

ATLANTA CONTINUUM OF CARE BYLAWS
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ATLANTA CONTINUUM OF CARE BYLAWS

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Article I. CoC Overview

Section I.01 Introduction and Mission

The **Atlanta Continuum of Care (CoC)** is an unincorporated association of stakeholders committed to ending homelessness in the City of Atlanta. The Atlanta CoC sets local homeless ecosystem policies, develops and implements standards for services and performance, and provides planning oversight to support a shared goal of ending homelessness in the City.

The Atlanta CoC functions as the local authority for the U.S. Department of Housing and Urban Development (HUD) CoC Program for the City of Atlanta. The CoC Program is designed to promote a communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, State, and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

In addition to the HUD program requirements, the Atlanta CoC establishes metrics and monitors performance of the local homeless ecosystem to ensure it can meet the goal of ending homelessness in the City of Atlanta.

Section I.02 Guiding Principles

In accordance with its 2023-2028 Community Plan to Reduce and End Homelessness, the Atlanta CoC has adopted the following guiding principles:

- Strategically maximize investments to create a solution for every unhoused person.
- Prevent or divert people from homelessness as a first response.
- Amplify the CoC workforce to reflect those we serve.
- Build an anti-racist service delivery culture.
- Target service delivery to reduce duration of homelessness.

Section I.03 Purpose of Bylaws

The purpose of the CoC bylaws is to outline the roles and responsibilities of the Atlanta CoC, Governing Council, CoC Committees, CoC Workgroups, the Collaborative Applicant, and the HMIS Lead.

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Article II. CoC Membership

Section II.01 Composition

Stakeholders with an interest in understanding and addressing issues related to homelessness or with a desire to participate in the City of Atlanta's response to prevent and end homelessness may become a member of the Atlanta CoC. This includes nonprofits, government, business, and community entities, as well as individuals such as volunteers, residents, and persons with lived expertise with homelessness. Interested stakeholders can apply for membership via a form on the Collaborative Applicant's website.

Section II.02 Levels of Membership

The following levels of membership and qualifications exist for the Atlanta CoC:

- Voting Members
 - Organizations who commit to hold an active position on one or more of the following: the Governing Council, CoC Committees, or CoC Workgroups.
 - Annual attendance at least 75% of CoC association meetings.
 - No more than one representative of a single organization may cast a vote at the CoC association meetings.
- General Members
 - Organizations or individuals residing or doing business in the City of Atlanta with an interest in preventing and/or ending homelessness in the community.
 - Attendance at association meetings is optional.
 - Do not have to hold an active position on the Governing Council, CoC Committees, or CoC Workgroups.
 - Do not have voting privileges.

Section II.03 Outreach to New Members

The Atlanta CoC invites new members to join at any time during the year. Annually, the Atlanta CoC will issue a public invitation for any interested person within the geographic area to become a member of the CoC. The invitation is made public through the Collaborative Applicant's website, social media platforms, email distribution list, and at association meetings.

The Atlanta CoC strives for a diverse body of members. In alignment with 24 CFR Part 578.5, the CoC will continue outreach to recruit new members that include, but are not limited to, people experiencing homelessness, formerly homeless or at risk of homelessness; nonprofit homeless assistance (whether or not recipients of HUD funding) and employment providers; domestic violence and sexual assault service providers; faith-based organizations; government entities;

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fundere; businesses; advocates; public housing agencies; school districts; social service providers; mental health agencies; substance use service providers; hospitals; universities; affordable housing developers; law enforcement; and organizations that serve veterans and individual community members.

Section II.04 Meetings

CoC association meetings will be held at least bimonthly. Meetings may be held in-person or virtually through an online meeting platform. The Collaborative Applicant will work with the CoC Governing Council Chair to develop agendas for these meetings. Notice of the date, time, and place of full membership meetings, along with the meeting agenda, will be posted on the Collaborative Applicant's website at least seven (7) business days before the meeting date.

Section II.05 CoC Membership Voting and Quorum

The Collaborative Applicant will administer and maintain records associated with CoC membership votes. Each voting organization shall have one vote and must assign a designated voting representative if more than one person attends a meeting.

