



Tucson Pima Collaboration
To End Homelessness

**TUCSON PIMA COLLABORATION
TO END HOMELESSNESS**

GOVERNANCE CHARTER

PROPOSED DRAFT CHANGES May 22, 2025

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The CoC Board may approve formatting, grammar, or usage changes which do not fundamentally alter the Governance Charter to improve clarity or readability by a simple majority vote at any regular meeting. All revisions shall be published for inspection through the TPCB listserv..... 22

GOVERNANCE CHARTER REVIEW AND REVISION HISTORY

- Adopted June 12, 2014
- Revised November 12, 2015
- Revised January 26, 2016
- Revised May 12, 2016
- Revised March 8, 2018
- Revised May 10, 2018
- Revised February 14, 2019
- Revised March 12, 2019
- Revised May 9, 2019
- Revised June 25, 2020
- Revised February 9, 2023
- Revised May 11, 2023
- Revised August 10, 2023
- Revised February 15, 2024
- Revised November 21, 2024
- Revised February 13, 2025

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Section 6.02 Board Composition

The CoC Board includes seven (7) seats designated by the entity represented on the Board and approved by vote of the CoC Board; three (3) seats for persons with lived experience of homelessness and housing instability.

- a. Designated- Seats
 - i. Pima County – two (2) seats
 - ii. City of Tucson – two (2) seats
 - iii. Arizona Department of Economic Security – one (1) seat
 - iv. US. Department of Veterans Affairs – one (1) seat
 - v. Youth Action Committee – one (1) seat represented by two youth members
- b. Appointed Seats
 - i. Three (3) seats for persons with lived experience of homelessness and/or housing instability. Appointed seats may not be filled by staff members of agencies already represented on the CoC Board, and shall have experienced homelessness and/or received services through a homeless assistance program within the past seven (7) years.
- c. Elected Seats
 - i. General Council will elect not less than five (5) and up to ten (10) additional members to the CoC Board representing the varying interests of the CoC and as needed to fulfill the CoC’s strategic plan. The CoC Board shall annually convene an ad hoc nominating committee for the purposes of reviewing the CoC Board matrix, identifying under-represented sectors, recruiting prospective members, reviewing applications, and putting forward to the TPCB General Council a slate of candidates for election. No single entity may be represented by more than two members on the CoC Board.

Section 6.03 Terms

CoC Board members are elected for terms of two (2) years. At the conclusion of their initial two-year term, Board members are eligible to be elected for up to one additional two-year term. After completing two (2) consecutive elected terms, Board Members must wait at least one (1) year before applying for re-election to the CoC Board. Regardless of prior terms or years served, if a Board Member is elected to a chair position, a new two-year term starts over at the time of election. After the initial two-year term as a chair, officers are only eligible to serve an additional term if their total years as a Board Member is less than four (4).

Section 6.04 Meetings and Notice

The CoC Board will meet at least monthly, at an agreed upon time and place, and an official Board meeting schedule will be posted on the TPCB website. Each Board member will be sent an agenda and any supporting materials by email at least one week in advance of the monthly meeting as a meeting reminder.

Section 6.05 Board Elections

CoC Board members will be elected or re-elected by the TPCB voting membership present at the annual meeting. In the event of a contested seat, the highest vote-getter(s) shall be elected. In the event of a tie vote for one or more available seats, the CoC Board Officers shall select the from the tie-getting candidates with a particular focus on promoting

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diversity in terms of expertise, experience, race, ethnicity, cultural affiliation, gender, sex, gender identity, sexual orientation, disability, and other relevant factors.

Section 6.06 Election Procedures

Any person residing or working in Pima County may apply to join the TPCB Board by submitting an application to the Collaborative Applicant by March 31 each year. The CoC Board will annually convene a nominating committee for the purpose of reviewing applications and recommending a slate of qualified candidates with brief biographical summaries for review and election by the General Council during the Annual Meeting.

Section 6.07 Quorum

Over fifty percent (50%) of Board members constitutes a quorum of the Board for the transaction of business.

Section 6.08 Officers and Duties

There will be *four* officers of the CoC Board: Chair, Vice-Chair, *Policy*, and Treasurer. The officers shall be elected from the CoC Board Membership at the first meeting of the new CoC Board for *two-year* terms. Staff will promptly announce election results by email. Officers are eligible to serve up to two consecutive terms within their term limits. After completing two (2) consecutive terms, an officer must wait one (1) year before serving another elected term as an officer of the CoC Board except in the case of the Vice-Chair who is eligible to serve up to one additional consecutive term in the role of Chair regardless of that officer's Board term limit. An individual waiting a year from an officer position may, if elected and otherwise eligible, chair a committee during the interim year. Outgoing CoC Board chairs may remain on the CoC Board for up to one year as a non-voting emeritus member regardless of term limit. The duties of the Board officers are described in the TPCB Operating Policies and incorporated herein by reference.

Section 6.09 Electronic Voting (E-Voting)

Should a vote be required between meetings of the TPCB General Council, the CoC Board Chair may activate an electronic voting process. Electronic votes shall be cast by 5pm local time on the second full business day after the electronic vote was activated. Electronic votes are subject to quorum and the same voting rules as votes conducted during meetings of the body.

Section 6.10 Vacancies

The CoC Lead/Collaborative Applicant will notify the TPCB membership of mid-year Board vacancies.

- a. When a vacancy exists, any TPCB member may apply or nominate a replacement by submitting an online nomination no less than two weeks (14 days) in advance of the next scheduled Board meeting.
- b. The CoC Lead/Collaborative Applicant will send these nominations by email to Board members with the regular Board meeting announcement.
- c. The Board will vote as to whether to invite an application from the prospective candidate.
- d. If the application is solicited and approved, an election will occur at the next scheduled Board meeting. These vacancies will be filled only to the end of the vacating Board member's term.
- e. After completing that partial term, the newly elected Board member will be eligible to serve up to two consecutive terms of two (2) years each.

Deleted: There will be three officers of the CoC Board: Chair, Vice-Chair, and Treasurer. The officers shall be elected from the CoC Board Membership at the first meeting of the new CoC Board for one-year terms. Staff will promptly announce election results by email. Officers are eligible to serve up to two consecutive terms within their term limits. After completing two (2) consecutive terms, an officer must wait one (1) year before serving another elected term as an officer of the CoC Board except in the case of the Vice-Chair who is eligible to serve up to one additional consecutive term in the role of Chair regardless of that officer's Board term limit. An individual waiting a year from an officer position may, if elected and otherwise eligible, chair a committee during the interim year. Outgoing CoC Board chairs may remain on the CoC Board for up to one year as a non-voting emeritus member regardless of term limit. ¶
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