Hudson County Alliance to End Homelessness
Jersey City/Hudson County Continuum of Care (NJ-506)
Bylaws

Article I – Organization

Section 1. Name
The name of this organization shall be the Hudson County Alliance to End Homelessness (HCAEH).

Section 2. Service Area
The HCAEH shall provide services to the County of Hudson.

Section 3. Address
The principal office of the HCAEH shall be the office of the Hudson County Division of Housing and Community Development, located at 830 Bergen Avenue, Suite 5B, Jersey City, New Jersey, 07306, unless changed by the HCAEH.

Section 4. Description
The HCAEH is a voluntary association that acts as the Jersey City/Hudson County Continuum of Care and provides information, services and advocacy for and on behalf of Hudson County’s at risk and homeless population.

Article II – Purpose

The mission of the HCAEH is to coordinate the housing and service programs available to the homeless and at-risk populations of Hudson County. The HCAEH consists of homeless housing and shelter providers, consumers, advocates and government representatives, who work together in order to shape county-wide planning and decision-making. Specifically, the HCAEH is required to:

- Develop and implement a coordinated community-based strategy for preventing homelessness when possible, rapidly rehousing those who become homeless and ultimately ending homelessness in Hudson County through the provision of adequate permanent housing and stabilization of at-risk households. This will include collaboration with providers who offer educational and economic opportunities to promote self-sufficiency and other mainstream and social services.
- To identify gaps and barriers to Hudson County services in order to effectively address the needs of the at-risk and homeless population.
- To create and maintain systemic approaches to ending homelessness through collaboration with community agencies including non-profit, for-profit, faith-based and government organizations.
- To collect and utilize data and performance measurement tools to evaluate and improve the County’s response to homelessness.
- To apply for funding from the U.S. Department of Housing and Urban Development (HUD), under the Continuum of Care (CoC) Program and other funding programs for the homeless.
- To coordinate with Emergency Solutions Grant recipients to ensure consistent strategy development, funding allocation and program monitoring to achieve community wide goals.
Article III – HCAEH Officers

Section 1. Co-Chairs
A representative from the Hudson County Division of Housing and Community Development and from the Jersey City Division of Community Development shall serve as the co-chairs for the HCAEH.

Section 2. Duties of the HCAEH Officers
The HCAEH co-chairs shall:

- Preside at all HCAEH meetings
- Serve as co-chairs of the Executive Board
- Serve as co-chairs of the Performance and Evaluation Committee
- Assist in facilitation of HCAEH committees, as needed
- Provide reports to the entire HCAEH as needed
- Call special meetings of the HCAEH as needed
- Publicly represent the HCAEH
- Design and coordinate the HUD Continuum of Care grant application process – this process is led by the Hudson County Division of Housing and Community Development as the Collaborative Applicant for the CoC and as outlined in the HCAEH’s Continuum of Care Program Policies and Procedures
- Draft letters of support on behalf of HCAEH members – Letter of support requests must follow the policies outlined in the Process for Requesting Letter of Support from the Hudson County Alliance to End Homelessness
- Perform any other duties as determined by the HCAEH

Article IV – Participation

Section 1. Membership and Voting Privileges
Participation in the HCAEH is open to any organization (non-profit, for-profit faith-based, or governmental) or individual that is committed to ending homelessness or assisting individuals and families who are homeless or at-risk of becoming homeless. Organizations and individuals can request to become a member of the HCAEH at any point during the year. Annually, an advertisement will be placed in the local paper(s) inviting new members to join.

To become members, each organization or individual seeking membership will be required to submit the HCAEH Interest in Membership form, outlining their interest and designating their two “authorized representatives”. An authorized representative must have sufficient authority to speak and vote on policy issues on behalf of the organization. The CEO/ED of an organization is always authorized to represent the organization even if they are not the authorized representative listed on the membership form. Annually, all member organizations must confirm or update their authorized representatives.

Levels of Membership
The following levels of membership exist:

- Voting Members:
• Organizations or individuals that have attended at least four (4) of the last six (6) HCAEH meetings.
• Each organization is entitled to one vote and only authorized representatives can vote.

• Non-Voting Members:
  • Non-voting members may participate in discussion and initiatives of the HCAEH and be members of committees, but may not cast an official vote when needed at meetings

If two member organizations are closely linked, but organized as separate non-profit organizations for IRS tax purposes, then each organization is entitled to join separately.

All CoC and ESG grantees are required to maintain Voting Member status throughout the duration of their CoC grant. In addition, all grantees are required to participate on at least one Committee.

Voting

• HCAEH Co-Chairs will maintain the list of authorized voting representatives.
• **Quorum:** More than 50% of the authorized voting members must be present for a motion to be brought to vote. If there is no quorum present, the motion is tabled until such time as a quorum is present.
• **Electronic Voting:** An electronic vote may be taken and recorded at the discretion of the Chair and Vice Chair of the HCAEH.

