The Service Providers Commission was formed to ensure an organized voice for homeless service providers. The Executive Committee, a representative voice for those service providers consists of volunteer leadership and as such, clarity in expectations is necessary and fair to those assuming the role. Assumedly, Executive Committee members were selected to represent their constituency groups/caucuses due to their leadership or willingness to serve. The below responsibilities have been designed to establish parameters and expectations in order to ensure fair and consistent comportment amongst Executive Committee members. All references to attendance refer to regularly scheduled meetings, not special additional, emergency or special meetings. While efforts were made to address likely situations, these responsibilities are not all inclusive and, as such, the judgment of the representative is respected.

Responsibilities of the Service Providers Commission (SPC) Executive Committee:

1. Attendance: Committee members are expected to attend all SPC Executive Committee meetings. If a committee member misses two regularly scheduled meetings in any calendar year, they will be asked to step down from the Executive Committee by the Chairperson.
    a. SPC Executive Committee absences shall be reported by the Chair or designated CAEH staff to the respective Constituency group Chair via email.
    b. Committee members may step down voluntarily by submitting a letter in writing to a SPC Executive Committee chair person.
2. Alternates: In the event of an emergency, committee members representing Constituency Groups may provide an **elected** alternate to attend SPC Executive Committee meetings for a maximum of one meeting.
    a. At-large committee members may provide an alternate for Executive Committee meetings from a pool of 6 elected at-large alternates. Alternates will be elected every other year.
    b. The SPC Executive Committee recommends that Constituency Groups elect a representative and an alternate, with the expectation that the alternate will become the representative once the current representative's term ends.
3. Voting and representation: The responsibility of the SPC Executive Committee members is to represent the interests of their Constituency Group or the community of service providers at SPC Executive Committee meetings. Executive Committee members will hold the betterment of their Constituency Group or the service provider community as their priority in all voting matters at SPC Executive Committee meetings. When attending SPC Executive Committee meetings the individual is to vote as directed by their constituency group or as deemed to be in the best interest of the service provider community.
    a. If a vote arises at a SPC Executive Committee meeting that is of significant consequence, yet has not been voted on by the members Constituency Group, the member may request a delay to bring the matter back to his/her Constituency Group. If a delay is not possible, the member is to vote in what he/she would consider to be the best interest of their Constituency Group. If a vote arises during a SPC Executive Committee meeting that the member believes is a conflict of interest and/or an ethical or moral conflict he/she should abstain from voting.
4. Reporting: The SPC Executive Committee member will present a fair and accurate report back to his/her Constituency Group at the next possible meeting or sooner if necessary.
5. Term: The term of the Executive Committee members is to be 2 years, with the possibility of re-election.
6. Encouraging participation: There will be a maximum of three people from any agency on the SPC Executive Committee. Committee members may participate on up to 4 committees.

7. Sanctions: A SPC Executive Committee member may be sanctioned in writing by the SPC Chairperson for clear violations of these responsibilities. The first sanction is considered a warning, while the second sanction is grounds for removal. Any SPC member may raise the issue of a sanction by providing cause, in writing, for said sanctioning. This matter will then be discussed by the officers of the SPC Executive Committee and, if deemed reasonable, brought up at the next meeting of the SPC Executive Committee. A copy of the sanction will be forwarded to the chairperson of the Constituency group.
8. Removal: SPC Executive Committee members may be removed from the Executive Committee by a majority vote of the SPC Executive Committee. Any member of the SPC Executive Committee may call for a vote on the removal of a committee member for a breach of articulated responsibilities and guidelines at the next regularly scheduled SPC Executive Committee meeting by informing the Chairperson in writing three days prior to the meeting. If a committee member is asked to step down from the Executive Committee the Constituency group Chairperson will be notified via email prior to such action being taken.

The Chicago Planning Council on Homelessness (CPCH) consists of a representative group of Consumers, Service Providers, Funders, and Government Representatives. The Service Providers Representatives to the Chicago Planning Council are a representative voice for the service providers and reflect volunteer leadership. As such, clarity in expectations is necessary and fair to those assuming the role the role of CPCH representative. Assumedly, the representatives were selected to represent the SPC due to their leadership or willingness to serve. The below responsibilities have been designed to establish parameters and expectations in order to ensure fair and consistent comportment amongst CPCH representatives. All references to attendance refer to regularly scheduled meetings, not special additional, emergency or special meetings. While efforts were made to address likely situations, these responsibilities are not all inclusive and, as such, the judgment of the representative is respected.

