

## **Article I. Name**

### **Section 1.01     *The Guam Homeless Coalition***

## **Article II. Mission**

**Section 2.01     *The Guam Homeless Coalition is committed to the provision of housing and supportive services for individuals and families who become homeless. The Guam Homeless Coalition believes and recognizes that quality housing should be tailored to meet the needs of the homeless individuals and families.***

## **Article III.     Vision**

**Section 3.01     *The Guam Homeless Coalition will ensure that homeless individuals and families regain housing stability through the expansion and implementation of a comprehensive community based housing delivery system to prevent and end homelessness. This includes:***

- (a) Coordinating and/or integrating homeless-related programs for smooth transition throughout our continuum of care system;**
- (b) Implementing an effective and efficient delivery system of services to prevent homelessness and to move homeless families into permanent housing;**
- (c) Developing an accessible and comprehensive system which receives individuals and families in need of care and moves them through a system toward independent living and sustainability; and**
- (d) Developing strong homeless programs and services with sustainable links.**

## **Article IV.     Administering Agency**

**Section 4.01     *Guam Housing and Urban Renewal Authority is designated as Guam's administering agency and in cooperation with other organizations, will provide staff support to carry out the mission and purpose of the Coalition.***

**Section 4.02     *The administering agency can only be change through amendment of the Policies and Procedures as provided for in Article XIV.***

---

## **Article V. Membership**

### **Section 5.01      *Membership in the Guam Homeless Coalition is open to:***

- (a) Agencies or organizations within Guam which provide or facilitate housing and/or services to homeless people and which meet and maintain the Shelter Standards developed and adopted by the Coalition,**
- (b) People who have received or who are currently received homeless assistance housing and/or supportive services; and**
- (c) At-large members who represent the communities of Guam affected by homelessness, including the business community, charitable organizations, academia, the faith-based community and other committed to mission and vision of the Guam Homeless Coalition and committed to finding solutions to end homelessness.**

### **Section 5.02      *Applying for Membership***

- (a) Prospective members must submit an application for membership. The Guam Homeless Coalition will review the application for eligibility based upon the criteria described in Article V, Section 4.01.**
- (b) Prospective members who meet the criteria in Article V, Section 4.01 must attend three (3) consecutive general membership meetings before their application can be approved.**
- (c) The Guam Homeless Coalition will designate ten (10) minutes at the end of meetings for prospective members to make inquires.**
- (d) The Guam Homeless Coalition will provide welcome/information packets to prospective members.**

### **Section 5.03      *Representation and Voting***

- (a) Each member agency or organization will have only one vote at any given time. Each member agency or organization will designate in writing at the time of application for membership the representative and an alternate that will vote on behalf of the agency or organization.**
  - (b) Each homeless or formerly homeless member will have only one vote at any given time.**
  - (c) Each prospective member may attend meetings as non-voting attendees.**
-

Guam Homeless Coalition  
Policies and Procedures  
Approved on December 7, 2004

---

- (d) Subject matters requiring a vote of the membership will be placed on the agenda and announced during a meeting and will be placed on the agenda and voted on during the subsequent meeting.**
- (e) Each agency will identify, in writing at the time of application for membership, the name of the individual who will represent the agency during voting and an alternate.**

**Section 5.04     *Active Membership Annual Review***

- (a) A member organization or homeless or formerly homeless representative must attend 90 percent of meetings held the previous year to maintain membership status.**
- (b) A member shelter organization must meet the Shelter Standards developed and adopted by the Coalition.**

**Section 5.05     *Shelter Standards***

- (a) The Coalition shall develop shelter standards to provide shelter operators and residents with a clear set of expectations and guidelines for the provision of shelter services in Guam. All emergency and transitional shelters and permanent supportive housing programs for the homeless directly operated by a member organization are required to adhere to the Shelter Standards.**

**Article VI.     Requests for Reasonable Accommodation**

***Section 6.01     The Guam Homeless Coalition will provide reasonable accommodation to members and prospective members experiencing program accessibility barriers in accordance with the requirements of Section 504 of the Rehabilitation Act.***

**Article VII.     Decision making process**

**Section 7.01     *Officers***

- (a) Chairperson**
    - (i) Shall represent Coalition at other meetings on homeless issues**
    - (ii) Shall have general and active control over the affairs and business of the Guam Homeless Coalition.**
-

Guam Homeless Coalition  
Policies and Procedures  
Approved on December 7, 2004

---

- (iii) Shall preside over meetings, prepare or delegate the preparation of and approve agendas.**
- (iv) Shall carry out other duties as may be designated by resolution or as described in these Policies and Procedures.**

