

Lived Experience Advisory Board – Bylaws Meeting

Santa Clara County

January 10, 2018

Why Bylaws?

- The purpose of the bylaws is to describe how the LEAB functions. Bylaws outline the LEAB's purpose and operations, who may participate, and expectations of members and leaders.

Today's Decisions

- Simple majority vote?
- Topics for Today:
 - Membership
 - Leadership
 - Decision Making
 - Agreements
 - Subcommittee Structure



MEMBERSHIP

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OPTIONS:

- 7-10
- 11-14
- 15-18
- Other options?

MEMBERSHIP

DIVERSITY MECHANISM

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OPTIONS:

- Open policy: Find out groups with which person identifies in membership application form. Use those to attempt to bring out new groups and create diverse group.
- Categories: Reserve spot on Board for, e.g., person who identifies as LGB, person who identifies as transgender, person who identifies as parenting, etc. Could do half of member seats for designated groups.
- Other options?



MEMBERSHIP

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OPTIONS:

- **Attendance-based**
 - For example, Members must attend at least half of meetings in a six-month period to stay in good standing.
 - If a member attends fewer meetings, then other members may vote to remove the member from the Board. Removed member may reapply for membership at any time; this does not bar them in the future, but creates space for others who may wish to join as active participants.
- **Action-based**
 - For example, members may bring the matter to a meeting for discussion and vote if member not contributing. If agreement to remove that member from the Board, they will be removed.
- **Time Limit**
 - For example, a member is automatically retired after 3 continuous years as a LEAB member.
- **Other options?**

MEMBERSHIP

MEMBER WITHOUT LIVED EXPERIENCE

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OPTIONS:

- Invite someone from Continuum of Care (community homelessness stakeholder group) to be a *non-voting* member of LEAB
- Invite someone from Continuum of Care to be a *voting* member of LEAB
- Invite someone from Continuum of Care to *attend* LEAB meetings to serve as liaison with CoC, without making them a full member of the Board
- Other options?



MEMBERSHIP

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Frequency:

- Twice a Week
- Weekly
- Every other Week
- Monthly
- Other options?

Length:

- 1 hour
- 2 hours
- 3 hours
- 4 hours
- Other options?

Day/Time:

- Day of the Week? Time?

LEADERSHIP

GROUP LEADER(S)

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OPTIONS:

- One Chair or President of LEAB – more streamlined leadership, but more rests on one person.
- Two co-chairs or co-presidents of LEAB – diffuses responsibility and tasks, increased coordination required.
- Other options?



LEADERSHIP

SUPPORTING ROLES

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OPTIONS:

- Chair/similar – opens the meetings; sets the direction
- Secretary – Takes minutes and emails them to the group after each meeting. May create agendas for meetings, informed by chairperson(s).
- Liaison – may have official spokesperson as voice to CoC. This person can attend CoC meetings and relay information.
- Other options?



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OPTIONS:

(Co)-Chair:

- 2 year term
- 1 year term
- Other options?
- Option: If co-chairs, offset tenures such that they expire at different times. For example, "After one co-chair position changes hands, the other co-chair may stay an additional 6 months regardless of time of tenure; this person may still be removed by membership by vote."

Other Roles:

- 2 year term
- 1 year term
- Other options?



LEADERSHIP

CHOOSING NEW LEADERS

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OPTIONS:

- **By nomination**
 - For example, Any member can nominate a current member for any vacant or soon-to-vacant leadership position. If one person is nominated for the position, majority vote in favor of that person puts them in the position. If more than one person is nominated for a single position, then whichever nominee receives more votes will be put in the position.
- **From another position such as Secretary**
- **Other options?**

DECISION MAKING

QUORUM

This describes the number of members who need to be present for decisions to be made. If quorum is too small, then very few members might bind the whole group to some decision; if quorum is too big, then it can be difficult to have enough members present to decide anything.