For in-person CoC association meetings, a quorum is defined as 50% of active voting members. A simple majority of the present quorum in favor of a given voting item will constitute passage of that item. In the absence of a quorum, in-person voting will be deferred to the electronic voting process described herein.

For electronic voting, a quorum shall be reached when votes have been received from at least 50% of active voting members. Electronic voting will be closed at a predetermined deadline after a quorum has been reached. Upon closure of voting, a simple majority of votes received in favor of a given voting item will constitute passage of that item. Full CoC membership votes shall be taken for items including, but not limited to, the following:

- Election of CoC Board members to designated elected seats.
- Updates to the CoC bylaws' process for CoC Board selection.

Article III. Governing Council

The Atlanta CoC is led by a voluntary Governing Council (Council) that makes rules, policies, or decisions related to the Continuum of Care. The Council has the authority to act on behalf of the Continuum of Care membership, including designating the Collaborative Applicant and HMIS Lead. Council members are elected by the CoC voting membership.

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Section III.01 Responsibilities

The Council works with the CoC membership to fulfill the following responsibilities surrounding CoC planning, operations, and management:

- Promote a comprehensive and sustainable housing and services system that maximizes the effective delivery of solutions to people at risk of or experiencing homelessness.
- Assessing gaps in the housing and services system, including working with the Collaborative Applicant to conduct an annual Point-in-Time (PIT) Count.
- Approving the strategic plan and monitoring and adjusting strategy throughout implementation.
- Coordinating the housing and services system with the Federal Government, State of Georgia, City of Atlanta, Fulton and DeKalb Counties, jurisdictional Housing Authorities, the Regional Commission on Homelessness, HUD Emergency Solutions Grants, HUD consolidated planning efforts, and other similar entities in the Atlanta Metro region.
- Supporting public and private resourcing for the goals within the overarching plan to end homelessness.
- Ensure Atlanta CoC is meeting all the operational responsibilities assigned to it by HUD regulations, including:
 - Setting Atlanta CoC agenda, structuring Atlanta CoC committees and written decision-making process as needed, engaging Atlanta CoC members via meetings and annual invitation to new members, and annually approving bylaw amendments..
 - Establishing local funding priorities, homeless policies and standards, and performance measurements for both overall system and Atlanta CoC and ESG recipient programs.
 - Overseeing system and individual agency performance, including engaging with non-performers to manage system wide impact, and reporting outcomes of ESG and Atlanta CoC programs to HUD.
 - Establishing operational coordination programs, including but not limited to a coordinated entry system.
 - Designating the Collaborative Applicant and overseeing/approving HUD CoC Program Competition Notice of Funds Opportunity (NOFO) process.
 - Contracting with 501(c)3 for the Atlanta CoC operational implementation via a performance-based contract with an annual assessment of performance.
 - Contracting with a Homeless Management Information System (HMIS) in compliance with HUD requirements, including designating an HMIS lead.

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Section III.02 Composition

The Governing Council composition intends to maximize coordination of resources meaningful to ending homelessness and shall align to HUD priorities. It shall be no smaller than 13 and no larger than 21 voting members with ex-officio and at-large representation including, but not limited to, representatives from:

Type	Required	Voting	Number	Organization
Ex-Officio	Yes	Yes	1	Federal Government
Ex-Officio	Yes	Yes	3	State Government
Ex-Officio	Yes	Yes	1	Fulton County
Ex-Officio	Yes	Yes	2	City of Atlanta Council
Ex-Officio	Yes	Yes	1	City of Atlanta Administration
Ex-Officio	Yes	Yes	1	Atlanta Housing
Ex-Officio	Yes	Yes	1	Atlanta Public School Board
Ex-Officio	Yes	Yes	1	Adult PLE Workgroup Representative
Ex-Officio	Yes	Yes	1	Youth PLE Workgroup Representative
Ex-Officio	Yes	Yes	1	Rank and Review Chair
Ex-Officio	Yes	No	1	CEO, Collaborative Applicant
Ex-Officio	Yes	No	1	Chair, Collaborative Applicant Board
At-Large	No	Yes		Business
At-Large	No	Yes		Foundation/Grantmaking
At-Large	No	Yes		Regional Planning Body
At-Large	No	Yes		Civic Service
At-Large	No	Yes		Faith-Based
At-Large	No	Yes		Healthcare
At-Large	No	Yes		Chronic Homeless Service Provider
At-Large	No	Yes		ESG Homeless Service Provider

Section III.03 Terms

Ex-Officio members' term limits are based on their affiliation with their respective organization.

