

Georgia Balance of State Continuum of Care

Request for Nominations **For the Georgia Balance of State Continuum of Care** **Governance Board (Super Region 3 Vacancy ONLY)**

December 17, 2015

The U.S. Department of Housing and Urban Development (HUD) charges communities that receive funds under the Homeless Continuum of Care (CoC) Program of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act with specific responsibilities. Relevant organizations in the Georgia Balance of State (BoS) designated the Department of Community Affairs (DCA) to manage those responsibilities.

In the Governance Charter for the Georgia Balance of State CoC, which was adopted by the CoC in early 2014, the make-up of CoC board membership was established. The board will be comprised of seventeen people, eleven of which will be appointed by various state departments and one homeless/formerly homeless representative that will be appointed by DCA/Membership and Rules Committee. Five members of the Governance Board will represent each of the five DCA "Super Regions," and will be selected by a community process. These five board seats were filled following the process outlined in the Governance Charter.

On December 9, 2015, the "At-Large" Seat for Super Region 3 was vacant due to the representative relocating to another state ([map link](#)). This vacancy arose following a 30 day waiting period as determined by the [Code of Conduct Policy](#). The Membership and Rules Committee is calling for nominations to **fill a vacancy for the "Super Region" Seat 3** on the Balance of State CoC Board. A basic packet of information as well as a FILLABLE Nomination Form is posted on DCA's web page at the following address:
<http://www.dca.ga.gov/housing/HousingDevelopment/programs/continuumofcare.asp>. Please share it with others in the community.

Detailed information about the Governance Structure, and the responsibilities of the Board, can be found at the above link on the Georgia Balance of State Continuum of Care web page.

If you are interested or if you wish to nominate someone to represent Region 3, please complete the attached form and submit it to Tina Moore via email to tina.moore@dca.ga.gov, or by fax to 404-679-0669.

The deadline to submit nominations is January 6, 2016, at 5:00 P.M.

Thank you for helping to identify key candidates for Super Region Seat 3 of the CoC Governance Board and for your investment in ending homelessness in Georgia.

Georgia Department of Community Affairs

Approved Governance Charter and other related information available at:

<http://www.dca.ga.gov/housing/HousingDevelopment/programs/continuumofcare.asp>

MEMBERSHIP and RULES COMMITTEE “At-Large” NOMINATION and VOTING PROCESS

BoS CoC Board membership was established to include five (5) members to be elected by full membership, with one from each of the five (5) GA Department of Community Affairs’ “Super Regions” (see map in Exhibit A). **There is currently a vacancy in Super Region 3.**

The Membership and Rules Committee developed and implemented a process for the nomination and election of “at large” Board members from each of the five (5) DCA super-regions, and on May 21, 2015, the policy was updated to allow for a special election in the event of a vacancy in one or more of the Super Regions. All appointments will be subject to approval by the Membership and Rules Committee based upon criteria established by that Committee herein.

The Membership and Rules Committee will have ultimate responsibility for making sure that appointments meet HUD and Continuum rules around diversity in the selection of Board members so that “relevant organizations” will be included.

This Committee may serve, as necessary, as a nominating committee for Board appointments, as well as for candidates for election.

In accordance with HUD’s Continuum of Care Interim Regulations, the Georgia Department of Community Affairs (DCA) is designated as the Collaborative Applicant. The Collaborative Applicant shall conduct elections for regional Board members.

Minimal criteria used for nomination and confirmation of “at-large” members to the CoC Board are:

- Be representative of the relevant organizations and/or of projects serving homeless subpopulations
- Be “relevant” – meaning that they must be located in, or represent a balance of community stakeholders in that region
- Experience or expertise in homelessness or in providing homeless assistance

Individuals must meet these criteria in addition to being an active participant in the continuum of care. In the case of an organization that HUD calls a “relevant organization” which has not previously participated in the continuum of care, the past participation requirement may be waived. Representatives from relevant organizations include nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals.

