

**Tulare County Health & Human Services Agency
Tulare County Task Force on Homelessness
By-Laws**

ARTICLE I. NAME

The name of this board shall be the Tulare County Task Force on Homelessness (“Task Force”, “Homeless Task Force”, “Countywide Task Force on Homelessness”, or “HTF”).

ARTICLE II. PURPOSE AND RESPONSIBILITY

These by-laws govern the functions and duties, as well as the conduct of all meetings of the Task Force.

The purpose of the Task Force is to advise and assist the Health & Human Services Agency (“the Agency”) on the Agency’s efforts to address homelessness issues affecting the community, and report to the Tulare County Board of Supervisors on a periodic basis. The intent of the Task Force is to enhance opportunities to coordinate efforts across all jurisdictions within and across our community with the recognition that no single entity can impact homelessness efficiently without open collaboration and communication.

The responsibilities of the Task Force shall include:

1. Assist the Agency in assessing the community’s homeless population and services, including strengths and gaps in the current system (including rural and/or underserved areas), and help to develop strategies to address unmet needs.
2. Recommend policies that improve quality of life for homeless persons.
3. Explore best practices in working with individuals experiencing homelessness and engaging them in discussions regarding housing and service delivery models, trauma informed care, and similar approaches.
4. Make recommendations on strategies, goals, and funding resources to address homelessness within the county.
5. Encourage support for the development and implementation of effective homeless programs and services.
6. Develop recommendations for the Agency relevant to existing and proposed legislation on homelessness.
7. Assist in the production of written reports for presentation to the Tulare County Board of Supervisors and present an annual report..

8. With the concurrence of the Tulare County Board of Supervisors, advocate for increased action to improve the situation of homeless persons.
9. Such other duties as assigned by the Tulare County Board of Supervisors or Health & Human Services Agency Director.
10. Coordinate funding, partnerships, and action across sectors to help address the root causes of homelessness in Tulare County.

ARTICLE III. MEMBERS

Section 1 – Number. The Task Force membership shall consist of twenty-two (22) representatives divided into fourteen (14) Jurisdictional Members and eight (8) Voluntary Members.

Section 2 – Members.

Jurisdictional Members: are officials designated and recommended to serve in this capacity by their Agency Director, Board of Directors, Council, or other governing body and appointed by the Tulare County Board of Supervisors.

- a. City of Dinuba
- b. City of Farmersville
- c. City of Porterville
- d. City of Tulare
- e. City of Visalia
- f. Housing Authority of Tulare County
- g. Kings/Tulare Area Agency on Aging
- h. Kings/Tulare Homeless Alliance
- i. Tulare County Board of Supervisors
- j. Tulare County Health & Human Services Agency
- k. Tulare County Office of Education
- l. Tulare County Regional Transit Agency or another transit authority
- m. Tulare County Sheriff's Office
- n. Tule River Indian Tribe of the Tule River Indian Reservation

Voluntary Members: are members of the public that are representative of one of the categories provided below and wish to willingly serve in this capacity. Members of the public wishing to serve in this capacity must apply to the Task Force for initial review and recommendation to the Tulare County Board of Supervisors for final appointment.

- o. Unincorporated Community Representative (Community Development Director or similar position, or their designee from City not listed in the Appointed Members section above)
- p. Affordable housing developer
- q. Youth Advisory Board
- r. Community action agency
- s. Faith-based community
- t. Lived experience of homelessness
- u. Health practitioner, health clinic, hospital, or other medical service agency representative.
- v. Partner. One (1) member from a category which may include one of the following shall be selected to represent partners from the community:
 - Mental Health practitioner or representative
 - Senior citizen or agency providing services primarily to seniors
 - Community-based organization
 - Community health-related coalition

Section 3 – Term.

Jurisdictional Members shall serve in their capacity without time limit until resignation, termination of employment, death, replacement, or removal by a majority of the Task Force voting membership, removal or replacement by the Tulare County Board of Supervisors. There will be no limitations to the number of terms a Jurisdictional Member may serve.

Voluntary Members of the Task Force shall serve for a term of three (3) years commencing on January 1st of the year they are appointed and terminating on December 31st of the third year of their appointment. If the time of appointment occurs at any point during a calendar year, that year shall be counted as a full year for the purpose of determining term expiration. New members replacing a member who has not completed their term will serve for the remainder of that term, and then may be reappointed to a new three (3) year term by the Tulare County Board of Supervisors. There will be no limitations to the number of terms a Voluntary Member may serve.

Section 4 – Vacancies.

- a. Events Causing. A vacancy shall exist on the occurrence of any of the following: (a) removal by the Tulare County Board of Supervisors; (b) death or resignation, or (c) when a member of the Committee has three (3) consecutive absences that are not excused by the Task Force.

- b. Resignations. Any member may resign by giving written notice to the Chair or Secretary. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective. The Chair or Secretary shall notify the Clerk of the Tulare County Board of Supervisors as immediately as possible.
- c. Filling Vacancies. Vacancies on the Task Force shall be filled by the Tulare County Board of Supervisors. Notices shall be placed in all Tulare County newspapers and weekly publications and Tulare County Health & Human Services Agency social media channels that the County is seeking members. Present Task Force members may make recommendations to fill vacancies.

Section 5 – Attendance. Members must attend the regular meetings. If a member is unable to attend a regular meeting, they shall so inform the Chair or Secretary, giving the reason for the absence. All members must designate an alternate(s) to attend any meeting that a member is unable to attend. To designate an alternate, all members must submit to the Chair or Secretary a signed letter that designates the name(s) of the alternate(s). If the Chair is absent, the letter shall be submitted to the Vice-Chair or Secretary.