At-Large members shall serve for a period of three years, for up to two terms. After serving 6 consecutive years, At-Large members must rotate off the Council for at least one year.

A person serving as an officer at the time his/her second 3-year term comes to an end, however, may serve the full 3-year term of office to which he/she was elected.

Section III.04 Election

Ex-Officio and At-Large members are slated by the Governance Committee and elected by the CoC membership.

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Section III.05 Eligibility

Council members shall be members of the Atlanta CoC.

Section III.06 Vacancies

The Governance Committee shall fill vacancies or unexpired terms.

Section III.07 Officers

The officers of the Council shall consist of a Chair and Vice Chair.

- The Chair is responsible for setting meeting agendas and presiding over the meeting. The Chair shall execute all papers, documents, and instruments to be executed by the Atlanta CoC.
- The Vice-Chair serves in absence of the Chair. The Vice Chair will succeed the Chair at the end of the Chair's term, unless the Governing Council decides otherwise.

The Governing Council shall elect its Chair and Vice Chair from the At-Large members of the Governing Council. Each officer shall hold office for a term of up to three years. All officers shall hold office until their successors have been elected and qualified. Officers may serve up to two consecutive terms. No person may hold more than one office.

Section III.08 Governing Council Voting and Quorum

All votes shall be by voice or ballot at the will of the majority of those in attendance at an association meeting with a quorum represented. Electronic voting outside of meetings is also allowed if vote responses represent a quorum. Members are requested to recuse themselves from voting on matters that present a conflict.

For in-person CoC association meetings, a quorum is defined as 50% of active voting Council members. A simple majority of the present quorum in favor of a given voting item will constitute passage of that item. In the absence of a quorum, in-person voting will be deferred to the electronic voting process described herein.

For electronic voting, a quorum shall be reached when votes have been received from at least 50% of active voting Council members. Electronic voting will be closed at a predetermined deadline after a quorum has been reached. Upon closure of voting, a simple majority of votes received in favor of a given voting item will constitute passage of that item. Full Council votes shall be taken for items including, but not limited to, the following:

- Vote to adopt the CoC Strategic Plan.
- Votes for selection of the Collaborative Applicant and HMIS Lead.
- Vote to approve the HUD CoC Program Competition Priority Listing.

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Section III.09 Conflict Of Interest and Prohibitions

Any Governing Council member having a conflict of interest or a conflict of responsibility on any matter shall make known the conflict and refrain from voting on such matter. Governing Council members will sign a Conflict-of-Interest policy annually. Additionally, contracts between Governing Council members (or affiliates) and any HUD funded agencies must be disclosed and ratified by a majority vote of the Governing Council.

Section III.10 Compensation

Except for the Client Advisory Council and Youth Action Board Chairs, Governing Council members shall not receive any compensation for service other than approved reimbursable expenses.

Section III.11 Governing Council Resignation/Removal

Any member may resign at any time by giving written notice to the Chair. Any such resignations shall take effect at the time specified in the written notice. A member may be removed by majority vote of the Governing Council for cause such as, but not limited to:

- Absence from three or more meetings of the CoC in a twelve-month period.
- Failure to disclose a conflict of interest.
- Failure to work amicably with CoC volunteers and Collaborative Applicant staff.
- Participation in activities that can cause physical, emotional or financial harm to a CoC stakeholder (e.g. assault, verbal abuse, theft).

If before any meeting of the Governing Council at which a vote on removal will be made, the Governing Council member in question is given electronic or written notification of the Governing Council's intention to discuss his/her case and is given the opportunity to be heard at the meeting of the Governing Council.

