# Nominations & Selection Advisory Committee

## Meeting Agenda

### Meeting Information

<table>
<thead>
<tr>
<th>Date:</th>
<th>Location: United Way (4699 Murphy Canyon Rd.), or via conference call - 1-866-840-0048, code: 899660#</th>
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<tbody>
<tr>
<td>Time:</td>
<td>2:00-3:00 p.m.</td>
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<tr>
<td>Facilitator:</td>
<td>Simonne Ruff</td>
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**Committee Members:** Greg Anglea, David Estrella, Tuck Forsyth, Stephanie Gioia-Beckman, Sean Karafin, Melissa Peterman, Simonne Ruff (Chair), Tricia Tasto-Levien (Vice-Chair)

**Staff:** Gordon Walker, Tamera Kohler, Mandy Patterson

### Agenda Items

<table>
<thead>
<tr>
<th>Number</th>
<th>Agenda Items</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>1</td>
<td>Welcome and Introductions</td>
<td>Simonne Ruff</td>
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<tr>
<td>2</td>
<td>Public Comment</td>
<td>Community Members</td>
</tr>
<tr>
<td>3</td>
<td>Chair’s Update</td>
<td>Simonne Ruff</td>
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<tr>
<td>4</td>
<td>Committee Member Updates</td>
<td>Committee Members</td>
</tr>
</tbody>
</table>
| 5      | Action Items  
  a. Approval of February 1, 2018, Meeting Minutes  
  b. Charter and Bylaw Recommendations  
  c. Nominations & Selection Recruitment Process | Simonne Ruff    |

### Next Meetings

- Thursday, April 5, 2018, 2:00 p.m., regular meeting at the United Way.
  *Meetings are regularly held on the 1st Thursday of each month from 2:00-3:00 p.m. at United Way.*
# Nominations & Selection Advisory Committee

## Meeting Minutes

### Meeting Information

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<tr>
<td>02/01/2018</td>
<td>United Way (4699 Murphy Canyon Rd.), or via conference call -</td>
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<td>1-866-840-0048, code: 899660#</td>
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<tr>
<th>Meeting Start:</th>
<th>Meeting Adjourn:</th>
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<tr>
<td>2:00 p.m.</td>
<td>3:00 p.m.</td>
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**Facilitator:** Simonne Ruff  
**Note Taker:** Mandy Patterson

**Members Present:** Tuck Forsyth, Stephanie Gioia, Simonne Ruff (chair), Tricia Tasto-Levien (vice-chair), Greg Anglea (via conf. call)

**Members Absent:** David Estrella, Sean Karafin, Melissa Peterman  
**Proxies Present:** Erica Snyder (via conference call for Melissa Peterman)

**Staff Present:** Gordon Walker, Tamera Kohler, Mandy Patterson

### Agenda Items

**1. Welcome and Introductions**  
**Presenter:** Simonne Ruff

**2. Public Comment**  
**Presenter:** Community Members

**3. Review and Approval of November 2, 2017, and January 4, 2018, Meeting Minutes**  
**Presenter:** Simonne Ruff

**4. Chair’s Update**  
**Presenter:** Simonne Ruff

**5. Committee Member Updates**  
**Presenter:** Committee Members

**6. Discussion Items**

- Board Recruitment and Diversity
- Board Orientation
- Full Membership Nominations & Selection Committee
- Nominations and Selection Application Package  
**Presenter:** Simonne Ruff

### Decisions

<table>
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<tr>
<th>Motion</th>
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<tbody>
<tr>
<td>Approval of November 2, 2017, Meeting Minutes.</td>
<td>Tuck Forsyth (Tricia Tasto-Levien)</td>
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<tr>
<td>Approval of January 4, 2018, Meeting Minutes.</td>
<td>Stephanie Gioia (Tuck Forsyth)</td>
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### New Action Items

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<tr>
<th>Responsible</th>
<th>Due Date</th>
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<tr>
<td></td>
<td>Action</td>
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<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Add commitment form to board application package and attendance requirement (50% of meetings) to actual application.</td>
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<tr>
<td>2</td>
<td>Follow-up on board member orientation in July and the creation of a board member page on the RTFH website.</td>
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<tr>
<td>3</td>
<td>Create a board orientation PowerPoint.</td>
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**Other Notes & Information**

1. The group discussed the purpose of the upcoming board retreat and possibly addressing goals, performance measures for success, role of board members versus staff, how the retreat fits in with the Framework, board member engagement and what kind of board the organization needs.

