

## BYLAWS OF THE TEXAS INTERAGENCY COUNCIL FOR THE HOMELESS

### I. Name:

The name of this Council shall be by definition the Texas Interagency Council for the Homeless.

### II. Mission:

The mission of the TICH is to play a leadership role in reducing instances of homelessness in Texas by carrying out its statutorily assigned duties in a collaborative manner that fosters pursuit of best practices.

### III. Advisory Role:

- A. The Texas Interagency Council for the Homeless (hereafter "TICH" or "Council") serves as an advisory committee to the Texas Department for Housing and Community Affairs ("TDHCA") and other state agencies as appropriate.
- B. The TICH may submit a written report to the TDHCA Board annually that may include recommendations of policy, and may submit policy recommendations to other state agencies at its discretion, as they fall under the duties of the Council.

### IV. Duties:

The TICH's role and duties shall include, but are not limited to:

- A. Surveying current resources for services for the homeless in this state;
- B. Initiating an evaluation of the current and future needs for the services;
- C. Assisting in coordinating and providing statewide services for all homeless individuals in this state;
- D. Increasing the flow of information among separate providers and appropriate authorities;
- E. Developing guidelines to monitor the provision of services for the homeless and the methods of delivering those services;
- F. Providing technical assistance to the housing finance division of the department in assessing the need for housing for individuals with special needs in different localities;
- G. Coordinating with the Texas Workforce Commission, local workforce development boards, homeless shelters, and public and private entities to provide homeless individuals information on services available to assist them in obtaining employment and job training; and
- H. Establishing a central resource and information center for the homeless in this state; and
- I. Coordinating with local or statewide nonprofit organizations to perform the duties that the Council is unable to perform.

### V. TICH Composition and Membership:

- A. The membership of the TICH is composed of:
  - 1) One representative from each of the following agencies, or as revised by regulation, appointed by the administrative head of that agency:

- a) The Texas Department of State Health Services;
  - b) The Texas Department of Criminal Justice;
  - c) The Texas Department of Aging and Disability Services
  - d) The Texas Education Agency;
  - e) The Department of Family and Protective Services;
  - f) The Health and Human Services Commission;
  - g) The Texas Workforce Commission
  - h) The Texas Juvenile Justice Department;
  - i) The Texas Veterans Commission; and
  - j) The Department of Assistive and Rehabilitative Services
- 2) Two representatives from the Texas Department of Housing and Community Affairs, who are appointed by the director, including at least one representative whose duties include management or administration of the community services block grant or the emergency solutions grant program.
  - 3) Three members representing service providers to the homeless, one each appointed by the governor, the lieutenant governor, and the speaker of the House of Representatives.
  - 4) All statutory members of TICH are voting members.
- B. A member of the TICH serves at the pleasure of the appointing official or until termination of the member's employment with the entity the member represents.
  - C. A member of the TICH must have administrative responsibility for, or policy oversight of, programs for the homeless or related services provided by the agency that the member represents.
  - D. A member of the TICH must have authority to make decisions for and commit resources of the agency, subject to the approval of the administrative head of the agency.
  - E. Removal or Change of Membership: If a member misses two quarterly meetings per fiscal year, the TICH chair may request that the appointing official replace the member in order to have full participation.
  - F. Alternative members are allowed to represent an appointee if the administrative head of the appointee's organization, agency, etc. approves the representation, the alternate meets the membership requirements, and the alternate is familiar and current with TICH issues and business.
  - G. The TICH may select and solicit participation of advisors from other organizations when their participation would enhance or further the work of the Council. Advisory members will serve only at the request of the Council and will be non-voting members of the Council. Advisory members must be nominated by Council members, approved by the Council, and must attend at least two TICH meetings in a fiscal year. If advisory members do not attend two TICH meetings in a fiscal year, they will be automatically dismissed by the TICH for the following fiscal year.

**VI. Duties of State Agency TICH Members:**

- A. By December 31st of each year, each agency represented on the TICH shall report to the TDHCA a standard set of performance data, as determined by the TDHCA on the agency's outcomes related to homelessness.
- B. To comply with Section 2306.906(b), Texas Government Code, each agency shall contribute to the TICH, or the TICH's designee, resources, which may include financial resources.
- C. Agency representatives are responsible for providing to the TICH the necessary information regarding their agency's programs as they relate to homeless issues.
- D. An agency representative accepts the responsibility for being the appointing agency's sole representative, and ensuring that effective and necessary communication exists between the TICH and the appointing agency.