Section 2. Meetings

• The HCAEH shall meet bimonthly, as scheduled by the HCAEH as a whole; all meeting dates shall be announced, and posted on the County’s website, and on other sites as determined by the HCAEH.
• Special meetings may be called by the Co-Chairs as needed or upon the request of one-third or more of the voting members. Notice of special meetings shall be sent via the HCAEH mailing list kept by the Hudson County Division of Housing and Community Development.
• Minutes shall be kept of every HCAEH meeting. The minutes shall be distributed to the entire HCAEH following each meeting for comments and corrections and shall be approved at the following meeting.

Section 3. Conflicts

Individuals or organizations participating in or influencing HCAEH decision making must disclose any actual or perceived conflict of interest as early as possible. Any member with a conflict shall abstain from voting on a matter for which he/she or his/her member organization has a financial or other vested interest.

**Article V – Executive Board**

**Section 1. Purpose**

The Executive Board of the HCAEH shall govern, control and manage the HCAEH and each of its activities. The purpose of the Executive Board is to provide leadership, policy direction, and strategic planning for the entire HCAEH.
Section 2. Officers
A representative from the Hudson County Division of Housing and Community Development and from the Jersey City Division of Community Development shall serve as Co-Chairs for the HCAEH Executive Board.

Section 3. Members of the Executive Board
The Executive Board shall be made up of no less than five (5) and not more than fifteen (15) participants. No more than one-third (1/3) of the membership shall represent public agencies. The HCAEH shall make a concerted effort to include on the Executive Board, representatives from the following groups:

- Government agencies throughout Hudson County
- Faith-based and other community-based organizations
- Social service providers
- Nonprofit and for-profit housing developers
- Local business and law firms
- Local universities or colleges
- Law enforcement
- County Superintendent’s office and/or school district homeless liaisons
- Medical service providers
- Funders
- Homeless and/or formerly homeless consumers

As one of the primary responsibilities of the HCAEH Executive Board is to make funding recommendations for the Continuum of Care competition, CoC grantees will not be eligible to serve as a member of the Executive Board.

Section 4. Membership Appointment
All members of the HCAEH Executive Board must be approved, by vote, by the HCAEH membership. Recommendations for new Executive Board members will be accepted by the Co-Chairs annually and a vote will be held to determine new membership for the year.

Section 5. Term of Office
Members of the Executive Board, excluding the Executive Board Officers, shall be appointed for two (2) year terms. Terms shall be based on calendar year. If interested, members are able to request to serve additional terms, with approval from the HCAEH.

Section 6. Duties of the Executive Board
The responsibilities of the Executive Board shall include, but are not limited to:

- Attend at least 80% of all meetings of the Executive Board
- Attend an annual HCAEH meeting to be determined by the HCAEH Co-Chairs
- Stay abreast of local legislation affecting homelessness
- Gather and report community input on homelessness
- Evaluate system outcomes and progress and oversee implementation of County-wide strategies and initiatives to end homelessness
• Set program performance standards and monitoring policies for projects receiving HUD funding through the HCAEH
• Establish policies for prioritizing projects to be funded by the HCAEH
• Review and approve recommendations from the Performance and Evaluation Committee for ongoing programs and new projects
• Review appeals submitted to the HCAEH

The Executive Board may be responsible for other duties that may arise, as appropriate.

Section 7. Executive Board Meetings
The Executive Board shall meet at least quarterly, with additional meetings being scheduled as needed. Notice of meetings and any applicable documents shall be provided to all members of the Executive Board at least five (5) days in advance of a meeting.

Section 8. Quorum and Voting
A majority of members of the Executive Board shall constitute a quorum. Although the Executive Board shall strive to achieve consensus, the affirmative vote of a majority of its membership shall be required for the approval of any matter. Members must be present to vote and shall be entitled to one (1) vote per entity. A vote by phone or e-mail may be taken and recorded at the discretion of the Co-Chairs of the Executive Board.

Section 9. Conflicts
Individuals or organizations participating in or influencing HCAEH Executive Board decision making must disclose any actual or perceived conflict of interest as early as possible. Any member with a conflict shall abstain from voting on a matter for which he/she or his/her member organization has a financial or other vested interest. All Executive Board members will be required to sign a conflict of interest policy.