2. The group discussed the current board structure and if it is the right one for the organization.

3. The group discussed the need to recruit additional members to the Nominations and Selections Committee.

4. **Next Meeting:** Thursday, March 1, 2018, 2:00-3:00 p.m., at the United Way of San Diego.
Recommended changes to the RTFH Charter due to strategic issues as allowed in current charter identified as CoCGC.20 version 3.0 in the 1. Introduction.

Last paragraph on 1. Introduction language change:

In its capacity as the CoC as well as the regional leadership and guidance organization on homelessness in Region, the RTFH is the authority and the central organization addressing homelessness in San Diego through the coordination of resources, evaluation of the crisis response system, development of strategies and implementation of best practices for dramatically reducing and ending homelessness. [Language taken from small working group at the board retreat]

Note:
A new organizational chart has been created that identifies how the RTFH operational/management structure is listed and addressing the orientation of the RTFH organization to the Full Membership, Governance Board, Executive Committee and advisory committees.
A copy of this change is attached.

4.2.2 Governance Board
The Governance board is representative... [Remove acts on behalf of RTFH]

It is the responsibility of the Board to:
- Select board members annually and fill vacancies as needed subject to the approval of the Full Membership;
- Ensure FM meetings will be held at minimum, twice annually;
- Support the RTFH role as the regional authority on homelessness:
  - The RTFH Executive leadership and management must possess a comprehensive understanding of the HUD regulations and detailed procedures associated with the eligibility, operations and compliance of CoC, ESG, VA and DV programs, including HMIS, CES and HUD homeless planning guidelines and requirements.
- Establish plans for reducing and ending homelessness in the region:
  - Set regional goals and priorities for reducing and ending homelessness, including but not limited to HUD CoC and ESG targets;
  - Use data to inform planning processes, decisions, setting appropriate system level and program level performance and local and regional goals;
  - Ensure relevant organizations, funders and projects serving homeless sub-population are represented in planning and decision making; and
  - Build community awareness and collaboration inclusive of the needs of all homeless populations for housing.
- Authorize grant applications, raise and allocate funds and approve sustainability plans;
- Ensure all requirements for the CoC governance role for standards, policies or compliance be completed by the RTFH and submitted for approval by a vote of the Board and FM
- Designate a single Homeless Management Information System (HMIS) lead to operate the regional HMIS, designate a Coordinated Entry System (CES) lead and designate a Collaborative Applicant for the HUD CoC:
  - The RTFH is currently the management and operational organization designated for the HMIS, the CES and Collaborative Applicant for the San Diego city and county CoC 601.
- Establish priorities for funding for region and competitive annual HUD NOFA;
- Direct and evaluate performance of the RTFH operations.

4.2.3 Governance Board Executive Committee

The Executive Committee is responsible for the RTFH governance and provides a mechanism for Board Officers to engage, within the limits set by board policy and the bylaws, in decision making, oversight, and communications on management, operations and other important RTFH matters. The Executive Committee will consist of a minimum of five and a maximum of seven board members. No Board members that represent service providers may serve on the Executive Committee.

The Executive Committee has the responsibility to:
- Act for the Board and make decisions on matters which:
  - Require action before the next board meeting;
  - Have been specifically delegated by the Board to the Executive Committee; and
  - Affect the budget and require immediate action.
- Act for the Board in the selection of the CEO and other officers
- Act for the Board in the administration of policies and management of the RTFH, and make recommendation to the board with respect to matters of policy and operations. May use a working group to assist in vetting items for the Board and Executive Committee meetings; and
- Review the RTFH roles, responsibilities and operational activities and recommend priorities.