**(b) Vice Chairperson**

- (i) Fulfills the duties in absence of the Chairperson or as delegated by the Chairperson**

**(c) Secretary**

- (i) Communicate with Coalition representatives on behalf of the Guam Homeless Coalition, including providing notice of meetings, maintain membership data, and keep minutes of meetings, including attendance and a record of votes on all motions.**
- (ii) Fulfills duties in absence of the Chairperson and Vice Chairperson.**

***Section 7.02 Election***

- (a) New officers shall be elected by the Guam Homeless Coalition at a meeting scheduled during the three months following submission of Guam's Continuum of Care Plan to serve for the next 12-month period. The notice announcing the meeting when officers are to be elected must include an announcement that elections will take place.**
- (b) Nominations may be made from the floor of the election meeting.**
- (c) Officers shall be elected by a plurality of the Guam Homeless Coalition representatives present at the meeting when elections are held. A quorum must be present.**

***Section 7.03 Removal and Resignation***

- (a) If the position of Vice Chairperson or Secretary becomes vacant, the Chairperson shall appoint a coalition representative to serve in the position for the remainder of the term of office. If the position of Chairperson becomes vacant, the Vice Chairperson shall execute the duties of the Chairperson for the remainder of the term.**
  - (b) Any officer may be removed by a two-thirds (2/3) majority vote at an y duly constituted Guam Homeless Coalition meeting if, in the judgment of the**
-

Guam Homeless Coalition  
Policies and Procedures  
Approved on December 7, 2004

---

**coalition representatives, the best interest of the Guam Homeless Coalition would be served thereby.**

**Section 7.04     *Committee Chairs***

- (a) Chairperson shall be appointed by officers
- (b) Secretary shall be elected by committee members

**Section 7.05     *Member organizations, homeless and formerly homeless members requested to perform a task/activity will have two (2) weeks to deliver a response to commit.***

**Article VIII.     **Standing Committees****

**Section 8.01     *Strategic Planning Committee***

- (a) Prepares the gaps analysis
- (b) Prepares the needs assessment
- (c) Analyzes available services, funding and unmet needs
- (d) Establishes priorities for use of HUD homeless assistance resources

**Section 8.02     *Homeless Count Committee***

- (a) Conducts homeless count
- (b) Assembles and reviews data
- (c) Reports results

**Section 8.03     *Evaluation, Review and Ranking Committee***

- (a) Establishes criteria for review of proposals.
- (b) Develops pre-applications.
- (c) Develops a process for evaluating proposals for new and renewals of HUD homeless assistance grants.
- (d) Oversees and monitors the process of ranking applicants for assistance
- (e) Establishing a process to evaluate existing grantees

**Section 8.04     *HMIS Committee***

- (a) Implements a Homeless Management Information System for Guam

**Section 8.05     *Community Development and Outreach Committee***

- (a) Provides orientation and training to Coalition members
- (b) Performs outreach to other organizations and coalitions regarding the Coalition
- (c) Comment on and make recommendations to the Coalition on local and Federal legislation or administrative rules that may impact on homelessness.

**Section 8.06     *Executive Committee***

- (a) Consists of the Chairperson, Vice Chairperson and Secretary of the Coalition and the Chairperson of each of the standing committees.
- (b) The Chairperson of the Coalition shall serve as the Chairperson of the Executive Committee.
- (c) Reviews and makes recommendations for amendments or changes to the Policies and Procedures.
- (d) Carries out the business of the Coalition between regularly scheduled Coalition meetings.
- (e) How many homeless will sit in the committee? 1 homeless family representative and 1 homeless individual?

**Article IX.     *Ad Hoc Committees***

**Section 9.01     *Authority to establish ad hoc committees***

- (a) Ad hoc committees may be established from time to time by the Chairperson of the Coalition.

**Section 9.02     *Duration of ad hoc committees***

- (a) Ad Hoc committees shall exist until they have accomplished their duties as determined by the Chairperson of the Coalition.

**Article X. Meetings and Actions of Committees**

---

Guam Homeless Coalition  
Policies and Procedures  
Approved on December 7, 2004

---

**Section 10.01** *All committees shall maintain written agendas and take meeting minutes and attendance that shall be provided to the Coalition.*

**Section 10.02** *Meetings and actions of committees shall be conducted in accordance with the provisions of these Policies and Procedures.*

**Section 10.03** *Each committee member will have one (1) vote at meetings.*

**Section 10.04** *Actions taken by the committees shall be recommendations to the Coalition.*

**Section 10.05** *Appointment or election of an individual member to a committee will normally take place at the regularly scheduled meetings but may take place during a special meeting at the discretion of the Chairperson.*

