Long Beach Continuum of Care Board
Roles and Responsibilities

The Long Beach Continuum of Care Board (CoC Board) are elected members with specified responsibilities for local planning related to homeless assistance resources. The elected members demonstrate an interest in understanding and addressing the issues related to homelessness. The activities and affairs of the CoC Board shall be for the benefit of the CoC and under the direction of the Department of Health and Human Services, Homeless Services Division. Eligible board candidates must have at minimum one (1) year of participation in the General Membership.

COMPOSITION
The CoC Board is comprised of seventeen (17) members elected from CoC General Membership. The CoC Board must be representative of organizations and of the projects serving individuals and families who are experiencing homelessness existing within the geographic area of the city of Long Beach.

RESPONSIBILITIES
CoC Board members shall comply with the following responsibilities to remain in good standing:

- Attend at least 51% of CoC General Membership and Board Meetings.
- Annually elect officers for the CoC Board including Co-Chairs and Secretary.
- Receive community and public policy updates relevant to homeless issues.
- Receive public comment at its meetings on matters related to homelessness within the city of Long Beach.
- Consider recommendations from the HSAC and General Membership on matters related to homeless service related policy, programs, and funding.
- Review, revise, and approve CoC system-wide operations, CoC policies and procedures, and CoC Written Standards.
- Review annual performance standards and evaluation of outcomes for programs funded under CoC and ESG programs.
- Participate in planning and implementing the Sheltered and Unsheltered Point-in-Time Count, Housing Inventory Chart Count, and Gap Analysis.

OFFICERS
The principal Officers of the CoC Board shall be two Co-Chairs and one Secretary. In addition to the responsibilities of being a Board Member, detailed above, the duties and responsibilities of these Officers are as follows:

- Officers shall be members in good standing of the CoC General Membership who are at least eighteen (18) years of age, currently serving or elected to serve on the CoC Board, and are duly elected by said Board.
- Officers shall govern the affairs of the CoC General Membership and Board in keeping with these bylaws and with the applicable state and federal laws.
Co-Chairs shall conduct all general, special and emergency meetings of the CoC General Membership and Board; oversee a planning process that furthers the mission of the CoC, and review, update and approve the CoC Board recruitment process at least once every five (5) years.

The Secretary shall be responsible for recording the minutes of the CoC Board.

Attend at least 51% of all CoC General Membership and CoC Board Meetings.

OFFICER AND BOARD MEMBER ELECTIONS AND TERMS OF OFFICE

CoC Board and Officer Elections shall occur in June or in the event a vacancy should occur among the CoC Board. The CoC Board may elect such qualified person necessary to fill the vacancy. The person elected shall serve the unexpired term of the previous member, and is eligible for re-election in June. Members may nominate themselves or other Board members.

CoC Board Elections

- Members will serve staggered three (3) year terms. Board members may serve a maximum of two (2) three (3) year consecutive years; at which point officers must rotate out for a minimum of three (3) years.

Officer Elections

- Any Board Member in good standing and currently serving on the CoC Board may be nominated to serve as Chair or Secretary. Persons duly elected as Officers shall be seated immediately and shall serve for a one-year term, with the option serving consecutive terms for a maximum of three (3) consecutive years; at which point officers much rotate out for a minimum of one (1) year.

- In the event a vacancy should occur among the CoC Co-Chair or Secretary, the CoC Board may elect such qualified person necessary to fill the vacancy. The person elected shall serve the unexpired term of the previous Officer, and is eligible for re-election of one (1) full term.

Conflict of Interest and Code of Conduct Policies

All CoC Board members shall annually sign and abide by the Conflict of Interest and Code of Conduct Policies. No CoC Board member may participate in or influence discussions or resulting decisions concerning a sub-recipient award or other cash or in-kind benefits to the organization(s) that the member is affiliated with. Policy forms shall be completed annually in June or at start of CoC Board placement.