Article IV. CoC Committees and Workgroups

Section IV.01 Standing Committees

Standing Committees are created and managed by the Governing Council and are composed of Governing Council members and CoC members. Standing Committees are established for strategic priorities of the CoC and do not have time limits. These groups may have CoC decision-making authority granted to them by the Governing Council. The Collaborative Applicant will work with the Governing Council to recruit Standing Committee members and ensure that membership is representative, informed, absent of group conflict, and absent of conflict of interest. Each Standing Committee will be led by a Chair in partnership with a Collaborative Applicant staff liaison.

- (a) The **Governance Committee** is responsible for ensuring the CoC charter, bylaws and strategic plan are adhered to; filling vacant Board roles; training on the CoC structure; and

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evaluating the Board and Collaborative Applicant to ensure they are filling their responsibilities and duties. The Governance Committee shall consist of a minimum of 51% CoC voting members. The Governing Council Chair shall be an ex-officio member of the Governance Committee and shall not have a vote except in the case of a tie.

(b) The **Performance Committee** guides, establishes and monitors strategies that enhance system performance and measurement. This includes development and implementation of a Data Quality Plan; review, revision, and approval of an HMIS privacy plan and security plan; establishing HMIS procedures related to collecting, reporting, and sharing, and analyzing CoC-wide HMIS data; monitoring and evaluating the HMIS lead and vendor annually. The Performance Committee shall review performance of CoC-funded agencies and make voting recommendations to the Governing Council for actions to take on poor performers.

(c) The **Policy Committee** is responsible for developing and implementing policies impacting the CoC including, but not limited to, CoC service lines (e.g. outreach, coordinated entry, diversion, permanent housing, etc.) and stakeholder groups (e.g. clients with lived experience, veterans, domestic violence).

(d) The **Rank and Review Committee** reviews and ranks applications for HUD CoC Program Competition funding opportunities and develops priorities for available funding. The Committee is composed of individuals who are not affiliated with organizations requesting funds through the HUD CoC Program Competition. Members shall sign a conflict-of-interest policy annually.

Section IV.02 Ad Hoc Committees

Ad Hoc Committees are created by the Governing Council and managed by the Collaborative Applicant. Ad Hoc Committees are composed of Governing Council members and members of the CoC. Ad-Hoc Committees may be led by a Chair. Ad-Hoc Committees have a specific time limit.

Ad-Hoc Committees utilize information from workgroups to draft plans and provide updates to the Governing Council. The Collaborative Applicant will work with the Governing Council to recruit Ad Hoc Committee members and ensure that membership is representative, informed, absent of group conflict, and absent of conflict of interest.

Example Ad-Hoc Committees for the Atlanta CoC may include, but are not limited, to Strategic Planning.

Section IV.03 Workgroups

Workgroups are created and managed by the Collaborative Applicant or a designated provider lead liaison. Workgroups are composed of Governing Council members and CoC members. Workgroups may be led by a Chair in partnership with a Collaborative Applicant staff liaison and/or provider lead liaison. Workgroups may or may not have a specific time limit.

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Workgroups inform policies and procedures and provide updates to CoC Committees and the Governing Council as needed. The Collaborative Applicant will ensure that membership is representative, informed, absent of group conflict, and absent of conflict of interest.

Example Workgroups for the Atlanta CoC may include, but are not limited to Coordinated Entry, Diversion, Domestic Violence, Education and Employment, Emergency Shelter, Faith-Based Organizations, Family, HMIS, Permanent Supportive Housing, Unit Acquisition, Youth Providers, Racial Equity, Rapid Rehousing, Street Outreach, and Veterans. Additionally, the Atlanta CoC will maintain two workgroups specific to persons having lived expertise (PLE) with homelessness including:

(a) An **Adult PLE** workgroup will include adults ages 25+ years who are currently homeless or have experienced homelessness within the past ten years. This group informs decision-making on policies and procedures related to ending homelessness. One representative of this workgroup shall have a seat on the Atlanta CoC Governing Council. The group can establish Standing Rules that do not conflict with the CoC bylaws.

