

## **Homeless Advisory Committee Charter**

*The name of this organization shall be the Homeless Advisory Committee*

*Inter-local agreement signed by Fayetteville City Council on June 26, 2017 and*

*Cumberland County on October 16, 2017 (Attachment 1)*

### **Committee Purpose:**

The Homeless Advisory Committee (the "Committee") has been established to support policy direction on issues that address persons experiencing homelessness and those at risk of becoming homeless. It also shall monitor and review data and trends from the Homeless Management Information System (HMIS), provide recommendations about homeless programs and services, review other data related to homelessness, and communicate information to the respective governing boards and broader community.

### **Guiding Principles:**

The following principles will be used to guide Committee governance:

1. Remain mindful of the purpose of the Committee while governing its implementation
2. Represent and seek to meet the needs of all Committee stakeholders while sharing responsibility and authority
3. Make governance and budgeting decisions cooperatively with input from a variety of stakeholders.
4. Review and openly discuss governance and budgets annually
5. Involve stakeholders to ensure sufficient resources so Committee can best meet the requirements of both service providers and policy makers
6. Make decisions inclusively and with transparency
7. Seek simplicity in any proposed changes to the Committee
8. Ensure that progress is not slowed by undue delays and process
9. Ensure stakeholders can participate in decisions impacting obligations and performance

### **Responsibilities:**

The Committee will carry out the following responsibilities:

- Regularly provide reports to the Fayetteville-Cumberland Liaison Committee
- Conduct research and investigation into issues about homelessness including causes and effects within Fayetteville and Cumberland County
- Recommend resources for prevention and intervention programs and services
- Act as a clearinghouse for information on local homelessness issues
- Promote communication to broader community to encourage greater advocacy

- Assure maintenance and ongoing funding of the Data & Evaluation Analyst position and the HMIS

**Membership:**

The Committee will consist of:

- (2) City Council Members (Voting)
- (2) Cumberland County Commissioner Members (Voting)
- (1) Cumberland County School Board Member (Voting)
- The Cumberland County Schools Superintendent (Ex-Officio)
- Chairman of the Fayetteville-Cumberland County Continuum of Care (COC) (Voting)
- Assistant City Manager (Ex-Officio)
- Assistant County Manager (Ex-Officio)
- City Economic Community Development Director (Ex-Officio)
- County Community Development Director (Ex-Officio)
- Government Affairs Officer (Ex-Officio)
- Data & Evaluation Analyst (Ex-Officio)

**Terms of Membership:**

1. Elected officials are appointed by their respective governing bodies and shall serve until replaced
2. If a vacancy occurs, the respective governing body shall appoint a replacement on the Committee prior to the expiration of a term
3. Any Committee member who loses his or her affiliation may continue to serve until a successor is named
4. The position of Chair will rotate between the City and County on alternating years; the position of Chair and Vice-Chair will not be held by the same governing body during any term

**Roles:**

**Chair (City or County Elected)**

- To call and preside over all meetings of the Committee
- To set agendas for all Committee meetings
- To declare a quorum
- To rule on the validity of the vote in any question before the board
- To rule on points and procedures
- Other duties as expedient

**Vice Chair (City or County Elected)**

- To exercise powers and duties of the Chair in the absence of the chair
- To preside over the Committee in event that the Chair is disqualified for any reason from participating in consideration of a question before the Committee
- To perform other duties as assigned

**Secretary (Staff-Support Function)**

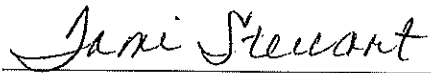
- To keep full and accurate minutes of all board meetings and submit said minutes for approval by the board not later than the next regular meeting after minutes are taken
- To notify board members of regular or special meetings
- To record reports of committees
- To act as custodian of documents for the board
- To perform other duties as necessary

**Meetings:**

The Committee shall meet via teleconference as needed but shall normally meet in-person. The Committee may act upon the vote of its members via telecommunications equipment, where, in accordance with Committee Bylaws, all parties participating in the meeting can hear each other at the same time. All committee members are expected to attend each meeting. The committee can request members of management, auditors, or others to attend meetings and provide pertinent information, as necessary. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes will be prepared.

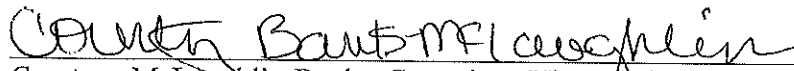
- A. Regular Meetings: In accordance with the North Carolina Open Meeting Law, the Homeless Advisory Committee of the City of Fayetteville and Cumberland County hereby resolve that it will hold its regular meetings on the second Tuesday of each month at 1:00 p.m. (location to be announced prior to each meeting).
- B. Special Meetings may be called by the Chairman or by two-thirds of the Committee voting members. Special meetings may be called by notifying the secretary/staff of the date, time, place, and purpose of the meeting. Special meetings shall be limited to the purpose for which they are called.
- C. Notice of all meetings shall be in writing to each member at such address (including e-mail address), or place as he or she shall designate. Ten days' notice is required for regular meetings. Three days' notice is required for special meetings.
- D. Quorum shall be a majority of the voting members present at any meeting of the Committee. The minimum number of members must be present for a quorum to be maintained.

CITY OF FAYETTEVILLE/COUNTY OF CUMBERLAND  
HOMELESS ADVISORY COMMITTEE CHARTER



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Toni Stewart, Committee Chair



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Courtney McLaughlin-Banks, Committee Vice-Chair

*Approved this 12<sup>th</sup> day of July 2022.*