

**By-Laws for the  
Homeless Services Council  
of Southwest Indiana**

**NAME and PURPOSE** – The name of this organization shall be the Homeless Services Council of Southwest Indiana (hereafter referred to as *the Council*). Its purpose shall be to address the needs of homeless and near-homeless persons in southwestern Indiana as contained in its Mission Statement, Core Beliefs, and Statement of Purpose.

**MEMBERS** – There shall be two kinds of members of the Council:

**Voting members** –

- ◆ Agencies/Organizations
  - ◆ Businesses
  - ◆ Government agencies
  - ◆ Individuals (who are not representatives or employees of the entities above which are already represented on the Council)
- that have submitted a signed *Memorandum of Agreement* filed with the Council shall be considered a voting member.

**Non-voting members** – Any person or organization demonstrating interest in issues affecting the homeless in southwest Indiana shall be considered a general member and shall be entitled to participate in the business of the Council.

**MEETINGS** – The council shall meet on a regular monthly basis at a time and place reached by consensus of the Council. When necessary the Council may call or schedule additional meetings as agreed upon.

**Attendance** at all scheduled and called meetings shall be registered by the signature of participants. Voting rights shall be suspended if a voting member has been absent more than one year (12 months) and will be reestablished upon resuming regular attendance.

**VOTING** – The Council will generally seek to rule by common consent.

**Necessity of vote** – When the Council agrees that a vote is necessary, only voting members who have participated in at least two (2) of the four (4) previous meetings preceding the vote taken, shall be qualified to vote. Participation shall be determined by signatures registered at scheduled or called meetings.

**Margin of rule** – Unless otherwise agreed upon, votes shall be determined by a simple majority of eligible members in attendance.

**Eligibility** – Every voting member shall have one (1) vote as designated on the Memorandum of Agreement.

**Representation and proxy** – All organizational members of this Council shall be required to notify the Council of changes of designated representatives or proxies as recorded in the Memorandum of Agreement. Proxies must be designated members of the agencies, members of their boards, or staff. In no instance may a member of another agency already represented on the Council vote as a proxy for another agency. If a vote is scheduled on the agenda, then eligible voting members may vote prior to the meeting by sending an email to the Council facilitator.

**Committees** – Committees shall be formed as necessary as determined by the Council. The committees shall be responsible for choosing their chairperson. Standing Committees include the Steering Committee, Evaluation Committee, Education Committee, and Data Committee. Additional committees may be formed as deemed necessary by the Council.

**Council support** – The Department of Metropolitan Development, City of Evansville, shall provide support staff to facilitate the meetings, prepare and distribute minutes, and provide technical assistance. A secretary will be selected to take minutes.

As amended and approved on October 5, 2007