(b) A **Youth PLE** workgroup will include young adults ages 18-24 years who are currently homeless or have experienced homelessness within the past five years. This group informs decision-making on policies and procedures related to ending youth homelessness. One representative of this workgroup shall have a seat on the Atlanta CoC Governing Council. The group can establish Standing Rules that do not conflict with the CoC bylaws.

Section IV.04 Committee and Workgroup Resignation/Removal

Any member of a Committee or Workgroup may resign at any time by giving written notice to the Chair or staff liaison of the respective committee or workgroups. Any such resignations shall take effect at the time specified in the written notice.

A member may be removed from a committee or workgroup for cause such as, but not limited to:

- Failure to disclose a conflict of interest.
- Failure to work amicably with CoC volunteers and Collaborative Applicant staff.
- Participation in activities that can cause physical, emotional or financial harm to a CoC stakeholder (e.g. assault, verbal abuse, theft).

In the event of removal, the Governing Council Chair shall submit a formal letter informing a Standing or Ad Hoc Committee member of removal. The Collaborative Applicant shall submit a formal letter informing a Workgroup member of removal.

Article V. General Provisions

Section V.01 Operating Year

The operating year of the CoC will begin on July 1 of each calendar year and end on June 30 of the following calendar year.

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Section V.02 Amendments to CoC Bylaws

In consultation with the Collaborative Applicant and the HMIS Lead, the Atlanta CoC bylaws shall be reviewed and updated annually. The process for selecting the Governing Council must be reviewed, updated, and approved at least once every 5 years. The bylaws may be amended by a majority vote of the voting CoC members at an association meeting at which a quorum is present.

Section V.03 Accessibility of Meetings

The Collaborative Applicant will improve access to meetings with alternative methods such as conference video/call, webinars, and online meetings. When technology is used, leadership members will provide instruction on how to participate/observe on the CoC website and in the meeting notice.

Section V.04 Letters of Support

Programs and services which meet the needs of individuals and families experiencing homelessness in the City of Atlanta are eligible to request letters of support or certification from the CoC through the Collaborative Applicant. The Collaborative Applicant will provide letters of support or certification to agencies which have a record of providing quality services to persons who are homeless or at risk of homelessness. The Collaborative Applicant shall have 10 business days to provide the requested Letter of Support.

Section V.05 Members in Good Standing

All voting members must attend 75% of total association meetings to remain in good standing. General members do not have attendance requirements and may attend any meeting throughout the year. The Collaborative Applicant shall take regular attendance at association meetings to track member attendance.

Members who are not in good standing may not be eligible for leadership roles within the Atlanta CoC or CoC funding.

Article VI. Collaborative Applicant

Section VI.01 Collaborative Applicant Responsibilities

(a) Preparing Application for CoC Funds

The Collaborative Applicant is responsible for collecting and combining the required application information from all applicants and for all projects within the geographic area that the CoC has selected for funding.

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(b) CoC Recordkeeping

The Collaborative Applicant will bear primary responsibility for maintaining CoC records. This includes, but is not limited to, all records associated with governance activities and NOFO activities. Records must contain the following:

1. Evidence that the Board selected by the Continuum of Care meets the requirements of 24 CFR 578.5(b).
2. Evidence that the Continuum has been established and operated as set forth in subpart B of 24 CFR 578, including published agendas and meeting minutes, approved CoC bylaws that is reviewed and updated annually, a written process for selecting a board that is reviewed and updated at least once every five (5) years, evidence required for designating a single HMIS for the Continuum, and monitoring reports of recipients and subrecipients.
3. Evidence that the Continuum has prepared the application for funds as set forth in 24 CFR 578.9, including the designation of the eligible applicant to be the collaborative applicant.

(c) CoC Additional Duties

The Collaborative Applicant will also apply for, and be the recipient of, the CoC Program Competition Planning grant. Additional duties of the Collaborative Applicant will be outlined in a Memorandum of Understanding between the Atlanta CoC Governing Council and the Collaborative Applicant. These duties must be reviewed and updated every five years.