Article VI – HCAEH Committees

Section 1. Planning Committees
The HCAEH shall establish and convene Committees to address specific aspects of the HCAEH planning process. These Committees may be formed and disbanded as needed by a vote of the HCAEH. Each Committee shall designate a Chair and standard meeting schedule. All committees shall keep the HCAEH informed of their progress and shall provide findings and recommendations to the entire HCAEH and to the Executive Board as needed. Committees may include, but shall not be limited to:

A. Performance and Evaluation Committee: The Performance and Evaluations Committee is responsible for overseeing the annual evaluation process for the Continuum of Care competition in accordance with NOFA guidelines. This includes designing and implementing the local application, monitoring and performance evaluation for all new and renewal projects under the Continuum of Care. The Committee is also responsible for Hudson County’s Homeless Management Information System (HMS) and to monitor and review Emergency Solutions Grant (ESG) programs as well as other applications being submitted for funding through the HCAEH. The Performance and Evaluation Committee’s activities and structure are further detailed in the HCAEH’s Monitoring Policy of the Performance and Evaluation Committee.
B. **Mainstream Resources Committee:** The Mainstream Resources Committee is responsible for developing a systemic approach for helping homeless individuals and families access services and enroll in mainstream benefits. This Committee shall review existing services in the County, identify gaps in services to homeless individuals and families currently in the system, and those not currently in the system who are in need or shall be in need of services.

C. **Specific Subpopulation Committees:** In order to further the work related to particular subpopulations, the HCAEH can have committees that focus on the specific needs, barriers and strategies related to a certain homeless subpopulation. In addition, each committee maintains a by-name list to evaluate resources for specific clients. Current HCAEH Subpopulation Committees include:

- Veteran’s Committee
- Youth Committee
- Family Stability Committee
- Frequent Users Initiative

**Section 2. Workgroups/Advisory Boards**

The HCAEH shall establish and convene workgroups and/or advisory boards to address specific needs or projects of the HCAEH. Workgroups and advisory boards may be formed and disbanded as needed by a vote of the HCAEH. All workgroups and advisory boards must have a Chair and shall keep the HCAEH informed of their progress. All findings and recommendations from workgroups/advisory boards will be provided to the HCAEH and/or to the Executive Board as needed. The HCAEH’s active workgroups and advisory boards include, but shall not be limited to:

A. **Point-In-Time Count (PITC) Workgroup:** The PITC Workgroup is responsible for the successful execution of the annual Point-In-Time count. During the last week of January, the HCAEH takes a census of homeless individuals and families living in the community. The results of the PITC are used in the HCAEH’s planning process and to access additional funding for the expansion of affordable housing and services for the homeless and at-risk population in Hudson County.

B. **Consumer Advisory Board:** The Consumer Advisory Board is a board of persons who are formerly homeless, currently homeless or at risk of becoming homeless to incorporate the voice of consumers in the HCAEH’s work. Members of the Consumer Advisory Board shall have the opportunity to participate at meetings and provide feedback regarding projects that are funded through the HCAEH. The HCAEH has the ability to create multiple Advisory Boards, as appropriate, to focus on specific subpopulations, such as homeless youth (homeless consumers between 18 and 24).

**Section 3. Planning Committee, Workgroup or Advisory Board Recommendations**

All planning committees, workgroups and advisory boards shall provide recommendations to the entire HCAEH and/or the Executive Board (as indicated below) in writing, prior to the meeting at which the recommendation shall be discussed.

- **HCAEH Approval:** The entire HCAEH must approve all recommendations of the planning committees, workgroups and advisory boards before any action may be taken, except for recommendations of the Performance and Evaluation Committee, which shall be submitted to and approved by the Executive Board directly. The Performance and Evaluation
Committee must keep the entire HCAEH informed of its progress and final approved recommendations.

- **Executive Board Approval**: The Executive Board must approve all recommendations of the Performance and Evaluation Committee before the consolidated application can be submitted to HUD on behalf of the Jersey City/Hudson County Continuum of Care, as well as any other recommendations for funding through the HCAEH. The Executive Board must also approve any new initiative or funding request that will be submitted by the HCAEH.

**Article VII – Issues or Appeals**

Any issues or need for appeal related to the work of the Hudson County Alliance to End Homelessness must be submitted in writing and addressed to:

Program Director, Housing Assistance  
Hudson County Division of Housing and Community Development  
830 Bergen Avenue, Suite 5B  
Jersey City, NJ 07306

All issues or appeals received will be evaluated by the HCAEH Executive Board and a response will be provided within 21 days of the original receipt. Any appeals related to the recommendations for Continuum of Care funding must follow the Process for Appeals of Ranking/Funding Level outlined in the *HCAEH’s Monitoring Policy of the Performance and Evaluation Committee*.

**Article VIII – Adoption and Amendments**

These bylaws may be amended at a regular or special meeting of the Hudson County Alliance to End Homelessness by a majority affirmative vote of the members and with final approval by the Executive Board. Amendments must be in written form and distributed to the members within a reasonable amount of time prior to the meeting where the vote will take place.