Section 6 – Removal. Members of the Task Force serve at the pleasure of the Tulare County Board of Supervisors and may be removed by a majority vote of the Tulare County Board of Supervisors. The Task Force shall have the right to recommend to the Tulare County Board of Supervisors the removal of a Task Force member upon a two-thirds (2/3) vote of the Task Force.

Section 7 – Compensation. All members of the Task Force shall serve without compensation, except that they may receive reimbursement for expenses incurred and for mileage and/or cost of transportation, as determined by the Tulare County Board of Supervisors.

Section 8 – Member Duties. All members are expected to regularly report back to their organization or community a comprehensive summary of the goals, priorities, and actions of the Task Force. Each member will serve as a liaison between the Task Force and the member's organization and community.

ARTICLE IV. RECRUITMENT AND APPOINTMENT

Potential members shall be recruited through a public notice process that shall include advertising in local newspapers and/or other media outlets and distribution through social media. Potential members shall complete an application. Applications will be reviewed by the Health & Human Services Agency and recommended to the Tulare County Board of Supervisors.

ARTICLE V. MEETINGS

Section 1 – Ralph M. Brown Act. All meetings of the Task Force shall be scheduled, called, noticed, and conducted in accordance with the provisions of the Ralph M. Brown Act (“Brown Act”) (commencing with Section 54950 of the Government Code). In matters of parliamentary procedures not covered in the Brown Act or these by-laws, the latest edition of Robert’s Rules of Order shall prevail.

Section 2 – Regular Meetings. The Task Force shall develop a schedule of regular meetings that shall be held at least quarterly but ideally monthly on the third Wednesday of each month. All meetings of the Task Force shall be open and accessible to the public. The date, time, and place shall be recorded in the minutes of the meetings.

Section 3 -- Cancellation of meetings. Cancellation shall be in writing if sufficient time is available to notify the members. Should the meeting be cancelled within five (5) days of the scheduled meeting date, a Tulare County Health & Human Services Agency staff member shall telephone each member to communicate the cancellation.

Section 4 – Agenda. A written agenda stating the date and hour of each meeting shall be emailed to each Task Force member not less than five days before each meeting.

Section 5 – Special Meetings. Special meetings may be called for any purpose at any time by the Chair or a majority of the members. Notice of the time and place of the meeting must meet the requirements of the Brown Act.

Section 6 – Place of Meeting. The Task Force shall hold meetings at such place in the County of Tulare, as may be designated in the notice of meeting.

Section 7– Quorum and Vote. Each member shall be entitled to one vote on each matter submitted for a vote before the Task Force. Fifty percent plus one (50% +1) of the active members shall constitute a quorum. Actionable items are decided by majority vote once quorum is established. A majority is defined as 50% + 1 of the members present and voting during a meeting.

Section 8 – Adjournment. A majority of the members present, whether or not a quorum is present, may adjourn any meeting.

ARTICLE VI. OFFICERS

Section 1 - The officers of the Task Force shall consist of the following:

- a) Chair
- b) Vice-Chair
- c) Secretary

Section 2 - Duties of the Officers.

- a. Chair. The Chair shall preside at meetings and shall exercise and perform such other duties as the Task Force may assign from time to time.
- b. Vice-Chair. If the Chair is absent, the Vice-Chair shall perform all duties of the Chair. The Vice-Chair shall perform such other duties as the Task Force may assign from time to time.

If the Chair and Vice-Chair are both absent, the Secretary shall act as Chair pro tempore, who, while so acting, shall have all of the authority of the Chair. If the Secretary is also absent, the Task Force shall select one of the members to act as Chair pro tempore by majority vote.

- c. Secretary. The Secretary shall keep a record of minutes of all meetings, proceedings, recommendations, and actions of the Task Force. The minutes shall reflect which members were present or absent. Any excused absences shall be recorded in the minutes. The minutes shall include the time and place that the meeting was held.

Section 3 – Election. The officers shall be elected by the Task Force members at the first meeting of the calendar year. and shall serve until replacement is necessary. Officers shall be eligible for re-election.

Section 4 – Removal. The Chair or Vice-Chair may be removed from office and relieved of duties by 2/3 majority vote of the Task Force.

Section 5 – Vacancy. Upon resignation or removal of the Chair, the Vice-Chair shall ascend to the office of the Chair. An election for the Vacant office of the Vice-Chair shall be conducted.

Section 6 – Term. A term shall begin on the date of election. There are no limits to the number of terms an officer can serve.

ARTICLE VII. AMENDMENTS

The Task Force may adopt, amend, or repeal the by-laws, but only with the approval of the Tulare County Board of Supervisors.

ARTICLE VIII. SPOKESPERSON FOR ADVISORY BOARD

Unless designated otherwise by a majority vote of the Task Force, the Chair and Vice-Chair shall be the only official spokespersons representing the Task Force to the Tulare County Board of Supervisors, media, other interested parties and the general public.

ARTICLE X. BY-LAW HISTORY

1. Adopted December 20, 2016 (BOS Resolution. No. 2016-1046).
2. Amendments approved by the Task Force on September 19, 2018, and approved by the BOS on September 25, 2018 (BOS Resolution. No. 2018-0797).
3. Amendments approved by the Task Force on August 21, 2019, and December 19, 2019, and approved by the BOS on March 17, 2020 (BOS Resolution. No. 2020-0091).