



By-Laws

Homeless Missourians Information System Steering Committee

Job Description

The Homeless Missourians Information System (HMIS) Steering Committee is an advisory body that supports and enhances the overall mission of the HMIS Project by advising HMIS Project staff on functions related to HMIS Project policies and guidelines.

Homeless Missourians Information System Project Purpose

The HMIS is an on-line database system that serves agencies providing shelter, housing and services to homeless people and those at risk of homelessness in the rural counties of Missouri. The purpose of the project is to help provider agencies improve their services, to give access to the information necessary for providers to obtain funding for homelessness services, and to improve public policy toward homelessness.

Steering Committee

1. Duties and Powers

The Steering Committee members shall be responsible for providing advice and counsel to HMIS staff and for responding to issues presented for consideration by the Director of HMIS and Special Projects. Specific duties include but are not limited to:

- Provide input on the various topics covered;
- Participate in decision-making and recommend policy and make procedures;
- Support coordination of statewide activities;
- Assist in the creation of printed materials, brochures, and mailings; and
- Disseminate information about the committee and the HMIS.

2. Composition

The Steering Committee will be composed of 22-30 members. Seven members will be representatives from each of the state's other seven Continua of Care, ten members will be agency representatives from the different regions of the state, and seven will be representatives from the Department of Economic Development, the Department of Mental Health, the Department of Health and Senior Services, the Department of Social Services, the Missouri Housing Development Commission, the Missouri Coalition Against Domestic and Sexual Violence, and the Salvation Army Midland Division Headquarters Social Services Division.

3. Resignation and Removal

A committee member may resign from the Advisory Committee by submitting written notice to the Chair or the Director of HMIS and Special Projects. A member may be removed by a two-thirds vote from the whole committee.

4. *Meetings*

Meetings will be held quarterly. Meetings will be attended by Committee members, the Director of HMIS and Special Projects, and the HMIS Project Coordinator. Meeting dates will be set by the Steering Committee during the last meeting of each year. Members are expected to attend a minimum of 75% of the regularly scheduled quarterly meeting with at least two of the meetings attended in person.

5. *Quorum*

Quorum consists of 51% of current members.

Officers

1. *Chair of the Homeless Missourians Information System Steering Committee*

The Chair of the Steering Committee shall preside at all meetings of the Steering Committee. The Chair shall lead the committee in its duties and responsibilities. In the absence of the Chair, the Vice-Chair will assume the responsibilities of the Chair.

2. *Vice-Chair of the Homeless Missourians Information System Steering Committee*

The Vice-Chair shall assist the Chair as necessary, leading the committee in its duties and responsibilities in the absence of the Chair, as well as performing such duties as may be assigned by the Chair.

3. *Secretary of the Homeless Missourians Information System Steering Committee*

The Secretary shall assist the Committee and the Director of HMIS and Special Projects in documenting and dispersing that documentation of the proceedings of the meetings and other documentation.

Elections and Appointments

1. *Appointments*

Members of the Steering Committee will be appointed annually by the Director of HMIS and Special Projects. These appointments will occur before the first quarterly meeting of the HMIS contract year. Committee participation is not reimbursable; however, committee member participation will be used as leveraging for HMIS Project funding.

2. *Elections*

Annually, at the fourth quarterly meeting of the year, the Steering Committee shall elect the three officers. The newly elected officers shall assume office at the close of that meeting. There is no term limit for elected officers.

Amendments

These Bylaws may be amended, repealed, or modified by the affirmative vote of a majority of the Steering Committee at a regularly scheduled meeting provided the proposed changes have been mailed to all members of the Advisory Committee Members two weeks in advance of the meeting. Copies of any such revised Bylaws shall be submitted to the Director of HMIS and Special Projects.