Responsibilities of Service Providers Committee representatives to the Chicago Planning Council on Homelessness (CPCH Representatives):

1. Attendance at Chicago Planning Council on Homelessness meetings. If the CPCH Representative becomes aware that she/he is going to miss a meeting, he/she should contact the CPCH chairperson in advance of the meeting. If the CPCH Representative misses **two** CPCH meetings she/he will be asked to step down from the CPCH by the chairperson of the SPC Executive Committee. CPCH representatives and alternates are required to attend SPC and SPC Executive committee meetings as ex officio members. CPCH representatives will work to ensure that at least one CPCH representative is present at all SPC and SPC Executive Committee meetings and prepared to provide an update on the Chicago Planning Council on Homelessness.
2. Alternates: Alternates to the CPCH will be elected by the SPC and will serve a two-year term.
3. Voting and representation: The responsibility of the CPCH Representative is to represent the interests of the larger SPC and the SPC Executive Committee at the CPCH. CPCH Reps will hold the betterment of the SPC as their priority in all voting matters at CPCH meetings. When attending CPCH meetings as the SPC representative, the individual is to vote as directed by the entire SPC or the SPC Executive Committee. If 80% or more of the SPC or the SPC Executive committee votes for or against any particular motion then this shall be considered a supermajority. In the event of a supermajority vote the CPCH representatives are to vote as a block, as directed by the SPC or the SPC Executive committee.
    a. If the CPCH Representative believes that she/he cannot faithfully represent the SPC because of a conflict of interest or an ethical dilemma, she/he must inform the Chairperson of the SPC Executive Committee at the soonest possible opportunity and ask for an alternate to attend in his/her place. The Chairperson will select an alternate from a pool of previously elected alternates.
    b. If a vote arises at a CPCH meeting that is of significant consequence, yet has not been voted on by the SPC or the SPC Executive Committee, then the CPCH Representative is to ask for time to caucus or request a delay to bring the matter back to SPC. If a delay is not possible, the CPCH representative is to vote in what he/she would consider to be the best interest of the entire SPC. If a vote arises during a CPCH meeting that the CPCH Representative believes is a conflict of interest and/or an ethical or moral conflict he/she should abstain from voting.
4. Reporting to the Service Providers Commission: The CPCH Representative will present a fair and accurate report back to the Service Providers Commission and the SPC Executive Committee at the next possible meeting, or sooner if necessary.
5. Encouraging participation: In order to foster greater participation, diversify responsibility and power, and avoid conflicts of interest, CPCH Reps may not also be on the CAEH board of

directors, nor chair the HMV or PAC committees. Representatives may **participate** in the HMV **or** PAC committees but not both, and should vote in accordance with those committee guidelines.

6. Term: Serve an entire term. CPCH Reps will be elected to the CPCH by the SPC for a two year term. CPCH Reps can serve **one** additional **one** year term on the CPCH, if re-elected, unless they are elected to be the vice-chairperson. The vice chairperson will be elected to serve their term as the vice-chairperson and then chairperson. Members are eligible to return after **one** year off of the CPCH.
7. Sanctions: A CPCH Representative may be sanctioned in writing by the SPC Chairperson for clear violations of these responsibilities. The first sanction is considered a warning, while the second sanction is grounds for removal. Any SPC member may raise the issue of a sanction by providing cause, in writing, for said sanctioning. This matter will then be discussed by the officers of the SPC Executive Committee and, if deemed reasonable, brought up at the next meeting of the SPC Executive Committee.
8. Removal: CPCH Reps may be removed from the CPCH by a majority vote of the SPC Executive Committee. Any member of the SPC Executive Committee may call for a vote on the removal of a CPCH Representative for a breach of articulated responsibilities and guidelines at the next regularly scheduled SPC Executive Committee meeting by informing the Chairperson in writing three days prior to the meeting.

General Recommendations:

1. We believe that the name of each member, whom the person is representing (a constituency group or at-large), and their position within the SPC Executive Committee (Chair, CPCH Rep, etc.) should be reflected in the Executive Committee meeting minutes.
2. This committee recommends that the Executive Committee decide on whether or not Roberts Rules of Order are going to be used for Executive Committee meetings. If so, we ask that all members receive a short training on the rules and receive an abridged version or "cheat sheet" for reference. In addition, these materials should be part of the orientation of all new executive committee members.

Recommendation on SPC Planning Council Representatives Attendance at SPC Executive Committee and Full SPC Meetings:

The Service Providers Executive Committee strongly recommends that Service Providers Commission Representatives to the Planning Council make every effort possible to attend Service Providers Executive Committee meetings and Full Service Providers Commission meetings in order to be able to fully represent their constituents. Whenever Planning Council motions are being discussed at either the SPC Executive Committee or full SPC meetings, a majority of SPC Representatives to the Planning Council should be in attendance.