**Section 10.06** *Efforts shall be made to balance all committees with members from the diverse groups represented by the Coalition, including local government and private organizations, homeless, and formerly homeless.*

**Section 10.07** *All committees shall meet at such time and place as designated by the Chairperson of the committee and as often as necessary to accomplish their duties.*

**Section 10.08** *Each committee shall consist of at least three (3) voting members of the Coalition, elected or appointed by the Coalition.*

**Article XI. Organizational Chart**

**Section 11.01** *The organizational chart shows the relationship between the committees and the general membership. The organization chart shall be developed and adopted by the Coalition and attached hereto and incorporated.*

**Article XII. Meetings**

**Section 12.01** *Setting the agenda*

(a) The Chairperson of the Coalition shall set the agenda.

---

Guam Homeless Coalition  
Policies and Procedures  
Approved on December 7, 2004

---

**Section 12.02    *Notice of Meetings***

- (a) The Guam Homeless Coalition will announce meetings in the local newspaper of general circulation no less than two (2) weeks and two (2) days before the meeting.
- (b) Written notice of meetings, stating the time and place of the meeting, shall be transmitted to each representative as far in advance as possible and at least ten (10) days before the day appointed for the meeting.

**Section 12.03    *Quorum Requirements***

- (a) The presence of a simple majority of official representatives to the Guam Homeless Coalition shall constitute a quorum to transact any business. For eleven (11) member organizations a quorum shall be six (6) representatives or alternates.

**Section 12.04    *Conduct of Meetings***

- (a) At all meetings the Guam Homeless Coalition Chairperson, Vice Chairperson, and Secretary, in order named, shall preside if present; or if non of them is present, a majority of the representatives present shall designate any representative to preside.
- (b) Minutes shall be taken of each meeting, including attendance and a record of votes on all motions. Minutes shall be distributed during the next regularly scheduled meeting.
- (c) Meetings shall be governed by Roberts Rules of Order, as such rules may be revised from time to time, insofar as much as such rules are not inconsistent with or in conflict with these Policies and Procedures.

**Section 12.05    *Place of Meetings***

- (a) Meetings may be held at any place within the island of Guam.

**Section 12.06    *Consequences for Non-Participation or Insufficient Participation***

- (a) Non-participation on insufficient participation is defined in Article V, Section 4.04.
- (b) An individual Coalition membership ends when an individual member is deemed inactive by the Coalition upon presentation of facts of non-

Guam Homeless Coalition  
Policies and Procedures  
Approved on December 7, 2004

---

**participation or insufficient participation. The member may be notified that his/her position will be declared vacant.**

- (c) An individual's termination of membership does not terminate an organization's representation on the Coalition. In the case of representatives from the designated organization, the head of the organization will be notified and requested to name a replacement representative from that organization.**

***Section 12.07 Resolution of Disputes***

- (a) On matters under discussion the Guam Homeless Coalition shall seek to hear all points of view and obtain consensus.**

***Section 12.08 Special Meetings***

- (a) Special meetings may be called for any purpose, at any time, by the Chairperson or by a majority of the representatives acting jointly.**
- (b) The Guam Homeless Coalition will announce special meetings in the local newspaper of general circulation no less than two (2) weeks and two (2) days before the meeting.**
- (c) Written notice of special meetings, stating the time and place of the meeting, shall be transmitted to each representative as far in advance as possible and at least ten (10) days before the day appointed for the meeting.**

**Article XIII. Eligibility to Pursue Continuum of Care Grants**

***Section 13.01 Organizations whose representative is designated as non-participatory or having insufficient participation, as defined in Article V Section 4.04, will not be able to compete for Continuum of Care grants during the Continuum of Care competition immediately following the notice of nonparticipation or insufficient participation.***

***Section 13.02 The Evaluation, Review and Ranking Committee shall establish criteria for eligibility to pursue Continuum of Care grant in accordance with the restrictions established in Section 12.01 of this Article.***

**Article XIV. Amendment of Policies and Procedures**

---

Guam Homeless Coalition  
Policies and Procedures  
Approved on December 7, 2004

---

**Section 14.01** *These Policies and Procedures may be adopted, amended, or repealed by a two-thirds (2/3) majority vote at a regular or special meeting of the Coalition.*

**Section 14.02** *Notice of proposed changes to the Policies and Procedures must be submitted to membership in writing (which shall include electronic communication) at least thirty (30) days in advance of the meeting where the vote will take place.*

Policies and procedures accepted by vote on December 7, 2004.  
Date

Rebecca Borja  
Chairperson, Acting [Print Name]

\_\_\_\_\_  
Signature

December 7, 2004  
Date