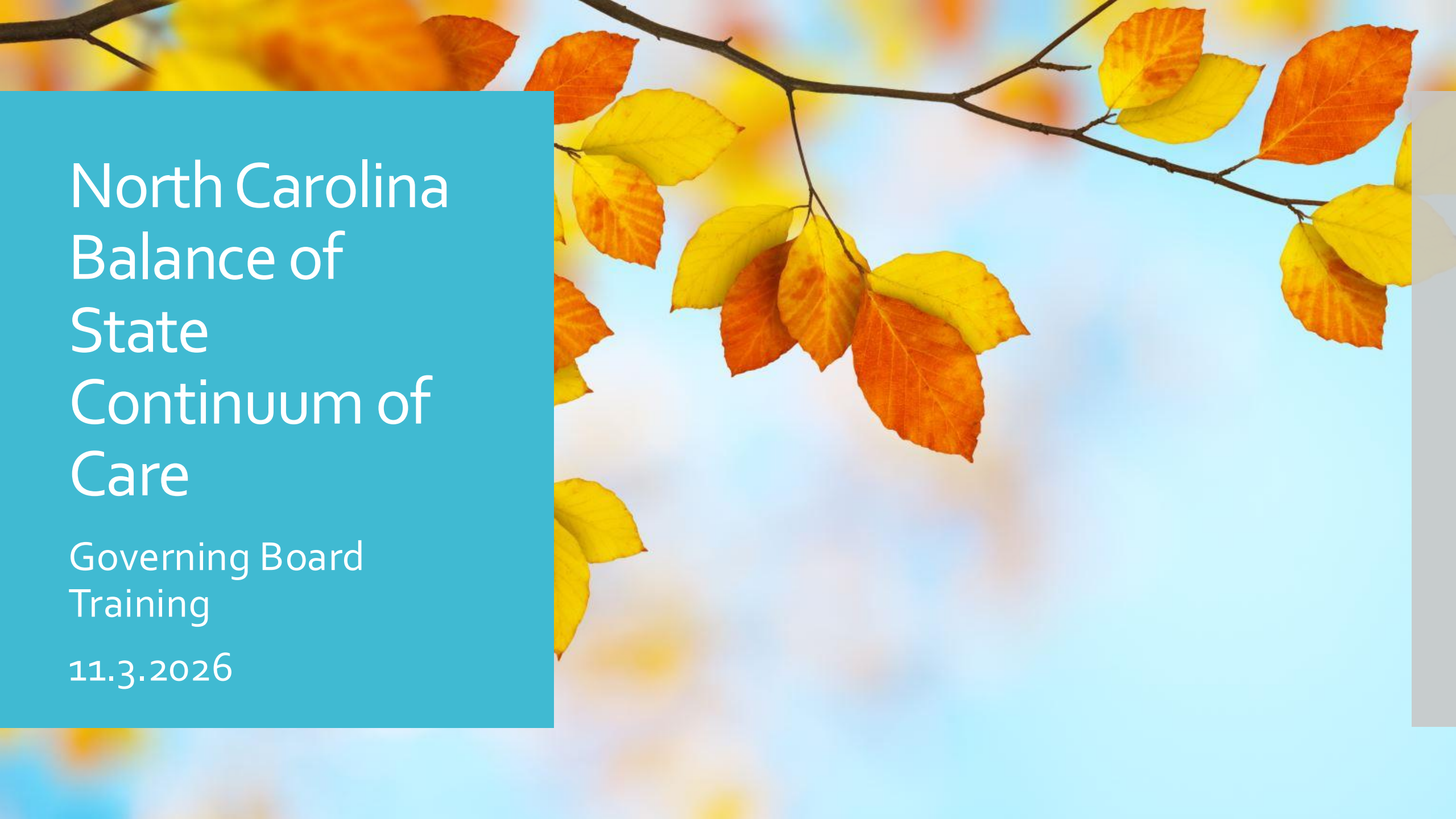


North Carolina Balance of State Continuum of Care

Governing Board Training

11.3.2026

Difference between Governing Board and CoC Membership

CoC Membership

- Comprised of organizations, agencies, and individuals that actively engage in the CoC's mission to prevent and end homelessness within the CoC's geographic area.
- Includes 13 regions across the BOS CoC with a Lead for each region.
- Members are expected to:
  - Serve on committees/workgroups
  - Vote on GB/Collaborative Applicant/HMIS Lead candidates
  - Attend CoC membership and regional meetings
  - Provide input on CoC policies and resource allocation
  - Vote on CoC Charter/amendments

Governing Board (GB)

- The CoC GB is responsible for planning and coordinating the use of resources and evaluating the results on behalf of the CoC.
- The CoC GB creates standing Committees and Workgroups to assist in carrying out its duties and responsibilities.
- The GB considers recommendations from Committees and Workgroups for developing and implementing policies and practices that meet the needs of residents within the NCBOS.