4.2.4 Governance Board Advisory Committees

Proposed change in committees- combining CES, DAC and Evaluations committee- rename new combined committee:

Evaluation Advisory Committee:

Responsible for advising on the Homeless system of care which includes;
- the CES regional support and effectiveness
- HMIS data system and/or other relevant data and systems
- Support of the HUD NOFA competitive process and collaborative application
- Regional Homeless System performance measures and metrics
- Review of AHAR, PITC and HIC
• Review of HUD CoC and ESG program monitoring and grievances of any corrective action or final funding recommendations of any competitive process RTFH may be party to; and
• Make recommendations to the Board for changes in CES or HMIS systems that require board and/or FM approval
• Report out to the Board at least annually
• Create a strategic annual plan with the RTFH staff to calendar activities and areas of focus for the committee

Nominations and Selection Advisory Committee (N&S):
N&S reviews Board membership nominations and provides recommendation to the Board. It also reviews the Charter and Bylaws and provides recommendation to the Board and FM.

4.2.5 Intergovernmental Council

Recommended addition-

The IC will have various duties, including:
(Final bullet add additional language)
  • Review all local activities and programs assisting the homeless to ensure alignment with the RTFH policy and plans and work to align funding and adopt shared performance measures.

4.2.6 RTFH Executive Management’s Responsibility
The CEO is responsible for the direct Management and Operational day to day activities of the RTFH. These include but are not limited to:
• Selection and supervision of staff
• Development and implementation of the budget
• Establishing operational procedures- HR, IT, Communications, grants management, etc.
• Keeping the Executive Committee and Board informed and supported
• Ensuring the RTFH meets all contractual responsibilities
• Provide timely reports and information to the board to perform their duties
• Implementation of plans and strategies of the Board
• Providing guidance and leadership on regional homeless issues
• As the lead organization for CoC planning and compliance, HMIS, CES, the Collaborative application, PITC and the HIC ensure sufficient staffing support to manage day to day operations
• Provide community engagement, outreach and support
• Produce an annual report on homelessness
Recommended changes to Bylaws due to recommended Charter changes submitted by the RTFH staff

Starting on page 8 of current bylaws

Section 7.21.1 EXECUTIVE COMMITTEE. Responsible for the RTFH management as delegated by the Governance Board to provide a mechanism for Board Officers to engage, within the limits set by board policy in decision making, oversight, and communications on management, operations and other important RTFH matters to ensure it is meeting the mission.

Section 7.21.2 FINANCE COMMITTEE [keep same language]

Section 7.21.3 AUDIT COMMITTEE [keep same language]

Section 7.21.4 NOMINATION AND SELECTION COMMITTEE. Reviews Board Member nominations and provides recommendations to the Board. It also reviews the Charter and provides recommendations to the Board and Membership.

Section 7.21.5 EVALUATION ADVISORY COMMITTEE. Responsible for advising on the Homeless system of care which includes; HMIS data and system, CES effectiveness and coordination of sub-populations, evaluations of reports, processes and programs including system performance to achieve the mission. Agencies receiving U.S. Department of Housing and Urban Development Continuum of Care funding are unable to participate in the annual rating and ranking process overseen by the committee in behalf the Board.

Section 7.22 Meetings and actions of the committees of the Board shall not be subject to the Brown Act. Minutes of each meeting shall be kept and shall be filed with the corporate records. The board may adopt rules for the governance of any committee as long as the rules are consistent with the Bylaws. If the Board has not adopted rules, the committee may do so.
1. PURPOSE
The nomination and selection of Regional Task Force on the Homeless (RTFH) Governance Board (Board) members is the prerogative of the members of the RTFH through the election process. However, given the responsibilities of the Board, there is a need for the Board to have an appropriate mix of expertise and experience. Policies and procedures must facilitate the election of those people who best meet the needs of the Board.

