applicable federal, state, and local statutes and regulations and shall strive to avoid all conflicts of interest.

O. Vacancy, Removal, and Resignation.

1. **Removal.** The Governing Board may by a simple majority vote to remove a member of the Governing Board who has two (2) or more unexcused absences from regularly scheduled Governing Board meetings in any twelve-month period. Absences are considered excused if the Wake CoC Board Chair is notified at least 24 hours in advance of the Governing Board meeting via phone, e-mail, or letter or if there are extenuating circumstances deemed so by the Chair (i.e. illness, accident, funeral, etc.). Unexcused absences from Special Meetings will not be considered in this calculation.
2. Any Governing Board member may also be removed by a $\frac{3}{4}$ vote of the full Governing Board for:
 - a. Repeatedly failing to perform their duties and responsibilities;
 - b. Failing to comply with this Charter and/or applicable policies;
 - c. Engaging in conduct that violates the Wake CoC Conflict of Interest; or
 - d. Repeatedly engaging in behavior that causes reputational harm to the Wake CoC.

Before a Board Member filling a permanent seat is removed, a letter will be sent to the organization with the corresponding permanent seat addressed to the County or City Manager's Office or the Wake/Raleigh Housing Authority Board Chair.

3. **Resignation.** Any member of the Wake CoC Governing Board may resign at any time by giving written notice to the Chair. Any such resignations will take effect at the time specified within the written notice or as otherwise determined by the Wake CoC Governing Board. If a Board Member filling a permanent seat resigns, a copy of the resignation letter will be sent to the organization with the corresponding permanent seat.

4. **Change in Employment.** To ensure full representation of a broad range of community organizations and specific populations, Governing Board members shall inform the Chair of the Nominations Committee, within ten (10) business days, if they change employers, retire, start a business, or otherwise significantly alter their employment status. Notification shall be made in writing. The Nominations Committee will then consider, within ten (10) business days, whether the change alters the Governing Board member's ability to represent the constituents they represent currently on the Wake CoC. If the Nominations Committee determines that the member of the Governing Board can no longer represent those constituents, the Nominations Committee will ask said member of the Governing Board to resign. If, for any reason, a vacated seat drops the Board below the minimum required seats (15), then the Nominations Committee will initiate the process of selecting a replacement for this Governing Board seat; otherwise, a vacated seat shall remain vacant until the next Governing Board selection process.

VII. Written Standards

All Wake CoC written policies and standards currently in place and attached hereto as Exhibit 1 shall remain in force until amended by the Wake CoC Governing Board.

VIII. Committees & Workgroups

The work of the Wake CoC is extensive, and there are many responsibilities that a single entity cannot effectively manage on its own. Therefore, the Wake CoC, through its Governing Board, will establish Committees (ongoing) and Workgroups (time-limited) to facilitate the work of the Wake CoC. Each Committee and Workgroup will have a clear purpose; publish agendas and minutes; and communicate its findings, recommendations, and concerns to the Governing Board. Each Committee is responsible for updating policies and procedures under the scope and purview of the Committee.

In establishing Committees, the Governing Board and the Chairs of each Committee will include categories of expertise and/or stakeholder groups it desires to include on each Committee. The Chair(s) of each Committee will be charged with seeking individuals to fill these slots.

The Nominations Committee will work to ensure that Committee Chair and Membership is representative of the community and expertise needed for the designated focus area. Governing Board members should be represented within each committee. Each committee will reserve a minimum of one seat for homeless or formerly homeless individuals and will make every effort to fill that seat. Each CoC Committee is expected to consult with the Homeless Services Advisory Committee, particularly on matters of policy updates and service design. To limit the undue influence of the Leadership Council, organizations may have only one person chair a committee simultaneously. Committee Chairs and Membership will be reviewed by the Nominations Committee on an annual basis following the annual renewal process of the full CoC Membership.

A. Funding Review Committee.

The Funding Review Committee makes recommendations to the Wake CoC Governing Board after reviewing and scoring applications submitted by qualified nonprofits or government agencies to fund programs serving the needs of Wake County residents. The Funding Review Committee makes recommendations to the Wake CoC Governing Board related to any other decision related to grant funding or the allocation of funds.

The Funding Review Committee develops a fair and transparent process for appeals related to grant funding decisions and processes and recommends the scoring and ranking criteria for projects eligible for funding under the Wake CoC Program to be approved by the Funding Review Committee. Scoring and review committee members are approved by the Wake CoC Governing Board.

