



New Westminister Homelessness Coalition
Terms of Reference
July 2010

The New Westminister Homelessness Coalition will work to end homelessness while upholding the vision and mission adopted in October 2006.

Vision:

A future where all the citizens in New Westminister have access to safe and affordable housing and supports and no one in the City is homeless.

Mission:

Create a continuum of housing options and supports in the City of New Westminister for those people who are homeless, at risk of being homeless, vulnerable or requiring assistance to secure a home.

Membership:

1. Membership of the New Westminister Homelessness Coalition is open to any individual or organization interested in contributing to ending homelessness. All members of the Coalition will constitute the Committee of the Whole.
2. A Membership fee will be set in November of each year. Individual membership fee is \$5.00. Organization membership is \$25.00. The Membership fee may be waived for those on a low or fixed income.
3. Individuals and Organizations may purchase only one membership per person or organization and there will be only one vote per each membership.
4. Non-members may attend meetings of the New Westminister Homelessness Coalition and have a voice but will not be eligible to vote.

Voting:

Paid up members or member organizations in good standing will have voting privileges on the issues that come before the New Westminister Homelessness Coalition.

5. At meetings of the New Westminister Homelessness Coalition, Motions will pass when greater than 50% of the members who attend the meeting vote 'yes', provided there is a quorum.
6. A quorum for meetings of the New Westminister Homelessness Coalition is 10 members in good standing.
7. If a vote is taken electronically, at least 2/3 of the members in good standing must vote and the Motion will be passed if greater than 50% of the votes are 'yes'.

8. If 2/3 of the members do not vote, the electronic Motion will not pass and the Motion must be considered and voted on again at the next meeting of the Committee of the Whole.

Governance:

9. The Committee of the Whole will be the primary decision making body and forum for discussion of the New Westminster Homelessness Coalition and will:
 - a. Develop, implement and monitor annual action plans, implementation strategies, and Terms of Reference with the goal to end homelessness
 - b. Meet approximately 9 times annually.
10. Two Co-Chairpersons will be elected annually from the membership of the Coalition and the term will be for the year beginning November 1st and ending on October 31st of the following year.
11. The terms of office for both Co-Chairpersons will be no more than 3 years. When selecting Co-Chairpersons when no past Chairpersons exist, a vote from the Committee at Large will take place and the person with the most votes will serve for two years and the person with the second most votes will serve for one year.
12. Table Officers consisting of Secretary, Treasurer, and three Table Officers-at-Large will be elected annually from the membership of the Coalition and the term will be for the year beginning November 1 and ending on October 31 of the following year.
 - a. The terms of office for the Table Officers will be no more than 3 consecutive years.
13. The Chairperson and the Table Officers will meet at least 6 times a year or as required.
14. Duties of the Chair and Table Officers:
 - a. Be responsible for all matters of administration for the Coalition
 - b. Be the Coalition signing authorities
 - c. Be responsible for all reporting requirements
 - d. Set meeting agendas
 - e. Annually review the Terms of Reference, action plan, and implementation strategies.
 - f. Report all actions to the Committee of the Whole
 - g. The Contracted Administrator will maintain a list of members in good standing and follow-up with members whose membership has lapsed
15. Sub-committees will be struck annually as required or based on implementing the Strategic Plan and will report to the Committee of the Whole in accordance with Sub-committees approved Terms of Reference.
16. Sub-committee members will be members of the Coalition who volunteer for one year to work on a sub-committee. Sub-committees will meet at least four times per year or as required.
17. Meetings and the decision-making process will be governed by Robert's Rules of Order.