Board members should provide an appropriate mix of skills to provide the necessary breadth and depth of knowledge and experience to meet the Board’s responsibilities and objectives. The Board also aims for a composition that will appropriately represent the interests of RTFH stakeholders, the local community, and will reflect diversity in its composition by recruiting members with varied geographical, social, economic, environmental, business, and cultural backgrounds. The Board should maintain a reasonable balance with respect to age and gender.

2. POLICY
The Board should attempt, using its network of contacts within and without the RTFH’s membership, to identify appropriate individuals with needed skills and interests as potential Board members. When vacancies arise among the elected Board positions, such individuals should be invited to be nominated for election. Election of the Board will be staggered to ensure continuity; half will be up for election each year. All Board recruitment and selection policies outlined in the RTFH Bylaws and Governance Charter are incorporated herein by reference.
The Board will ensure there are processes for:
- Application to join;
- Criteria for selection;
- Notification of selection; and
- Board Member responsibilities.

3. PROCEDURE

Governance Board, Non-Service Provider & Non-Elected Official Seats

The Board shall regularly assess its composition by reference to criteria outlined in the RTFH Charter and Bylaws as well as:
- Necessary areas of expertise;
- The ideal balance between experience and freshness;
- Desirable diversity in relevant areas; and
- Contributions from relevant stakeholders.

The Board shall identify areas where existing board composition falls short of the ideal. Board members shall attempt to recruit Board candidates from their networks who would fill those gaps.

The Board shall collect suggestions from members and draw-up a list of suitable candidates for the Board, and for Board committees and working parties. Where vacancies occur on the Board or its committees and working parties other than at the expiration of elected terms, nominations or appointments, as outlined in the Charter and Bylaws, shall be made from this list. Before each annual election, the Board shall attempt to recruit nominations for the Board from this list.

Responsibilities
- It shall be the responsibility of each member of the Board to explore among their networks potential nominees for a position on the Board.
- It shall be the responsibility of RTFH staff to ensure any nominees, candidates or new members are acquainted with the RTFH’s purposes, policies and procedures.
- The Board shall appoint a Nominations and Selection Committee (N&S) as a standing committee of the Board to carry out the responsibilities set out in this policy. For example:
  - Direct communication with community members and Advisory Committees to determine expressions of interest in becoming Directors.
  - Draw-up and maintain a list of prospective candidates for the Board. All entries on this list shall be reported to the Board.
  - Review, interview and assess all applicants, and nominate a proposed slate of Directors for election or re-election to the Board. Ensure the required constituency groups are represented.
  - Notify all applicants of their status.

Calendar
Below is an outline of major activities associated with Board recruitment and selection to be accomplished during the annual Board term:
- **Fall Meeting (September to December):** N&S or Sub-Committee thereof will identify number of nominees for next Board and review potential candidates.
- **Winter Meeting (December to March):** N&S or Sub-Committee thereof will identify preferred nominees and assign responsibility for individual recruitment.

- **Spring Meeting #1 (March to May):** N&S or Sub-Committee thereof will confirm nominees and recommend to the Board. Prior to the Annual General Meeting and subsequent to the N&S Meeting, proposed new Directors will be provided with observer status and encouraged to attend any and all meetings of the Board and its Committees.

- **Spring Meeting #2 (March to May):** Board will confirm nominees and recommend to the Full Membership.

- **Annual General Meeting (June):** Full Membership will elect new Directors.

- **Summer Meeting:** Board is sworn-in and submits signed Board Commitment Form as well as Conflict of Interest disclosures. Subsequent to the Annual General Meeting, new Directors will receive an orientation package prior to attending the July Board and Committee Meetings, and will be invited to attend an orientation session to be presented by the Executive Committee, the Executive Director and Senior Staff in advance of the August Board and Committee Meetings.