NC BOS CoC Governing Board- Roles and Responsibilities

Responsibilities include:

- Engage Community leaders to develop and implement strategies to reduce and end homelessness in the NC BoS.
- Enter into formal Memoranda of Understanding (MOUs) with the designated Collaborative Applicant and HMIS Lead
- Assess and monitor the performance of the CoC, identify gaps, develop and implement strategies to address gaps, and improve the overall CoC performance, including implementation of best practices.
- Consult with the Collaborative Applicant and HMIS Lead to develop, follow, and update the Governance Charter.
- Recommend any Charter amendments to the CoC Membership for a vote as they arise.
- Receive recommendations on performance targets and outcomes of ESG and CoC programs.
- Approve the CoC HMIS data privacy plan, data security plan, and data quality plan.
- Establish priorities that align with local and federal policies for recommending projects for CoC-related grant funding.
- The Governing Board shall review and approve any proposal for the Collaborative Applicant to apply for, accept, or administer funding in the of, or on behalf of CoC.
- Call meetings of the full CoC membership at least biannually.
- Appoint Committees and Workgroups to facilitate the work of the CoC.

Composition and Leadership

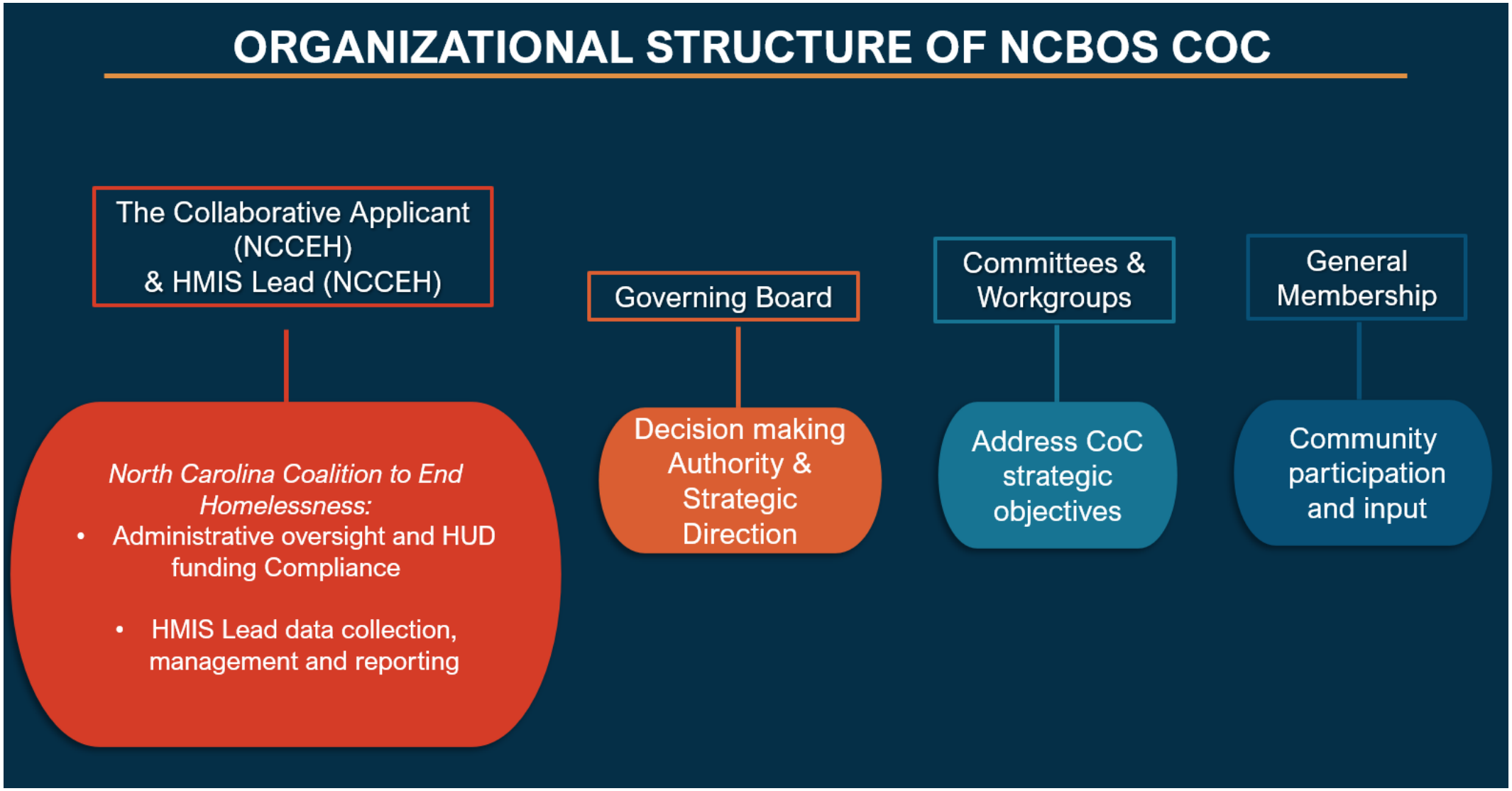
The NC Balance of State Continuum of Care (CoC) Governing Board shall consist of not fewer than 17 and not more than 29 members.

