

Community Advisory Committee on Homelessness (CACH) BYLAWS

Approved by the Committee: Sept. 3, 2019

Article I. Purpose of Committee

The Committee's purpose is to review current and previous City of Santa Cruz homelessness-related recommendations and policies; research best practices; identify current efforts related to homelessness and their effects on the community and people experiencing homelessness themselves; engage with the community; identify priorities; and make recommendations to the City Council.

Article II. Authority and Establishment of the Committee

The Committee was established by Santa Cruz City Council on June 25, 2019 and was seated on July 30th, 2019. The Committee is subject to the Brown Act and all other applicable law. The Committee is established for 9 months from the time of the first meeting, with extensions allowed with Council approval.

Article III. Organization of the Committee

(a) Committee Composition

(i) The Committee starts work with the following thirteen members:

Ami Chen Mills-Naim	Aran Nichol
Candice Elliott	Frank Sanchez
Serg Kagno	Rafael Sonnenfeld
Don Lane	Dwaine Tait
Taj Leahy	Ingrid Trejo
Stina Roach	Katie Woolsey
Brooke Newman	

(b) Committee member withdrawal

- i. Members may withdraw from the Committee at any time by providing a letter of resignation to the Council, with copies to City staff to be distributed to the other Members.
- ii. Members may have no more than 3 unexcused absences or 5 absences total absences during the timeline established in Article II. If a Member has more than 5 absences total, they forfeit their membership. Participation by conference call is not considered an absence, must be approved by a Co-Chair in advance, and is not preferred.

(c) Convener

The Committee shall appoint a Convener to facilitate Committee meetings. The Convener has no motion authority, will not be a voting member, and serves at the pleasure of the Committee. The Convener’s role is to oversee the meeting process and help provide structure and adherence to parliamentary norms. The Committee may elect to caucus to provide opportunities for informal conversations and dialog. In the absence of the Convener, the Co-Chairs will facilitate the meeting.

(d) Co-Chairs

The Committee shall elect 2 Committee members as Co-Chairs. Their responsibilities shall include: shaping meeting agendas and serving as spokespeople when communicating with the City Council at the direction of the Committee. The Co-Chairs are the point of contact to represent the will of the Committee with City staff in the event of a media request. Individual Committee members retain the right to speak on their own behalf as a member of the Committee.

(e) Quorum

A meeting or any business activity of more than 6 members of the Committee must be conducted in public per the Brown Act. Committee meeting will be considered to have sufficient members present to convene if there are at least 9 members at the meeting.

Article IV. Roles and Communications

(a) Committee-City Council

- (i) The Committee may invite Councilmembers to meetings from time to time. The Committee appreciates if Councilmembers would not speak or actively participate in Committee meetings unless input is specifically requested by the Committee.
- (ii) The Committee will communicate with the City Council by e-mail, letter or written report which may be accompanied by an oral communication as authorized by the Committee.
- (iii) Reasons for the Committee to report to the Council include:
 - 1) To provide updates on status of work;
 - 2) To make recommendations based on Committee review; and
 - 3) Individual Committee Members may communicate personally with Council members, within the constraints of the Brown Act. Individual Committee Members who communicate personally with Councilmembers, or at City

Council meeting, will only do so on their own behalf. They will not represent the Committee unless authorized by the Committee.

(b) Committee Member - Committee Members

- (i) Collaboration with an open outlook: Members will at all times keep to their commitment to the City that they will participate collaboratively and maintain an outlook that is open to new information and new outcomes. If the Committee members experience interpersonal conflict that may threaten the collaboration process toward the goals of the CACH, medication may be used.

(c) Committee-Public

- (i) Members may engage with the public to describe their experience as Members of the Committee, the information that they have learned, or any changes to their perspectives.
- (ii) Members will always make it clear when they speak or write in public that they speak for themselves, and not as a spokesperson for the Committee unless expressly directed to perform that duty by the Committee.

(d) City Staff

City staff shall:

- (i) Support the Committee’s work by ensuring that appropriate resources are made available to the Committee in a timely manner, in consultation with the Co-Chairs.
- (ii) Offer suggestions and recommendations in a collaborative manner with the Committee.

Article V. Work Plan

The Committee will agree on a work plan. This will include an early agreement about the form of the work product and timeline for reports and recommendations to the public and/or City Council.

Article VI. Decision-making process

(a) General Decision Process

The Committee’s decision-making processes will differ from the Council or City Commissions in that it is intended to reach consensus through a collaborative process (See glossary.) Therefore, the Committee will use this hierarchy of decision tools:

- (i) The preferred decision tool is for the Committee to arrive at a “sense of the meeting.”
- (ii) Consensus is highly desirable.
- (iii) Informal voting may only be used to explore the decision space.
- (iv) Formal voting may be used as a fallback when consensus fails. Passage of a motion shall require a 2/3 majority of the members present and voting.
- (v) Mediation may be used in the event that the Committee, utilizing the agreed-upon General Decision-making Process as stipulated in Article VI a (i-iv), reaches impasse.

Article VII. Meeting Procedures

(a) Committee Meetings will occur at least monthly or as agreed upon by the Committee. Subcommittees may meet more often and if desired have city staff support when available.

- (i) Committee members who cannot attend should notify the Co-Chairs and City staff in advance.

(b) The meeting times shall be posted on the Committee’s website and shall be given public notice similar to City Council meetings through e-mail notification, and notification shall be sent on the same timeline to homeless service providers, nonprofit, faith-based, and community organizations, within the City.

(c) City staff will coordinate meeting materials.

- (i) assemble the agenda with the Co-Chairs, and post the agenda 5 days in advance of any public meeting of the Committee, when feasible,
- (ii) ensure that the agenda is posted on the Committee website, shared on an e-mail notification system, and shared with the same organizations noted in Article VII (b)
- (iii) maintain action-only meeting minutes for the Committee’s review at the following meeting. Staff shall have projector available to show real time motions and amendments for Committee Members to see and vote on, and will

ensure that there is a call-in number for Committee Members who are unable to attend in-person.

- (iv) meeting minutes will include an ongoing record of attendance, including Committee Members and those members of the public who choose to identify themselves.

(d) Involvement of the Public in Meetings

Each session will include an opportunity for public comment/oral communications regarding Committee-related matters with time allotted to comment decided by Committee vote. The Committee recognizes the need to accommodate members of the public that may have limited time and access to meetings and thereby will provide opportunities to comment at the beginning and end of each meeting.

Glossary

Action only minutes: these are the minutes that show the actual decisions and forward actions.

Consensus: consent of all the parties. Consensus can include “standing aside,” in which one or more parties can say “I am not going to block this, but I am willing to let it go. However, I want my non-agreement to be noted.”

Sense of the Meeting: After discussing an issue, often at some length, there is a palpable feeling in the room that a wise and stable decision has been reached the facilitator or Co-Chair will confirm with the group that a sense of the meeting has been achieved.