

## **Iowa Council on Homelessness**

### **Standing Committees**

1. The standing committees of the Council are the following: Executive Committee, Nominating Committee, Research and Analysis Committee, Policy and Planning Committee, Public Awareness Committee, Continuum of Care (COC) Committee.
2. Each Standing Committee shall consist of at least five voting members of the Council, elected or appointed by the Council. The chair of each Standing Committee must be a voting member of the Council. Each Standing Committee, except the Executive and Nominating Committees, shall have responsibility for appointing additional committee members who are not voting members of the Council. Each Standing Committee, except the Executive Committee shall elect their own chair.
3. Executive Committee
  - a. The executive committee shall consist of a chair, vice chair and secretary of the Council and the chair of each of the standing committees.
  - b. The chair of the Council shall serve as the chair of the Executive Committee.
  - c. The executive committee shall be responsible for reviewing and making recommendations for amendments or changes to the bylaws.
  - d. The Executive Committee shall carry out the business of the Council between regularly scheduled Council meetings.
4. Nominating Committee
  - a. The nominating committee shall nominate persons for chair, vice-chair, and secretary for consideration by the entire Council.
  - b. The nominating committee shall be responsible for receiving, soliciting, and reviewing applications for Council membership, including from sponsoring organizations when appropriate, and making recommendations for membership on the Council.
  - c. Election or confirmation of an individual member or of a slate nominated by the committee will normally take place at the regular meetings, but may be called at another date at the discretion of the chair, if the regular meeting date is unduly distant.
  - d. The nominating committee shall submit nominees to the Governor to fill general public member positions.
5. Research and Analysis Committee
  - a. The Research and Analysis Committee shall be responsible for facilitating the collection of demographic data on homelessness in Iowa and anecdotal information on causes of homelessness in Iowa.
  - b. The committee shall oversee the completion of a report on homelessness in Iowa every two calendar years.

- c. The Committee shall present the report to the Council for approval and shall coordinate transmittal of the approved report to the Governor's Office.
6. Policy and Planning Committee
  - a. Shall be responsible for development of the Comprehensive Homeless Strategy and Annual Action Plan for Iowa.
  - b. The Committee shall report at each Council meeting on the progress of the Annual Action Plan.
  - c. Each September, the committee shall propose to the Council a slate of legislative and administrative recommendations which may impact homelessness.
  - d. After Council approval, the committee shall coordinate the transmittal of the approved legislative agenda to the Governor's office to support policy development on homeless issues.
7. Continuum of Care Committee
  - a. Shall assist in the development and maintenance of a statewide continuum of care to end homelessness.
  - b. Shall on an annual basis, participate in the development of the state's Continuum of Care application to the Department of Housing and Urban Development(HUD) for funding under the McKinney Act.
  - c. Shall also work to support the development of local homeless coordinating boards in communities throughout the state.
8. Public Awareness Committee
  - a. The public awareness committee shall be responsible for increasing the public's awareness about homelessness in Iowa
  - b. The Committee will coordinate with state and local organizations to promote homeless awareness events and campaigns.
  - c. The Committee will promote and encourage the use of the State Plan and the most recent data to develop press releases, web based information, printed materials and presentations.

#### **Section 5 Ad Hoc Committees**

The Council chair may create Ad-Hoc committees as necessary to fulfill the work of the Council. The Council chair shall appoint at least three voting members of the council to serve on each Ad-Hoc Committee, with additional members appointed by the Committee chair as necessary. Ad-Hoc committees shall select their own chair.