



**Tampa/Hillsborough County Continuum of Care (CoC)  
Executive Planning Committee Meeting  
THHI – 601 E. Kennedy Blvd. (24<sup>th</sup> Floor), Tampa, FL 33602**

**CoC Committee Standards**

Each CoC Committee shall consist of members representing a balanced representation of the CoC's Active and participating members based on:

- 1) Person/agency expertise being represented within the committee's focus and/or
- 2) Person/agency being represented has a recognized interest in the committee's focus
- 3) Person/agency reflects balance of CoC members organizational sizes and type

While initial CoC Committee membership was established based on interest in serving on the committee(s), future members will be added based on the above criteria by decision (vote) of the members of the committee serving at the time a request to join the committee is made

- 1) Each committee shall have no more than **15 members**, as each committee is a 'working' committee. The 15 members shall constitute the Committee's voting members. The voting members of each Committee shall select at a minimum a Committee Chair, and optionally a Co-Chair and a Secretary to develop committee minutes/notes and attendance.
- 2) Committee membership is open to all entities, regardless of "Active CoC membership" status; and shall have committee voting rights if designated as a Committee member, regardless of their agency's "Active CoC membership" status.
- 3) Committee membership is open to any individual serving in an advocacy role that wants to positively contribute to the work of the committee and shall have committee voting rights if designated as a Committee member, regardless of organizational affiliation or "Active CoC membership".
- 4) No organization may have **more than 2 representatives** as a voting member on any one committee; and no organization represented on a committee shall have more than 1 vote in any decision making process.
- 5) When necessary, THHI staff and/or a committee Chair shall be allowed to recruit additional members to ensure the committee membership is ample to accomplish the work required and/or that the right members are 'at the table.'
- 6) Agency representatives may request to serve on a CoC Committee by submitting their request in writing to the Committee Chair. If the Committee has reached their 15 member limit, the agency represented may 1) be put on a list for potential future membership, or 2) if there is an agency with 2 representatives as Committee members, the Committee may choose, via Committee vote, to request that the agency with duplicate representation step down to allow the unrepresented agency



representative to become a committee member. All new committee members must be added by a vote of the current committee members.

- 7) Committee members are expected to attend all meetings. A committee member may designate an **Alternate** from the **member organization** and may send their designated Alternate to a meeting on their behalf for the purposes of obtaining information presented/discussed, participate in the discussion or decision making votes. However, it is the responsibility of the member and alternate to properly communicate to ensure continuity of information and progress within the committee. The committee member must provide the name of their Alternate, in writing, to the Committee Chair at the beginning of the calendar year. While the Alternate can be changed by the member as needed, a different Alternate cannot be utilized each month to ensure the member is counted as in attendance. If the committee member and the alternate are jointly present at a committee meeting, the alternate will only be attending in an observatory capacity. Members that miss **25%** of monthly or **75%** of quarterly committee meetings in a calendar year will be removed from the committee. In the event that the Alternate is attending more meetings than the committee member, the Committee may request the Alternate to become the official member. Any individual who attends the committee meeting, not assigned as a committee member or alternate, will not be included as having attended.
- 8) Agency participation, in accordance with the Tampa/Hillsborough County CoC Governance Charter, is a criteria for determining Active CoC Members. Only “Active CoC Member” agencies have CoC level voting rights, which include voting on the At-large Members of the CoC Executive Planning Committee nominees.
- 9) All committee level items that have been voted on and approved by the committee, will be forwarded to the Executive Planning Committee for review and approval prior to the document being submitted to the THHI Board of Directors or the THHI Board Strategic Planning committee for final approval.
- 10) Agency participation on any CoC Committee will used as a scoring criteria for RFPs issued by THHI.
- 11) Each CoC committee Chair will provide at least a brief verbal report/summary of their committee’s efforts at each monthly CoC meeting. The CoC Committee Chair will also ensure written notes/minutes of each meeting are provided to THHI for posting to the THHI website.
- 12) It is recommended that no single person try to represent their organization on more than **2 committees**.
- 13) CoC Committees must meet on a consistent schedule/location (*e.g. 2th Thursday of each month from 1 p.m. to 3 p.m. at XYZ location*) at least quarterly if not more to accomplish the committee deliverables. Changes and/or cancelation of committee meetings shall only occur in rare /extreme situations. The determined schedule and location will be posted to the THHI website.



- 14) All are welcome to attend any CoC Committee meeting, however discussion participation and voting will be limited to **Active Committee Members only**. An Active Committee Member is one that attends 83% of monthly committee meetings or that attends 75% of quarterly committee meetings.
- 15) Non-committee members may request a meeting with the committee chair, and/or provide in writing information they would like the committee to consider.
- 16) Each committee may choose to bring in and/or request presentations, information, or other pertinent items they feel necessary to facilitate education/knowledge related to best practices, regulations, strategic planning, and other continuum of care items related to the scope of work assigned their committee
- 17) Each committee will have a designated **THHI Staff Liaison**. The staff liaison's role will be to give technical assistance and guidance, and also to provide answers and/or clarification on relevant questions inquired by the committee members.
- 18) Each committee may request and receive information related to the UNITY Information Network, and how its functions and capabilities may be able to be utilized to achieve the outcomes of the committee's work.
- 19) When necessary for proper order, *Robert's Rules of Order* protocol will be utilized by the committee chairs.
- 20) Additional committees, sub committees, taskforces, etc. may be formed on an as needed short-term basis by the CoC Executive Planning Committee, THHI and/or THHI Board of Directors.
- 21) Recognizing that the defined deliverables of the various Committees may overlap, Committee chairs are strongly encouraged to ensure they are working cooperatively and in conjunction with the other committees.
- 22) As outlined lined in the THC CoC Governance Charter, the Chair of each committee shall serve as a member of the CoC Executive Planning Committee. The Committee Chair can designate the Co-Chair, or another committee member if no co-chair is established, as their alternate for the meetings if there is not an agency representative to serve as the alternate for the Committee Chair on the Executive Planning Committee. If the Committee Chair seat is vacant, the Co-Chair or another committee member if no co-chair is established, may attend the CoC Executive Planning Committee as a representative of the committee until a new Committee Chair is established.