Each of the 13 CoC regions will have their Regional Lead serving on the Board.

The remaining seats shall be allocated to representatives of key stakeholders' sectors, persons with lived experience of homelessness, and at-large members as determined by the Board to ensure compliance with HUD representation requirements and balance of expertise.



ORGANIZATIONAL STRUCTURE OF NCBOS COC



Each Regional Committee shall select its own representative to serve on the NC Balance of State CoC Governing board through a process determined locally.

Governing Board Selection Process

The Nominations Committee is responsible for reviewing applications and recommendations received from NC BOS CoC Members seeking to serve on the Governing Board.

Staggered Terms

Governing Board Members shall serve ***two-year staggered terms***. Board Members shall be limited to two (2) consecutive two (2)-year terms. A former NC BOS CoC Governing Board Member may serve on the Governing Board again after a break of at least two (2) years after leaving the Governing Board.

Governing Board Executive Committee

Executive Committee Positions: Four officers with distinct accountabilities

01 CHAIR

Convene & represent

- Presides over Board and Membership meetings
- Develops agendas with the Committee and staff
- Speaks publicly and signs formal agreements

02 VICE-CHAIR

Step in & nominate

- Performs Chair functions when needed
- Chairs the Nominating Committee
- Maintains leadership continuity

03 SECRETARY

Record & publish

- Ensures complete, accurate meeting records in collaboration with NC BoS staff
- Ensures records are posted to the website on time
- Disseminates minutes as appropriate if staff are not available

04 TREASURER

Inform & resource

- Coordinates with Funding Review Committee
- Brings timely finance and funding information
- Identifies supplemental funding opportunities in collaboration with Board and staff

Together: agenda readiness • grievance response • systemwide communication

Governance Charter

What is it, and what does it entail?



What is the governance charter?

What is it?

HUD requires CoCs to create a **governance charter** which formally documents how responsibilities are assigned within the CoC, and the expectations associated with how work will be conducted.

The charter should outline how the CoC operates, decisions are made, and what entities make those decisions. As this is the document that identifies the Collaborative Applicant, HMIS Lead, and Coordinated Entry Lead, the document will need to be updated if any of these entities change.

Annual Review

The charter is meant to be a living document and **must be reviewed at least annually**, and updated as needed, to ensure it remains relevant to and reflective of the work being conducted in the geographic area.

Subcommittee and Workgroup Expectations

The Governance Charter Outlines CoC Subcommittees and Workgroups.

Governing Board members are **expected to serve on at least one** subcommittee.

Available Subcommittees (as listed in the governance charter):

- Veterans
- Funding and Performance
- Governance Nominations
- Client Advocacy Collaborative
- Lived Experience Advisory Council
- Scorecard
- Project Review
- Coordinated Entry Council
- Working Groups (as-needed)



Meetings



A disciplined cycle for meetings keeps decisions moving!

CHARTER REQUIREMENT :

The Board meets at least every other month

Annual schedule is published by the end of January.