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OPTIONS FOR VOTING:

- Quorum for voting is **at least 2/3** of current members. (e.g., if the LEAB has 9 spaces filled, then 6 or more members present at a meeting make quorum.)
- Quorum for voting is **at least half** of current members. (e.g., if the LEAB has 9 spaces filled, then 5 or more members present at a meeting make quorum.)
- Quorum for voting is **at least 1/3** of current members. (e.g., if the LEAB has 9 spaces filled, then 3 or more members present at a meeting make quorum.)
- Other options?

OPTIONS FOR MEETING:

- Quorum for holding a meeting is **at least 1/3** of current members. (e.g., if the LEAB has 9 spaces filled, then 3 or more members present at a meeting make quorum.)
- Quorum for holding a meeting is **at least 2 current members**. (e.g., regardless of LEAB size, 2 members showing up for a meeting may hold the meeting, though they cannot make decisions that bind the group.)
- Other options?

DECISION MAKING

MOTIONS & VOTING

For actions to be taken and decisions to be made, the group needs some way to come to agreement. A simple voting method can make decision-making as easy as possible.

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- “Robert’s Rules of Order” is a standard way that many groups conduct decision-making. For any matter:
 - (1) One member states their desired outcome by making a motion, saying “I move that...”
 - (2) Another member who agrees can second the motion, saying “I second the motion.” If no one seconds the motion, it’s not lost forever, but no vote is taken at that time.
 - (3) If the motion is seconded, the leader of the meeting brings the group to discussion, saying “It has been moved and seconded that... Is there any discussion?”
 - (4) During discussion, the person who made the motion may speak first. Everyone else is then able to speak as well. Ideally the leader alternates between speakers who are “for” and speakers “against” the motion.
 - (5) Voting takes place when the leader puts the question, saying “Those in favor of the motion that... say ‘Aye’. Those opposed say ‘No’.” Then the votes are counted, and the leader announces either “The motion is carried” if it passed, or “The motion is lost” if it did not pass.
 - Note that majority vote is over half of those entitled to vote; thus a tie vote is lost, because it is not a majority
- Other options?

DECISION MAKING

SUBCOMMITTEE STRUCTURE

Sometimes all members of the LEAB won't want, or won't be needed to, work on a particular issue. Smaller groups can be deputized to work independently with the consent of the LEAB.

DECISION MAKING

“SUBCOMMITTEE” BREAK OUT GROUPS

Sometimes all members of the LEAB won't want, or won't be needed to, work on a particular issue. Smaller groups can be deputized to work independently with the consent of the LEAB.

- At any meeting, members may vote by majority to establish a subcommittee on any topic that will further the work of the LEAB.
- Other options?

AGREEMENTS

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Many consumer groups have some type of Code of Conduct, Member Responsibilities, or Agreements to outline what effective membership looks like. This can communicate with current and potential members about what the expectations are for the group. These may be in the bylaws or may be a stand-alone document.

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Examples:

- LEAB members maintain focus on representing the interests of all people with lived experience of homelessness in Santa Clara County.
- Members work together to establish annual goals for the group and contribute to achieving those goals.
- Members maintain a culture of respect and active participation.
- Members will not use their LEAB position for personal advantage.
- ...
- What else?

MISSION

GROUP PURPOSE

A statement in the beginning of by-laws to focus the group's reason for existence. This is meant to summarize the overall goal of the group to explain it to others. Think of how you want a person referencing the LEAB: "that group that does...".

- SUGGESTION: "The Lived Experience Advisory Board is a self-led body consisting of membership with lived experience of homelessness. The Board works to advocate for those who utilize the homelessness system of care through policy, planning, recommendations, and feedback to decision-makers, while supporting each other to develop professionally."
- Other options?

Today's Decisions and Up Next

- Topics for Today:
 - Membership
 - Leadership
 - Decision Making
 - Agreements

- How did we do? What's next? What's still missing?