

**TRI-CITIES HOMELESSNESS POLICY GROUP
Charter**

CHARTER OF THE TRI-CITIES HOMELESSNESS POLICY GROUP

The Tri-Cities Homelessness Policy Group agrees to the following charter effective this 13th day of December, 2018.

1. DEFINITIONS:

- Constituency: All residents and visitors of Englewood, Littleton, and Sheridan
- Goals: Section 2.2
- Meetings: Section 4.4
- Policy Group: The Tri-Cities Homelessness Policy Group
- Tri-Cities: The cities of Englewood, Littleton, and Sheridan
- Voting Members: Section 3.1
- Non-Voting Members: Section 3.2

2. MISSION AND GOALS:

2.1 Mission. To promote coordination amongst and between the cities of Englewood, Littleton, and Sheridan, referred to as the Tri-Cities.

2.2 Goals.

- I) To understand the homelessness situation in the Tri-Cities
- II) Work proactively to ensure legislation is supportive and consistent in each of the Tri-Cities
- III) Collaboratively work across jurisdictions to create a coordinated approach with all stakeholders
 - Encourage and support coordination of resources between the Cities and supporting organizations, such as Change the Trend
- IV) Support community education initiatives that provide two-way communication and learning

3. MEMBERSHIP:

3.1 Voting Members. The Mayor or council member and City Manager, or their designee, from each of the Tri-Cities.

3.2 Non-Voting Members. The Police Chief, or their designee, of each of the Tri-Cities, and Mayor or council member appointees, including supporting organizations such as All Health and/or Change the Trend.

3.3 Expectations of Members. Members are expected, amongst other things, to: (i) attend at least 75% of the Policy Group meetings throughout the year, (ii) be an active and

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accountable participant.

4. POLICY GROUP:

4.1 General Powers. The Policy Group shall have the responsibility, duty, and power to address the needs of the Constituency as it relates to homelessness in the Tri-Cities; to identify or propose the creation of policies and programmatic opportunities; and to address those needs by educating their respective agencies and bringing forth policy and programmatic recommendations.

4.2 Number, Tenure, and Qualifications. The number of Voting Members shall be six (6) with six, with no more than nine (9) Non-Voting Members, including the police chief, or their designee, from each of the Tri-Cities and up to six (6) county-wide service providers. Members serve via appointment by and at the discretion of the corresponding Mayor or council member.

4.3 Appointment of Members. Any openings on the Policy Group shall be filled via appointment by the corresponding city's Mayor, council member, or designee. At the second meeting, and annually thereafter, the Policy Group shall determine Executive Policy Group members for a one year term as follows: (i) Chair of the Policy Group, (ii) Vice-Chair of the Policy Group, (iii) Secretary, and (iv) any other officers the Policy Group determines are necessary.

4.4 Meetings. Meetings of the Policy Group shall be held monthly on the first Thursday of each month, at 7:30 AM in the Littleton Center Community Room, unless decided otherwise by the Tri-Cities Mayors.

4.5 Vacancies. Any vacancy of a Voting Member occurring in the Policy Group shall be filled via appointment by the appropriate Mayor or council member. Any vacancy of a service provider shall be filled via appointment by the Policy Group.

5. OFFICERS:

5.1 Officers. The officers of the Policy Group shall be a Chair, Vice Chair, and a Secretary. The Policy Group may appoint such other officers as it shall deem desirable. Only one office may be held by the same person at any one time.

5.2 Appointment and Term. The officers of the Policy Group shall be determined annually by the Policy Group. Each officer of the Policy Group shall hold office until his or her successor has been determined. The Chair may not serve for more than two consecutive years. However, for good cause, as determined by the Policy Group and approved by the Policy Group,

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this limitation may be waived for a Chair whose contribution or participation will be difficult or impossible to replace.

5.3 Removal. Any officer appointed by the Policy Group may be removed at the determination of the three Tri-Cities Mayors, whenever in their judgment the best interests of the Policy Group would be served thereby.

5.4 Vacancies. A vacancy in any office may be filled by the existing Policy Group for the unexpired portion of the remaining term.

5.5 Chair. The Chair shall be the primary executive officer of the Policy Group and responsible for opening the meeting, facilitating the meeting, and ensuring each member has the opportunity to speak, and closing the meeting. The Chair shall be one of the three Tri-Cities Mayors or council members.

5.6 Vice-Chair. The Vice-Chair shall be the secondary executive officer of the Policy Group and, in the Chair's absence, shall in general supervise all of the business and affairs of the Policy Group. In general, the Vice-Chair shall perform all duties incidental to the office of Vice-Chair and such other duties as may be prescribed by the Chair or the Policy Group from time to time.

5.7 Secretary. The Secretary shall (i) keep the minutes of the meetings of the Policy Group and in general perform all duties incidental to the office of Secretary and such other duties as from time to time may be assigned by the Chair or by the Policy Group.

6. EXPECTATIONS FOR MEETINGS:

6.1 Quorum. A majority of the Voting Members shall constitute a quorum for the purpose of conducting business, exercising its charge, and for all other purposes, but a smaller number may adjourn from time to time until a quorum is in attendance, action may be taken by the Policy Group upon an affirmative vote of the majority of the Voting Members present.

6.2 Old Business. At the beginning of each meeting the Chair will bring forward any remaining discussion items from the prior meeting and the group will review, discuss, and revise action plans as necessary.

6.3 Topic Selection. The Policy Group Chair, with the assistance of all participants, will identify the main themes/opportunities and potential actionably opportunities and whether or not this is something the Policy Group would like to pursue. The Chair, with the assistance of all participants, will then identify action steps, obstacles, opportunities, and set the agenda for the next meeting.

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6.4 Policy Initiatives. The Mayors are expected to take information from initiatives back to their respective councils to pursue formal actions.

7. AMENDMENTS TO CHARTER:

7.1 Amendment. This Charter may be altered, amended, or repealed and new sections may be adopted by approval of each of the three Tri-Cities Mayors, if at least ten days' written notice is given of intention to alter, amend, or repeal or to adopt a new Charter at a meeting.

8. STATEMENT OF NON-DISCRIMINATION:

8.1 Notwithstanding any provision of this Charter, the group shall not discriminate against any director, officer, employee, or participant on the basis of sex, race, color, sexual orientation, ethnicity, or national origin.

THE UNDERSIGNED, being at least each of the three current Tri-Cities Mayors and each of the three current Tri-Cities City Managers, hereby certify that they have, pursuant to Colorado law and other authority, adopted the foregoing Charter as and for the Charter of the Tri-Cities Homelessness Policy Group.

Linda Olson
Print name

Linda Olson
Member signature

CAROL FEY
Print name

Carol Fey
Member signature

Michael Wright
Print name

Michael Wright
Member signature

Devin Granbery
Print name

Devin Granbery
Member signature

Tara Beiter - Fluhr
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Tara Beiter
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DOROTHY HARGROVE
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MARK RUSH
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