



# Regional Task Force on the Homeless San Diego City & County

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| <b>Policy:</b>             | Updates to Governance Charter & Bylaws | <b>Policy Number:</b> | RTFHBP11 |
| <b>Owner of Policy:</b>    | Governance Board & Membership          |                       |          |
| <b>Policy Sponsor:</b>     | Merger Task Force                      |                       |          |
| <b>Policy Approval By:</b> | Governance Board                       |                       |          |

| <b>Original Effective Date:</b> | <b>Reviewed Date(s):</b> | <b>Revised Date(s):</b> |
|---------------------------------|--------------------------|-------------------------|
| 5/18/17                         |                          |                         |

## 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.