**VII. Operations of the TICH:**

- A. At the final meeting of the fiscal year, members of the TICH shall elect one member to serve as the chairperson and a different member to serve as the vice-chairperson for the following fiscal year.
- B. TDHCA may provide fiscal support and shall provide clerical and advisory support staff to the TICH.
- C. For any of the duties under Section IV that the TICH is unable to carry out, the Council may request that local or statewide nonprofit organizations, other organizations, or local government perform the duties.
- D. Bylaw amendments may be proposed by any Council member. Amendments presented at a general Council meeting shall be considered for voting at a subsequent meeting. Adoption of an amendment to the bylaws requires approval by a majority of members present.
- E. The TICH and each of its represented agencies may seek program or policy assistance from the Texas Homeless Network in accomplishing the Council's duties.

**VIII. Fiscal responsibilities of the TICH:**

- A. The TICH may accept gifts and grants from a public or private source for use in carrying out the TICH's duties.
- B. The TICH is responsible for determining the use of the fiscal contributions to the TICH.
- C. Any funds accepted by the TICH will be obligated by contract between the contributing entity and the TICH's designee that will use the funds, such as nonprofit organizations, universities, other organizations, or local government entities, selected by the TICH.
- D. When it is not possible for fiscal contributions to be contracted between the contributing entity and the TICH's designee, TDHCA may act as a fiscal agent for contributions to the TICH.
- E. If TDHCA acts as a fiscal agent for the TICH, a Memorandum of Understanding or Interagency Agreement for the receipt of the funds will be executed between TDHCA and the contributor of the funds.

- F. If TDHCA acts as a fiscal agent for any of the TICH member agencies' contributions to the TICH, the member agencies that contribute the funds will act as a liaison to the TDHCA to ensure compliance with any rules and regulations associated with contributed funds.

**IX. Meetings:**

- A. The TICH shall meet at least quarterly, at the call of the presiding officer, and other meetings as will be determined on an as needed basis.
- B. Quorum will consist of 50% of voting members.
- C. A member of the Council who resides 20 or more miles away from the location of a Council meeting may participate remotely in the meeting by telephone conference call or videoconference and is counted as present at the meeting for purposes of determining whether a quorum of the Council is present.
- D. Once a quorum has been established, the recommendations of the TICH will be adopted pursuant to a majority vote of a quorum of members present on a motion duly made and seconded. All TICH actions which rescind or amend a recommendation will be adopted in this same manner.
- E. Any member may invite individuals or organizations to address the TICH. Individuals and organizations who have been invited to appear should wait to be recognized by the presiding officer and must limit their remarks to the time allowed by the pre-set agenda and/or the presiding officer.
- F. The TICH shall keep written minutes of the Council's deliberations and the TDHCA will post them online for public viewing.
- G. The TICH may hold public hearings on homelessness issues, throughout the state. TDHCA shall provide to the secretary of state for publication in the Texas Register a notice of the hearings. TDHCA shall also cause notice of the hearings to be given in other appropriate sources, which may include, but is not limited to a newsletter published by a nonprofit organization addressing the problem of homelessness or a local newspaper.
- H. The rules of "Robert's Rules of Order Newly Revised" shall govern the Council in all cases where they are not inconsistent with these bylaws or governing state statute.

**X. Action plan and reporting**

- A. The TICH shall annually prepare an action plan, to be approved at the third meeting of the fiscal year for the following fiscal year. This plan will include, but is not limited to:
  - 1) Goals established by each committee;
  - 2) Goals for any special projects that use contributions to the TICH; and
  - 3) Goals for any legislatively-required tasks
- B. The TICH shall prepare an annual report for the second meeting of the fiscal year. This progress report will be submitted to the governing bodies of the agencies represented on the TICH. The report will include, but is not limited to:
  - 1) A summary of policy recommendations made to the TDHCA and other member agencies, as well as a summary of agency responses;
  - 2) A report on changes or improvements in agency data reporting;

- 3) A summary of service coordination activities;
- 4) A report of needs assessments and/or gaps analyses;
- 5) A report on agency performance measures;
- 6) A report on the status of any each committee in relation to the goals established in the action plan;
- 7) A report on the status of any special projects that use contributions to the TICH;
- 8) A report on the status of any tasks required by legislation; and
- 9) A summary of other activities relevant to duties in Section IV.

**XI. Use of Committees**

- A. The TICH chair may establish standing committees and/or *ad hoc* committees to study specific or ongoing issues.
- B. These committees may make recommendations to the TICH membership for its consideration.
- C. Special *ad hoc* committees are discharged on completion of the assignments for which they are constituted.
- D. Membership of standing committees is reviewed and renewed annually by the TICH.
- E. Standing committees are those that address the ongoing needs of the TICH and issues identified as ongoing by the TICH.
- F. Committee chairs may call meetings, and committee membership is organized through volunteers with relevant expertise to contribute to the committee's work.

Approved this 26<sup>th</sup> day of April, 2016.