Other desired characteristics for Governance Board Members include:

- Familiar with local homeless needs, resources, gaps
- Experience in homelessness or in providing homeless assistance
- Have a passion for working to end homelessness
- Be recognized as a leader by the constituency (s)he will represent
- Capable of working effectively on a team
- Have experience limiting/managing conflicts of interest
- Have time available to accomplish the tasks
- Willing to commit to 3-5 years of service

Georgia Department of Community Affairs

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Nomination and Voting Process

1. Following membership solicitation, DCA will distribute the Request for Nominations to interested parties serving or living in the Balance of State CoC and post the notice on DCA's web site
2. Nomination forms, with candidate information, are to be sent to DCA (see page 1 for instructions).
3. Candidate information will be distributed to the Membership and Rules Committee. Following review by all parties, DCA will set up a meeting (conference call or in-person) with this Committee to discuss eligibility of candidates, regional selection, and other criteria. Specific candidates may also be targeted by this Committee.
4. Based on the selection criteria listed, the Membership and Rules Committee will develop and release a slate of proposed candidate nominations (one for each region) for full membership vote on the slate, as a whole.
5. DCA will solicit votes from the full list of Voting Members and voting will take place through an on-line process so that votes will be recorded.

Voting Membership Policy

1. Each agency will have one vote for all matters called to a vote, including but not limited to, board representation.
2. It is the responsibility of the agency to designate a voting member.
3. While individuals, and non-voting staff of agencies, can be members of the CoC, provide input, and serve on committees, only agencies will have the ability to vote.

Regional At-Large Board Member Vacancies Policy

1. Following the determination of a vacancy(ies) of a Regional At-Large Board Member (as defined in the Code of Conduct), DCA will distribute the Request for Nominations to the full membership roster for nominations of interested parties serving or living in the BoS CoC Region(s) with the vacant seat(s) and post the notice on DCA's web site.
2. Nomination forms, with candidate information, are to be sent to DCA (as defined in the Request for Nominations).
3. Candidate information will be distributed to the Membership and Rules Committee. Following review by all parties, DCA will set up a meeting (conference call or in-person) with this Committee to discuss eligibility of candidates, regional selection, and other criteria. Specific candidates may also be targeted by this Committee.
4. Based on the selection criteria listed, the Membership and Rules Committee will develop and release information on the proposed candidate nomination (one for each related region with a vacancy) for full membership vote on the slate, as a whole.
5. DCA will solicit votes from the full list of Designated Voting Members and voting will take place through an on-line process so that votes will be recorded.

Georgia Department of Community Affairs

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GA DCA Contacts:

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Attached are two (2) documents:

- 1) GA BoS CoC Board Nomination Form
- 2) Map

Georgia Department of Community Affairs

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Georgia Balance of State Continuum of Care
Nomination for "Super Region" Seat 3 Vacancy on the Governance Board

Person Being Nominated	
Name	
E-mail	
Telephone	
Is this person aware she or he is being nominated? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (self nomination)	
<input type="checkbox"/> Region 3 *Please note, the seat for Super Region 3 is the only vacancy at this time.	
Super Region seat that the individual would fill* (see BoS CoC Super Region) :	
Please identify the current role this individual holds in the community:	
Is this individual affiliated with a member agency of the Georgia Balance of State (BoS) Continuum of Care (CoC)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If Yes, this person is a(n): <input type="checkbox"/> Board member <input type="checkbox"/> Contractor <input type="checkbox"/> Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Other _____ Name of Organization (if applicable):	
Is this individual homeless/formerly homeless? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown/Prefer not to answer	
Board Members must live or work in the geographical area of the BoS CoC. Please identify how this individual qualifies by listing the counties represented for Super Region 3, as well as the actual address (home or work), whichever is applicable) of the nominee:	
Based on the minimal criteria and desired characteristics listed in the attached materials, describe what makes this person uniquely qualified to serve on the BoS CoC Board:	
Briefly describe other experience or expertise (work or volunteer) that qualifies this individual to represent the specific seat identified:	
Name of person making nomination	
Email/Phone	