Section VI.02 Collaborative Applicant Selection

Through the adoption of the CoC bylaws, Partners for HOME is designated as the Collaborative Applicant for the Atlanta CoC. Partners for HOME will execute a formal MOU with the CoC Governing Council that clearly identifies, defines, and describes the roles and responsibilities of each organization or party to the agreement. Partners for HOME may also be subject to any requirements prescribed through the CoC bylaws, additional MOUs, or any other binding documents such as contracts or statements of work.

Designation of a different agency to serve as the Collaborative Applicant requires revision of the CoC bylaws, which must be approved by vote of the CoC membership as described herein. If the Governance Committee determines that the current Collaborative Applicant is not performing its duties sufficiently, it may make a recommendation to the Governing Council to identify a new Collaborative Applicant. The Governing Council shall consider such a recommendation and, upon its approval, initiate the process to identify a new Collaborative Applicant.

Upon Governing Council approval of a motion to identify a new Collaborative Applicant, the CoC will issue a Request for Proposals (RFP) to identify agencies interested in the Collaborative Applicant role. The Governing Council, working with the applicable Committee(s), shall review RFP responses and conduct a vote to identify the Collaborative Applicant candidate based on a timeline described in the RFP. When a candidate is identified, the CoC Governing Council will initiate the process to update CoC bylaws to designate the new Collaborative Applicant. The designated Collaborative

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Applicant will execute a formal MOU with the CoC and assume responsibilities on a date specified in the MOU.

Section VI.03 Evaluation

The Governance Committee shall evaluate the performance of the Collaborative Applicant annually and provide results of monitoring to the CoC membership. Performance monitoring will determine if the Collaborative Applicant has successfully met the responsibilities assigned to it by the CoC and required of it by the CoC Program Interim Rule.

Article VII. Homeless Management Information System Lead

Section VII.01 HMIS Lead Responsibilities

(a) Provide an HMIS System

The HMIS Lead is responsible for providing the Atlanta CoC a designated homeless Management Information System. ClientTrack has been adopted as the official Homelessness Management Information System for the Atlanta CoC.

(b) HMIS Lead Additional Duties

The HMIS Lead will also apply for, and be the recipient of, the CoC Program Competition HMIS grant. Additional duties of the HMIS Lead will be outlined in a Memorandum of Understanding between the Atlanta CoC Governing Council and the HMIS Lead. These duties must be reviewed and updated every five years.

Section VII.02 HMIS Lead

Through the adoption of the CoC bylaws, the Georgia Department of Community Affairs (DCA) is the HMIS Lead for the Atlanta CoC. DCA will execute a formal MOU with the CoC Governing Council that clearly identifies, defines, and describes the roles and responsibilities of each organization or party to the agreement. DCA may also be subject to any requirements prescribed through the CoC's bylaws, additional MOUs, or any other binding documents such as contracts or statements of work.

Designation of a different agency to serve as the HMIS Lead requires revision of the CoC bylaws, which must be approved by vote of the CoC membership as described herein. If the Governance Committee determines that the current HMIS Lead is not performing its duties sufficiently, it may make a recommendation to the Governing Council to identify a new HMIS Lead. The Governing Council shall consider such recommendation and, upon its approval, initiate the process to identify a new HMIS Lead.

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Upon Governing Council approval of a motion to identify a new HMIS Lead, the CoC will issue a Request for Proposals (RFP) to identify agencies interested in the HMIS Lead role. The Governing Council, working with applicable committee(s), shall review RFP responses and conduct a vote to identify the HMIS Lead candidate based on a timeline described in the RFP. When a candidate is identified, the CoC Governing Council will initiate the process to update the CoC bylaws to designate the new HMIS Lead. The designated HMIS Lead will execute a formal MOU with the CoC and assume responsibilities on a date specified in the MOU.

Article VIII. Parliamentary Authority and Amendments

Robert's Rules of Order, latest edition, is the parliamentary authority for all Atlanta CoC business. The CoC's amended bylaws supersedes all prior CoC bylaws and shall be reviewed once per year for amendments and/or revisions