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**Governance Board, Service Provider Seats**

The Full Membership shall regularly assess its composition by reference to criteria outlined in the RTFH Bylaws as well as:

- Necessary areas of expertise;
- The ideal balance between experience and freshness;
- Desirable diversity in relevant areas; and
- Contributions from relevant stakeholders.

The Full Membership shall identify areas where existing board composition falls short of the ideal in service provider representation. Full Members shall attempt to recruit Board candidates from their networks who would fill those gaps.

The Full Membership shall collect suggestions from members and draw-up a list of suitable candidates for the designated Homeless Service Provider seats on the Board. Where vacancies occur on the Board-designated Service Provider seats other than at the expiration of elected terms, appointments shall be made from this list. Before each annual election, the Full Membership shall attempt to recruit nominations for the Board from this list.

### Responsibilities

- It shall be the responsibility of each member of the Full Membership to explore among their networks potential nominees for a designated Homeless Service Provider position on the Board.
- It shall be the responsibility of RTFH staff to ensure any nominees, candidates or new members are acquainted with the RTFH’s purposes, policies and procedures.
- The Full Membership shall appoint its own Nominating Committee (NC) to carry out the responsibilities related to election of the Board-designated Homeless Service Provider seats set out in this policy. For example:
  - Direct communication with community members and Advisory Committees to determine expressions of interest in becoming Board-designated Homeless Service Provider Directors.
- Draw-up and maintain a list of prospective candidates for the Board-designated Homeless Service Provider seats. All entries on this list shall be reported to the Full Membership.
- Review, interview and assess all applicants, and nominate a proposed slate of Board-designated Homeless Service Provider Directors for election or re-election to the Board. Ensure the required constituency groups are represented.
- Notify all applicants of their status.

**Calendar**

Below is an outline of major activities associated with Board recruitment and selection for the Homeless Service Provider seats to be accomplished during the annual Board term:

- **Fall Meeting (September to December):** NC will identify the number of Homeless Service Provider nominees for the next Board and review potential candidates.
- **Winter Meeting (December to March):** NC will identify preferred Homeless Service Provider nominees and assign responsibility for individual recruitment.
- **Spring Meeting #1 (March to May):** NC will confirm nominees and recommend to the Full Membership. Names of nominees will also be sent to the Board for reference. Prior to the Annual General Meeting and subsequent to the NC Meeting, proposed new Homeless Service Provider Directors will be provided with observer status and encouraged to attend any and all meetings of the Board and its Committees.
- **Spring Meeting #2 (March to May):** Board will endorse nominees and recommend to the Full Membership.
- **Annual General Meeting (June):** Full Membership will directly elect new Homeless Service Provider Directors using the voting processes outlined in the Bylaws, Charter, and Board Policies.
- **Summer Meeting:** Board is sworn in and submits signed Board Commitment Form as well as Conflict of Interest disclosures. Subsequent to the Annual General Meeting, new Homeless Service Provider Directors will receive an orientation package prior to attending the July Board and Committee Meetings, and will be invited to attend an orientation session to be presented by the Executive Committee, the Executive Director and Senior Staff in advance of the August Board and Committee Meetings.

**Governance Board, Elected Official Seats**

The Intergovernmental Council (IC), which serves in an advisory capacity to the Board, shall regularly assess the composition of the Elected Official seats by reference to criteria outlined in the RTFH Charter and Bylaws as well as:

- Necessary areas of expertise;
- The ideal balance between experience and freshness;
- Desirable diversity in relevant areas; and
- Contributions from relevant stakeholders.

The IC shall identify areas where existing Board composition falls short of the ideal within the elected official seats. IC members shall attempt to recruit Elected Official Board candidates from their networks who would fill those gaps.
The IC shall collect suggestions from members and draw-up a list of suitable candidates for the Board. Where vacancies occur on the Board within the Elected Official seats other than at the expiration of elected terms, nominations, as outlined in the Charter and Bylaws, shall be made from this list. Before each annual election, the IC shall attempt to recruit nominations for the Board from this list.

