

# Ocean County Homeless Prevention and Assistance Coalition

## Ocean County HPAC Membership Policy

### Membership Overview

Goals - Broad based community participation in addressing homelessness through collaboration, strategy, resources and coordinated services.

### Types of Participation

#### Voting

- Primary Members are those current standing members with voting privileges.

#### Non-voting

- Participants are those who attend general meetings and may participate but have no voting privileges. A participant who attends three consecutive meetings may submit a request for becoming a primary member. (see New Member Application Process). If an organization or group is requesting membership one vote by one of the organizations representatives would constitute that groups voting privilege.
- Community Participants are those participants who may comprise subcommittees and/or ad hoc committees but may not necessarily attend the general meetings. Community participants would consist of those people in the field who have first-hand experience with issues discussed and can contribute to identifying current challenges and participate in possible solutions.

Membership targets - Members of the HPAC represent and may include service providers, local businesses and developers, faith-based organizations, homeless or formerly homeless persons, nonprofit organizations, representatives from public agencies, and other interested individuals who reside in or do business in Ocean County. The HPAC shall strive to be representative of all subpopulations of homeless persons in Ocean County. An invitation for new members to join will be made publicly available at least annually, in accordance with the HPAC Member Recruitment Policy.

(\* denotes current gaps in member representation)

- a. Government agencies throughout Ocean County
- b. Faith-based and community-based organizations
- c. Advocates
- d. \*Public housing agencies
- e. Non-profit homeless-assistance providers
- f. \*Local business and law firms
- g. Law enforcement and correctional facilities
- h. Social service providers
- i. \*Homeless or formerly homeless representatives

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- j. \*Hospital and health care providers
- k. Victim service providers
- l. Behavioral health care providers
- m. \*For-profit and non-profit housing developers
- n. Organizations serving veterans
- o. \*Funders
- p. \*Local school representatives
- q. \*Local colleges, universities, trade schools

## **Recruitment and Outreach**

Recruitment Process - An invitation for new members to join will be made publicly at least once a year. HPAC committee members will identify and address membership gaps in essential sectors from key providers and other vital stakeholders. Recruitment of new members will be made to ensure all membership requirements set forth in the by-laws are met.

Recruitment outreach by way of written or verbal invitation to prospective members may be an ongoing process. Invitation to attend a general meeting or committee meeting, to familiarize prospective new members with HPAC, would be required.

Outreach in the community could also extend to HPAC Primary Members attending meetings of local civic groups to inform them of HPAC and possible future collaboration to address solutions for the homeless in our community.

Recruitment Materials - Prospective members should be supplied with the following packet to include:

- a. Copy of HPAC by-laws
- b. Goals and mission statement
- c. Flow chart depicting the process of HPAC executive board, lead agency, committees and membership
- d. Ocean County's Homeless Services Plan(2013-2023)

## **New Members**

Application Process - new participants are considered participatory members and do not have voting rights. After attendance at three consecutive HPAC general or committee meetings, participatory members may apply to become a primary member which would include voting rights.

- a. Submit a written request for primary membership
- b. Submit a bio
- c. Submit reason for wanting to become a primary member

Review and Approval – The Executive Board shall review all membership applications submitted and shall approve any new members to the Ocean County Homeless Prevention and Assistance Coalition.

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Timelines for submission and notification – Those interested in becoming a new member of Ocean HPAC may submit the required membership documents at anytime. The Executive Board will have 60 days to review and notify applicants of the final membership decision.

Orientation – An orientation will be conducted by the lead agency, in a timely manner, after notification of acceptance to the new member.

## **Member Responsibilities**

Membership Terms - Members will serve without compensation in one-year terms to begin January 1 and terminate on December 31, as appointed by the Executive Board. Membership may be renewed as long as the member remains in good standing: participates actively on the HPAC in accordance to its mission and purposes, regularly attends meetings, and continues to reside in or do business in Ocean County.

Meetings - The HPAC shall meet bimonthly, as scheduled by the HPAC as a whole pursuant to the State of New Jersey Open Public Meetings Act, chapter 231, P.L. 1975. All meeting dates shall be announced, and posted on the CoC Lead Agency's website, and at other sites as determined by the HPAC. Special meetings of the members may be called by a majority of the HPAC.

Attendance - Attendance will be recorded at each HPAC and Committee meeting. Members of the HPAC are expected to be present and active participants in HPAC and Committee meetings. Specific attendance requirements to maintain good standing are as follows:

- A. Continuum of Care Recipients and Subrecipients: All CoC recipients and subrecipients are required to participate (or in the case of an agency, have at least one representative participate) on a working Committee and attend at least two-thirds of the regularly scheduled meetings in order to be considered for funding through the Continuum of Care or other funding of the HPAC. In addition, Recipients and Subrecipients must participate in any mandatory grantee meeting(s) convened by the Executive Board or CoC Lead Agency.
- B. Other Members: All other HPAC members are required to attend at least one-half (1/2) of all meetings in a calendar year or, in the case of an agency, have at least one representative participate.

Representation and Voting - : Agencies and organizations should be represented by no more than one (1) member each, unless it is determined by the Executive Board that multiple program components within a larger umbrella organization may be represented separately on the HPAC to best serve its mission. Each member is entitled to one (1) vote on matters considered by the HPAC.

Addressing Membership Issues

# Ocean County Homeless Prevention and Assistance Coalition

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- Changing Membership Status
- Removal of member
- Review/Update of Membership Policies
- Responsible entity
- Frequency of Review
- Process for amendments