Nonprofits or government agencies applying for, or currently receiving, funds from the Wake CoC are prohibited from participating in the Funding Review Committee in compliance with the adopted Wake CoC Conflict of Interest Policy, attached hereto as Exhibit 3.

The Funding Review Committee shall submit an Annual Work Plan to the Wake CoC Governing Board no later than December 31st of each year.

B. Nominations Committee.

The Nominations Committee receives, reviews, and recommends persons to serve on the Wake CoC Governing Board and its Committees. The Nominations Committee develops and implements plans and activities designed to recruit as many diverse stakeholders within the community as possible. The Nominations Committee collaborates with the Wake CoC Governing Board to develop standards and qualifications for membership in all Wake CoC Committees and Workgroups as deemed necessary.

The Nominations Committee shall submit an Annual Work Plan to the Wake CoC Governing Board no later than December 31st of each year.

C. Coordinated Entry System Committee.

The Coordinated Entry System Committee provides macro-level oversight of the coordinated assessment system. The Coordinated Entry System Committee, in coordination with the Coordinated Entry entity, troubleshoots issues and makes recommendations to the Wake CoC Governing Board and the full Wake CoC Membership on any macro-level changes for system improvement, such as significant changes to policy and prioritization of people experiencing homelessness, applicable Policies and Procedures, and Written Standards. The Coordinated Entry System Committee must include representation from the Collaborative Applicant/Wake CoC Lead Agency.

The Coordinated Entry System Committee shall submit an Annual Work Plan to the Wake CoC Governing Board no later than December 31st of each year.

D. Data Advisory Committee.

The Data Advisory Committee identifies needs for HMIS training and reviews HMIS reports to be submitted to funders such as HUD or ESG jurisdictions. The Data Advisory

Committee reports periodically on the status of data completeness and other data quality measures to the Wake CoC Governing Board and the Wake CoC Membership. The Data Advisory Committee regularly reviews data policies and procedures and provides recommendations on how system-wide data performance can be improved. In collaboration with the HMIS Lead, the committee ensures the completion of the Annual Gaps Analysis and complete system and project-level performance evaluation and data monitoring.

The Data Advisory Committee shall submit an Annual Work Plan to the Wake CoC Governing Board no later than December 31st of each year.

E. Homeless Emergency Response Committee.

The Homeless Emergency Response Committee assists and oversees the management of “emergency” events as they arise. Activation is determined by guidelines and protocols established by the Homeless Emergency Response Committee and approved by the Wake CoC Membership. The Homeless Emergency Response Committee provides a unified command structure and communications strategy for large-scale events or events where multiple people/agencies are impacted. The overall objective is to establish a scalable standard response structure approved through the Wake CoC Membership.

The Homeless Emergency Response Committee shall submit an Annual Work Plan to the Wake CoC Governing Board no later than December 31st of each year.

F. Homeless Services Advisory Committee.

The Homeless Services Advisory Committee amplifies the voices of individuals whose firsthand perspectives and journeys provide invaluable insights into challenges, successes, and opportunities for service improvement. The Homeless Services Advisory Committee works to ensure that members’ experiences shape Wake CoC policies and service provider practices. The Homeless Services Advisory Committee will provide a regular meeting space for homeless and formerly homeless individuals to meet with service providers and address a cross section of issue areas. This includes but is not limited to supporting communications and access tools, customer service, and develops plans and processes to assess Wake CoC’s policies and resource allocation decisions are positively impacting individuals and households served through the Wake County CoC.

The Homeless Services Advisory Committee shall submit an Annual Work Plan to the Wake CoC Governing Board no later than December 31st of each year.

G. Street Outreach Committee.

The Street Outreach Committee supports, coordinates, and enhances efforts to engage households and individuals experiencing unsheltered homelessness in the Wake CoC.

In collaboration with outreach teams and service providers, the Street Outreach Committee identifies challenges, recommends system-wide improvements, and advises the Wake CoC Governing Board and full CoC Membership on policies and best practices to enhance engagement and service delivery.

The Street Outreach Committee plans, coordinates, and oversees the Wake CoC's annual Point in Time Count in compliance with [24 CFR 578.7\(c\)\(2\)](#).

The Street Outreach Committee shall submit an Annual Work Plan to the Wake CoC Governing Board no later than December 31st of each year.