SCHEDULE	AGENDA	MEETING	MINUTES
By Jan. 31	≥ 5 days before	Open by default	≤ 7 calendar days



Transparency is the default; exceptions are narrow

PUBLIC ACCESS

Meetings are open unless the Charter permits otherwise.

RECORDS

Minutes include vote results; virtual meeting recordings will be published on NC BoS website.

PROCESS INTEGRITY

01 **Conflict on-file first**

Board members sign disclosure and conflict policy on joining and annually thereafter; no participation in discussion or voting until statement is on file.

02 **Disclose in the open**

A member states the potential conflict and requests recusal; the Board decides recusal by simple majority.

03 **Attendance has consequences**

Two or more unexcused regular-meeting absences in 12 months may trigger removal by simple majority. Excused absences with 24-hour notifications allowed.

04 **Higher bar for cause**

Removal for specified conduct, behavior or duty failures requires a ¾ vote of the full Board.

Robert's Rules of Order: Meeting Procedures

Every meeting follows a structured agenda, which includes:

- Role Call– The meeting officially begins.
- Consent Agenda- Board votes on agenda
- Approval of Minutes – Reviewing and approving records of past meetings.
- Committee Reports – Updates on committee activities and initiatives
- Old Business – Revisiting unresolved issues.
- New Business – Introducing and discussing new topics or motions.
- Public Comment Period (if applicable) – Encouraging community engagement.
- Adjournment – Officially closing the meeting.

Summary of Robert's Rules of Order:

- Robert's Rules of Order is a widely used parliamentary procedure that ensures structured, fair, and efficient meetings.

- Key Principles:
  - ✓ Orderly Discussions – Ensures meetings stay focused and productive.
  - ✓ Democratic Process – Every elected member has a voice, and decisions are made by majority vote.
  - ✓ Fair Decision-Making – Prevents dominance by one individual or group.
  - ✓ Efficiency – Helps meetings run smoothly and avoid unnecessary delays.



Decision- Making

Decision rights follow the issue—

Escalate when the issue exceeds the Committee's duties.

01	**EXECUTIVE COMMITTEE**	**Coordinates**	**Board agenda • formal grievances • cross-system communication**
02	**GOVERNING BOARD**	**Decides & recommends**	CoC strategy • HMIS plans • Committees • Charter amendments to Membership
03	**FULL MEMBERSHIP**	**Approves core governance**	Charter and amendments • Governing Board nominations • Any matters reserved for Membership vote • Approve funding recommendations

Four scenarios govern how decisions pass

½+

REGULAR GOVERNING BOARD

Simple majority of the full Governing Board; remote attendance counts.

½+

SPECIAL MEETINGS

Simple majority vote unless the Charter specifies a different threshold.

⅔

CLOSED SESSION

Eligible members in attendance; motion must state need and justification.

⅔

WITHOUT A MEETING

All seated eligible members, quorum met, urgency documented, extraordinary circumstances.

Email votes may be used for time-sensitive situations with the same quorum.

Best Practice:
Broader leadership should expect clarity, integrity, and follow-through

01

CLARITY

Before the meeting

Every item names the owner, the authorized decision-maker, the decision requested, and the evidence needed.

02

INTEGRITY

At the decision

Quorum, conflicts, recusal, and the required vote threshold are confirmed before the call is made.

03

FOLLOW-THROUGH

After the meeting

Minutes, actions, owners, due dates, and stakeholder communications move on the published timetable.

ESCALATION RULE

When authority is unclear, route the issue to the body named in the Charter.

DO NOT SHORTCUT

No staff substitution: Staff recommendations inform; authorized members decide.

No surprise votes: Material decisions need a clear question and advance information.

No informal authority: An email thread or working group is not a Board conversation or action unless permitted and recorded.

No silent conflicts: Disclose interests before discussion and follow the required recusal process.

The Board owns direction; NC BoS staff enable execution

Next Steps



MOU with Collaborative Applicant and Governing Board

- Currently drafting an MOU between the CoC Governing Board and the Collaborative Applicant- North Carolina Coalition to End Homelessness (NCCEH).
- The MOU will designate NCCEH to serve as the CoC's Collaborative Applicant.
  - The Collaborative Applicant is the entity the CoC designates to submit the annual CoC Program Competition application and apply for planning funds on its behalf.
- The MOU will outline responsibilities of NCCEH as the Collaborative Applicant, and responsibilities of the Governing Board.

Questions?