**Responsibilities**

- It shall be the responsibility of each member of the IC to explore among their networks potential nominees for an Elected Official position on the Board.
- It shall be the responsibility of RTFH staff to ensure any nominees, candidates or new members are acquainted with the RTFH’s purposes, policies and procedures.
- The IC shall serve as its own nominating body to carry out the responsibilities set out in this policy. For example:
  - Direct communication with Elected Officials to determine expressions of interest in becoming Directors.
  - Draw-up and maintain a list of prospective candidates. All entries on this list shall be reported to the Board.
  - Review, interview and assess all applicants, and nominate a proposed slate of Elected Official Directors for election or re-election to the Board.
  - Notify all applicants of their status.

**Calendar**

Below is an outline of major activities associated with Elected Official Director recruitment and selection to be accomplished during the annual Board term:

- **Fall Meeting (September to December):** IC will identify number of nominees for next Board and review potential candidates.
- **Winter Meeting (December to March):** IC will identify preferred nominees and assign responsibility for individual recruitment.
- **Spring Meeting #1 (March to May):** IC will confirm nominees and recommend to the Board. Prior to the Annual General Meeting, proposed new Directors will be provided with observer status and encouraged to attend any and all meetings of the Board and its Committees.
- **Spring Meeting #2 (March to May):** Board will confirm nominees and recommend to the Full Membership.
- **Annual General Meeting (June):** Full Membership will elect new Directors.
- **Summer Meeting:** Board is sworn-in and submits signed Board Commitment Form as well as Conflict of Interest disclosures. Subsequent to the Annual General Meeting, new Directors will receive an orientation package prior to attending the July Board and Committee Meetings, and will be invited to attend an orientation session to be presented by the Executive Committee, the Executive Director and Senior Staff in advance of the August Board and Committee Meetings.

**Governance Board, Vacancies**

Where vacancies occur on the Board other than at the expiration of elected terms, nominations will be made and ratified, as outlined in the Charter and Bylaws.
Nominees, (Non) Service Provider Seats
Directorship in the Board is open to organizations and individuals who support the RTFH’s mission to end homelessness in the San Diego Region.

Application
Nominees will be required to submit an application along with all relevant attachments during the open application period.

Notification of Selection
Within 30-days of Annual General Meeting, candidates will be notified of their application’s status via their preferred method of contact.

Board Participation Requirements
Those seeking Directorship must be either Organizational or Individual Members of the RTFH. Please see Policy Number RTFHBP1 for an overview of this policy and procedure. Additionally, Board Members must follow all requirements outlined in the Board Commitment Form (Attachment A), including but not limited to:
- Attend at least 50% of all Board meetings or send a designee.
- Serve on committees and take on special assignments as needed.
- Remain informed about the RTFH’s mission, services, and policies and promote the RTFH, as agreed annually by the Board.
- Participate in (1) the annual strategic planning retreat, (2) Board self-evaluation programs, and (3) Board development workshops, seminars, and other educational events.
- Protect any confidential information provided to, or generated by, the activities of the Board.
Regional Task Force on the Homeless
San Diego City & County

Policy: Updates to Governance Charter & Bylaws
Policy Number: RTFHB11

Owner of Policy: Governance Board & Membership
Policy Sponsor: Merger Task Force
Policy Approval By: Governance Board

Original Effective Date: 5/18/17
Reviewed Date(s): 
Revised Date(s): 

1. PURPOSE
The Regional Task Force on the Homeless (RTFH) is committed to the principle of accountability to the public which is served by the RTFH and its members. The RTFH Governance Board (Board) will uphold a policy of openness and transparency, balanced with its roles in representing the interest of the RTFH and those served.

This policy formally outlines rules and procedures that have been followed and will continue to be followed henceforth in respect to updating the RTFH Bylaws and Governance Charter (Charter). The purpose of the Charter and Bylaws is to provide the Board and Full Membership with guidance in the discharge of their duties to oversee the affairs of the RTFH for the benefit of the community.