H. Youth Action Board (Committee).

The Youth Action Board learns from current and formerly homeless youth and young adults to improve the CoC to better serve 18–24-year-olds who experience homelessness and prevent 18-24 year olds from becoming homeless. Committee Members are young adults, at least two-thirds of whom are ages 24 and younger and have experienced homelessness.

The Youth Action Board shall submit an Annual Work Plan to the Wake CoC Governing Board no later than December 31st of each year.

IX. Collaborative Applicant/Wake CoC Lead Agency

A. Selection Process.

The Wake CoC Governing Board shall develop a written, transparent process for designating the Collaborative Applicant/Wake CoC Lead Agency that complies with all applicable federal, state, and local laws and regulations.

B. Roles and Responsibilities.

1. In coordination with the Wake CoC Governing Board, the Collaborative Applicant/Wake CoC Lead Agency shall develop and implement a plan to comply with [24 CFR 578.7\(c\)](#), as well as all other obligations mutually agreed upon in writing, including submitting annual HUD application(s) for funding Wake CoC programs and the application to HUD for funds to support planning activities for the Wake CoC. The Wake CoC Governing Board shall review and approve the annual application for Wake CoC funding before it is submitted to HUD.
2. In collaboration with the Funding Review Committee, the Collaborative Applicant/Wake CoC Lead Agency shall develop and administer a fair, consistent, and transparent process for allocating funds to eligible recipients. The Collaborative Applicant/Wake CoC Lead Agency shall also collect and organize required application information from all projects funded by the Wake CoC in Wake County.
3. Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD.
4. The Collaborative Applicant/Wake CoC Lead Agency prepares a written report detailing grant spending, budgets, significant communications with HUD representatives, and any other documents or matters necessary to keep the Wake CoC Governing Board fully informed. This report shall be presented to the Wake CoC Governing Board on a quarterly basis.
5. In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish written standards for providing

Continuum of Care assistance in compliance with [24 CFR 578.7](#) and monitor for compliance.

6. The Collaborative Applicant/Wake CoC Lead Agency will provide adequate staff and administrative support to the Wake CoC Governing Board, Committees, and Workgroups to enable the Wake CoC to address the critical needs facing people in Wake County who are homeless or are at risk of becoming homeless.
7. All requirements and responsibilities of the Collaborative Applicant/Wake CoC Lead Agency shall be set forth in a written document signed by the designated Collaborative Applicant/Wake CoC Lead Agency and the Chair of the Wake CoC Governing Board.

C. Monitoring and Evaluation of Collaborative Applicant/Wake CoC Lead Agency.

The Wake CoC Governing Board shall monitor and evaluate the performance of the Collaborative Applicant/Wake CoC Lead Agency to ensure compliance with all mutually agreed upon written duties and responsibilities, as well as compliance with all applicable federal, state, and local laws and regulations.

X. HMIS Lead Agency

A. Selection Process.

The Wake CoC Governing Board, in collaboration with the Data Advisory Committee, shall develop a written, transparent process for designating the HMIS Lead Agency that complies with all applicable federal, state, and local laws and regulations.

B. Roles and Responsibilities.

1. The designated HMIS Lead Agency shall comply with all requirements of [24 CFR 578.7\(b\)](#), including monitoring HMIS operations within Wake County, ensuring recipients and subrecipients participate in HMIS. The HMIS Lead Agency shall keep the Governing Board apprised of all concerns related to the HMIS system and will make timely recommendations to the Wake CoC Governing Board concerning issues of policy and participation.
2. All requirements and responsibilities of the HMIS Lead Agency shall be set forth in a written document signed by the designated HMIS Lead Agency and the Chair of the Wake CoC Governing Board.

C. Monitoring and Evaluation of HMIS Lead.

The Wake CoC Governing Board shall monitor and evaluate the performance of the HMIS Lead Agency to ensure compliance with [24 CFR 578.7\(b\)](#), all other mutually agreed upon written duties and responsibilities, as well compliance with all applicable federal, state, and local laws and regulations.

XI. Exhibits

The below is a list of all exhibits and reference documents to be attached to the Charter and reviewed annually with the Charter:

1. Written Standards
 - a. Antidiscrimination Policy (under review for compliance with emerging federal mandates)
 - b. Grievance Policy
2. Conflict of Interest Policy
3. Lead Agency MOU(s)
4. Violence Against Women Act Policy
5. Ensuring Continuing Education Policy