

**The Homelessness Prevention and Intervention Network (HPIN)  
Indiana Region 4 Planning Council on the Homelessness  
Guidelines**

**1. MISSION**

The mission of the HPIN is homelessness prevention and intervention. The Network will attempt to achieve this goal by providing a forum for discussion of issues of homelessness, identifying levels of service and gaps in the system, assisting in the coordination and integration of services to achieve a continuum of care, identifying key factors in ending chronic homelessness, and educating the public about homelessness issues.

**2. ORGANIZATION**

- A. Membership is free and open to the organizations and individuals interested in the mission and activities of the HPIN.
- B. The Membership shall meet at least six times annually on the third Thursday of the month.
- C. The HPIN meeting agenda shall be sent out to membership prior to the meeting.
- D. Voting on the approval of membership minutes or start up of a committee will be done by all present by the raising of hands. A simple majority is required to pass.
- E. When voting by ballot, agencies will receive one vote and individuals not associated with any member agency will each receive one vote. Those voting must have attended at least four of the last six HPIN meetings. Attendance records will be maintained by the Secretary.

**3. OFFICERS**

The HPIN shall have the following officers: Chairperson (Chair), Vice – Chairperson (Vice – Chair), and Secretary / Scribe. Additional officers may be nominated and elected by ballot vote. A simple majority is required to pass a motion.

**A. Chair –**

- Calls and presides at meetings of the membership
- Calls additional and special meetings
- Represents the organization to the public (after consultation with other HPIN members, as appropriate or necessary)
- Serves ex-officio on all HPIN committees
- Maintains records of the organization and performs other related duties.

**B. Vice - Chair –**

- In the absence of the Chair, the Vice-Chair presides at the meetings of the Steering Committee and at the regular membership meetings.
- Performs the duties delegated by Chair.

**C. Secretary / Scribe –**

- Takes minutes at the membership meetings
- Maintain attendance records
- Assists Chair in preparation of agendas
- Distributes agenda and minutes to membership prior to the membership meetings.
- Other tasks may be assigned by Chair.

The regular officers shall be elected by majority vote of the members attending at the December meeting each year, to serve from January 1<sup>st</sup> to December 31<sup>st</sup> of the following year. Preferably, the offices shall be held by persons from different organizations and no person shall serve more than two consecutive terms in any one office.

Any officer may be removed by a majority vote of the members attending a regular or special HPIN meeting. If an Officer position becomes vacant due to resignation or removal before the scheduled annual election, a replacement shall be elected at the next scheduled meeting of the membership. In the interim, if the Chair resigns or is removed, the Vice-Chair becomes the Chair until the next meeting of the membership; if the Vice-Chair resigns or is removed, the Secretary becomes Vice-Chair as well as Secretary until the next scheduled meeting of the membership.

The officers will not be paid for their duties.

#### **4. COMMITTEES**

Currently there are four standing committees. Members are urged to serve on at least one committee. Ad hoc and other committees may be appointed as needed. Each committee shall have a chair or co – chairs appointed by the committee members, except for the Steering Committee. Committees shall meet as needed. They shall develop yearly goals and objectives, keep regular notes, and provide a report to the HPIN membership meeting.

**A. Steering** – Members are Officers and Chairs of Committees. Responsibilities include:

- Acting as finance committee
- Suggesting agenda items for the membership and committee meetings
- Handling issues between meetings for membership
- Handling emergencies or crises that must be addressed between membership meetings. Information about any actions taken regarding the emergency or crisis will be sent to members as soon as possible.

**B. Housing** – It is encouraged that members are representatives of agencies and organizations providing or supporting housing services or initiatives. Responsibilities include:

- Identifying resources and gaps in housing and making reports to the full HPIN.
- Updating referral protocol to ensure coordination of services utilizing best practices.
- Making recommendations on housing solutions to HPIN membership.

**C. Education / Outreach** – It is encouraged that members are representatives of agencies and organizations providing supportive and ancillary services. Responsibilities include:

- Communicating with and educating the public on homelessness issues
- Building community support through ongoing public relations efforts within the many sectors of our community including law enforcement, business, religious, and media, etc.
- Expanding membership by networking with agencies in Indiana Region 4 Council on Ending Homelessness, which include the seven counties (Benton, White, Carroll Clinton, Montgomery, Fountain, and Warren) surrounding Tippecanoe County.
- Coordinate local efforts for National Hunger and Homelessness Awareness Week.

**D. Data Collection** – Members are representatives of agencies utilizing HMIS and other persons interested in finding community solutions to homelessness issues. It is encouraged that the Point in Time coordinator be a member. Responsibilities include:

- Working with Indiana Housing and Community Development Authority (IHCDA), and other federal, state, and local data sources to collect and evaluate pertinent data relevant to HPIN.

#### **5. FISCAL RESPONSIBILITIES**

All HPIN funds will be kept in an account in a federally insured financial institution and require two signatures for any withdrawal. Said account will have three authorized signatures, who will be representatives of HPIN participating agencies. Such authorized persons will be appointed by a majority vote of the members attending a regular HPIN meeting. One of the signature agencies will serve as fiscal agent. All withdraws and expenditures must be approved by a majority vote of the members attending a regular or special HPIN meeting. The fiscal agent will make quarterly reports to HPIN.

#### **6. ELECTED REPRESENTATIVES.**

From time to time HPIN will need to vote on elected representatives for State or Local projects and/or committees. All elected representatives will be elected by a majority vote of the HPIN membership. It is anticipated that the representative will serve for at least 2 years. There are currently three elected representatives.

- Point in Time Coordinator
- Region 4 Representative on Indiana Planning Council on the Homeless
- HPIN Fiscal Agent

#### **7. PARTNERSHIPS.**

HPIN encourages partnerships and program coordination between agencies.

#### **8. OTHER**

These guidelines may be amended from time to time by the majority vote of the HPIN membership attending a regular or special HPIN meeting.