The Charter and Bylaws are framed and meant to be interpreted in the context of applicable laws and regulations. Changes in needs, conditions, purposes and objectives as well as changes in state and federal laws and regulations will require revisions, deletions and additions to the RTFH Charter and Bylaws.

2. POLICY
The Board will ensure there are processes for:
- Development of updates;
- Review and maintenance of Charter and Bylaws; and
- Communication and availability.
All Charter and Bylaws policies outlined in the RTFH Bylaws and Governance Charter are incorporated herein by reference. To the extent any portion of this policy contradicts the Charter or the Bylaws, the terms of the Charter and Bylaws shall prevail.

3. PROCEDURE

Development of Updates
Proposals regarding updates to the Charter and Bylaws are welcomed and may be initiated in writing by a member of the Board, staff member, member, consultant, or civic group. The Board and Full Membership shall use a careful and orderly process in examining considered proposals prior to action upon them. Such proposals will be referred to the Board’s Nominations & Selection Advisory Committee (N&S) for further action.

Review and Maintenance of Policy
The Board Chair or designee is given the continuing commission of calling to the RTFH’s attention all sections of the Charter or Bylaws that are out of date or for other reasons appear to need revision. N&S will work to develop revisions. Depending on the update or requested revisions, N&S may form an informal committee, comprised of groups impacted, to receive feedback prior to involving the Board and Full Membership. The N&S Committee may also invite subject matter experts to attend N&S Committee meetings to support discussions on specific issues as needed.

The N&S Committee will finalize the proposed revisions and facilitate the process for administrative and legal review as needed. N&S will also review any related regulations and exhibits to ensure update compatibility and consistency. The Board will provide initial review of proposed changes and may suggest further recommendations to the Full Membership for consideration.

If changes are recommended by N&S, the N&S Committee staff or designee will conduct a series of three community input sessions on proposed revisions. Feedback will also be accepted electronically. Suggestions not included in the final draft will be responded to and included in a report to the Board and Full Membership.

Recommendations will first be sent to N&S for feedback and vote of endorsement. N&S will bring forward a slate of recommendations to the Board for feedback, input and endorsement. Lastly, N&S will bring forward the slate of recommendations to the Full Membership for review and adoption.

The recommendations should be posted publically on the website at least two-weeks prior to Full Membership review and approval, in order to allow for meaningful public input and review by the Full Membership.

To ensure the Charter and Bylaws are updated to meet changing conditions and state and federal laws, both documents shall be reviewed at least annually and the date of review and approval annotated on the policy even if no changes are made. This policy incorporates the Bylaws and Charter of the RTFH with regard to its operations and stated roles and responsibilities.

Calendar
Below is an outline of major activities associated with Charter and Bylaws updates to be accomplished during the annual Board term:
• **Quarter One (July to September):** N&S will review current Charter and Bylaws to determine any areas for revision.

• **Quarter Two (October to December):** N&S will develop any revisions needed for the Charter or Bylaws and accept suggestions from the RTFH and other stakeholders.

• **Quarter Three (January to March):** N&S will review suggested revisions and may hold community input meetings during this time.

• **Quarter Four (April to June):** N&S will initiate the approval process.

**Communication and Availability**

The Board Secretary or designee shall establish and maintain an orderly plan for preserving and making accessible the Charter and Bylaws adopted by the Board and ratified by the Full Membership. The Custodian of Records shall maintain a master copy of the Charter and Bylaws. A copy of the Charter and Bylaws shall also be maintained on the RTFH’s website. Updates will be posted to the website within one-week of Board and Full Membership approval, or as soon thereafter as is practicable.

All RTFH employees, members, and members of the community will have access to the above as soon as practicable at the administrative offices during business hours and on the RTFH’s website. Requests for additional information may be made to the office of the Board Secretary.