



Commission on Homelessness

Governance Committee Roles and Responsibilities/Nomination Process

I. Purpose:

This document shall serve as rules of procedures for the selection of officers for the Governance Committee. The Commission may by a majority vote to establish a Governance Committee of its members. The Commission may delegate to the Chair the authority to designate and appoint the members of the committees and the chairs of such committees. Members shall total no more than three including the chair.

II. Responsibilities of the Governance Committee

The Governance Committee is an advisory committee established with the goal of ensuring the commission's bylaws and policies are being carried out. The Governance committee will handle any and all issues that have not been able to be resolved using other methods. The governance committee oversees compliance, focuses on the refinement or establishment of policies and procedures regarding commission operations and supports and promotes good governance practices. The Governance Committee members should stay current on trends and changes around governance topics.

The Governance Committee shall investigate and formulate recommendations as assigned by the Commission in accordance with the bylaws, Brown Act, Sunshine Ordinance, and/or rules applicable to the matter of study in relevant context. In the course of its investigation and formulation of recommendations to the Commission, each committee shall consult with the Assistant City Administrator of the Homelessness Division, and to the extent necessary, relevant City Departments and the Office of the City Attorney.

The governance committee shall meet bi-monthly, any additional times as its responsibilities require and/or upon the call of the committee's chair. The Governance Committee shall report to the full Commission at the regular held monthly meetings a summary of all matters considered and its findings and recommendations thereon.

III. Nomination Process and Procedure

- At the designated nomination meeting, the chair will call for the nomination of officers to the Governance Committee.
- Commission members may nominate other members or themselves as an officer of the Governance Committee.
- After three members have been nominated and accept nominations, a motion to appoint the three nominated commissioners to the committee should be made and seconded.
- A vote shall be called by staff of the full body.
- If a majority of the commissioner votes in favor of all three nominees. The motion passes and the Governance Committee has been established.
- If one or more nominees are not accepted by a majority of commissioners, commissioners will make amendment motions to the original motion until three members have been voted in favor of by a majority of the commission members.