



Butte Countywide Homeless Continuum of Care

DATE: October 22, 2020

MEMORANDUM FOR: CoC Council, Members and participating Agencies

FROM: Briana Harvey-Butterfield
Program Manager, Housing and Homeless
Butte County Department of Employment and Social Services

SUBJECT: Council Election Process and Timeline

Nomination and Election of Council Members and Officers

1. CoC-elected Council Members, representing someone who has experienced homelessness and/or representing specific service areas, will fill up to twelve (12) Council Member positions. Each nominee must receive at least five votes cast to secure a seat.
2. A priority Council Member will be an individual who is homeless or formerly homeless, and is currently residing in Butte County. This individual does not need to qualify as a representative in a service area, but may be a representative of two areas, if applicable.
3. No more than one (1) Council Member may fill each service area, except the Government service area. Yet, a Council Member may represent more than one service area.
4. Up to five (5) additional Council Member positions are reserved for publicly elected officials from public jurisdictions or agencies (one appointee per jurisdiction or agency). These Council Members may vote when present but will not count toward the quorum.
5. Two (2) Council Member positions will be reserved for representatives from the Chico and Oroville locality coalitions. Each coalition will appoint a representative to the Council once they have been notified of the results of the elected positions. Each coalition will notify the CoC of their appointed representative in writing.

Nomination of Twelve (12) Council Member Positions

1. Open call for nominations of CoC Council Members will be distributed via e-mail to full CoC membership at least 15 calendar days before the Council Member vote is scheduled in the autumn of the election year.
2. Any CoC member may make a nomination. Members may self-nominate.
3. Any CoC member may be nominated to become a Council Member.
4. Nominations of the Council Members must be done on the CoC Council Member Nomination Form and submitted to the CoC Coordinator/designee. Up to two service areas may be identified for each nominee.

Notice of New Council Members and Start and End of Term

1. The full Council Member roster will be posted on the Butte Countywide Homeless CoC webpage and distributed to CoC members.
2. Newly elected Council Members will begin their terms at the first CoC Council meeting of the new calendar year.

3. Appointee Council Members appointed subsequent to the normal voting process shall begin their term upon appointment and complete the current two-year term.
4. The Council Member roster was developed to stagger terms.

Nomination and Election of Council Officers

Call for nominations of CoC Council Officers-Chairperson, First Vice Chairperson, and Second Vice Chairperson-will be made at the last Council Meeting of the calendar year. Council Members eligible to nominate, be nominated, or vote will consist of newly elected Council Members. Nominations and elections will be conducted electronically and overseen by the CoC Coordinator/designee.

1. Only CoC Council Members having served on the Council a minimum of one year may be nominated as an Officer.
2. Any CoC Council Member may make a nomination, up to one nomination per officer role. Council Members may self-nominate.
3. Each Council Member may vote for one nominee in each officer roll: the Chairperson, the First Vice Chairperson, and the Second Vice Chairperson.
4. Voting will be made through use of anonymous electronic ballots and elections determined by majority vote and overseen by the CoC Coordinator/designee.
5. In the event that there is a tie breaker for any role, a second electronic ballot will be issued for a second vote on each tied role.
6. Elected Officers will be announced on the CoC website and via email to the CoC membership prior to the first meeting of the year.

Proposed Process and Timeline

There are currently twelve (12) Council Members, six of whom have terms ending December 31, 2020, in addition to two local coalition representatives seated on the Council. As outlined in the Governance Charter, the Council Members have staggered terms, and it is proposed that nominations to fill the six expiring terms be solicited from the full CoC membership no later than November 6, 2020. Nominees may fill any of the available Representation Areas (categories) listed on the proposed CoC Council Member Nomination Form. Council may desire to add an additional question to the nomination form, such as, "What are two specific areas in which you personally would prioritize your time and expertise in the upcoming two years?"

1. Nominations will be solicited via email and the website with instruction to use the attached CoC Council Member Nomination Form on October 22. The nominations will be submitted via email by November 6th at 5pm to the CoC Coordinator, Briana Harvey-Butterfield. The CoC Coordinator will review nominations to confirm eligibility, representation/service area and willingness to serve.
2. The CoC Coordinator will send an email to the full CoC membership to announce the nominees and the list will be posted on the Butte CoC website, <http://www.buttehomelesscoc.com/> by November 13, 2020.
3. Voting on the nominees will take place November 16, 2020 at the All Membership meeting.
4. Results of the election will be announced via email to the full membership. Locality coalitions will be asked to appoint their representative and provide that information to the CoC Coordinator by December 4, 2020. The full Council will be announced via email and posting on website.

5. If needed, CoC Officer nominations will be requested from Council Members at the December CoC Meeting and the process listed above under “Nomination and Election of Council Officers” and according to the schedule below.

October 19	Inform Council of 2020 Council Member Election
October 22	Distribute nomination form to the CoC membership
November 6	Deadline for submitting nominations
November 13	Nominees Announced
November 16	All Member Meeting—Voting Members Vote
November 18	Announce elected Council Members in elected Representation Categories via email and request that Taskforces select locality representative
December 4	Receive locality representatives from Taskforces
December 4	Announce complete Council Member roster via email to full membership and through the CoC website
December 4	If needed, call for CoC Officer nominations from Council Members
December 4	Distribute list of Officer nominees and open on-line voting for CoC Council Members
December 11	Close Officer voting
December 14	Announce elected Officers