



Long Beach CoC – Governance Charter Bylaws, Elections, & Subcommittees

Continuum of Care Board Membership Meeting – June 10, 2025

CITY OF
LONGBEACH





Long Beach CoC Governance Charter

Overview

Charter & Bylaws – Board Recommended Updates

Board Composition & Member Types

Board Elections

Overview



Long Beach CoC Charter and Bylaw updates were last approved and adopted in April 2025

[CONTINUUM OF CARE - Charter & Bylaws](#)



Per LB CoC Charter, LB CoC Board and Homeless Services Bureau shall review and make changes to CoC Governance charter at least annually



April 2025 LB CoC Charter updates:

Certification of the April 2024 Charter & Bylaw amendments

Meeting schedules and locations

Community Development Department's name

Integration with ABLE/ABLE Roles & Responsibilities

Alignment with Written Standards and related Board-approved Policies

Board Recommended Updates

- In response to challenges with recruiting eligible members for CoC Board, Board recommended two (2) changes in Long Beach CoC Charter and Bylaw in order to successfully recruit and elect Board Members
 - Expand eligibility for ESG-subrecipient *required* seat to include CoC and/or ESG funded subrecipient agencies
 - Expand eligibility for Board membership to include participation in General Membership and/or participation in CoC Subcommittee

Appendix C, Long Beach CoC Board Composition

- Required ESG subrecipient seat updated to include CoC and/or ESG funding

The Long Beach CoC Board must be representative of organizations and projects serving individuals and/or families experiencing homelessness that operate within the geographic area of the City of Long Beach. At a minimum, the Long Beach CoC Board must include at least one Continuum of Care (CoC) and/or Emergency Solutions Grant (ESG) subrecipient agency representative, one homeless or formerly homeless person, one person who represents services for children and/or youth, and one person who represents services for LGBTQ+ subpopulation. As such, the following representation shall comprise the Long Beach CoC Board:

- A. Stakeholder representation shall include but not limit to any of the following affiliations: nonprofit homeless assistance providers, survivor (domestic violence) service providers, faith-based organizations, governmental entities, businesses, advocates, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, public safety officials, and veteran-serving organizations.
- B. CoC and/or ESG subrecipient agency: at least one (1) and maximum of two (2)
- C. Homeless or Formerly Homeless Individual: at least one (1)
- D. Representative for Youth focused services (1)
- E. Representative for LGBTQ+ services: at least one (1)
- F. *Ex Officio* Members:
 - a. Homeless Services Advisory Committee (HSAC): one (1)
 - b. Housing Authority of the City of Long Beach: at least one (1)

Appendix C, Long Beach CoC Board Member Types

- Revised to reflect membership may include participation of General Members and/or Subcommittee Members

MEMBER TYPES

The Long Beach CoC Board shall be comprised of Long Beach CoC General Members, Long Beach CoC Subcommittee members, and appointed and appointed ex officio members. Ex officio members represent entities within Long Beach whose participation is fundamental to the planning, funding, and policy decisions of the CoC Board. The following entities shall hold ex officio membership positions on the Long Beach CoC Board and shall share the same responsibilities as elected CoC Board members with the same voting rights. Ex officio members shall be appointed by the chair/director of the entity that they represent.

- A. HSAC
- B. Housing Authority of the City of Long Beach
- C. Community Development, Housing and Neighborhood Services
- D. Mayor's Office, City of Long Beach
- E. Advisory Board with Lived Experience (ABLE)

Appendix C, Long Beach CoC Board Member Responsibilities

- Revised to reflect Board membership may include participation of General Members and/or Subcommittee Members who are in *good standing*
- Board Members to receive input/feedback from CoC Subcommittees

Long Beach Continuum of Care Governance Charter and Bylaws

- c. Ensuring project compliance with HUD funding regulations for CoC, ESG, HUD VASH programs, and other federal grant programs.
- D. Designate and support the Department of Health and Human Services, Homeless Services Bureau as the HMIS Lead, CES Lead, and the Collaborative Applicant for the HUD CoC Program.
- E. Long Beach CoC Board Members shall be in good standing of the Long Beach CoC General Membership and/or Long Beach CoC Subcommittees
- F. Review, update, and approve CoC Charter and Bylaws annually.

Long Beach Continuum of Care Governance Charter and Bylaws

- G. Attend the full duration of at least 75% of Long Beach CoC Board Meetings. Attend at least one Long Beach CoC General Membership meeting annually.
- H. Elect Officers for the Board annually including the Co-Chair positions and filling vacancies as needed.
- I. Receive community and public policy updates relevant to homelessness issues.
- J. Receive public comment at its meetings on matters related to homelessness within the City of Long Beach geographic area.
- K. Receive input from HSAC, Long Beach CoC General Membership, Long Beach CoC Subcommittees, and ABLE to develop recommendations on matters related to homeless services-related policies, programs, and funding.
- L. Support the annual planning, development, and coordination of the Sheltered and Unsheltered Point-in-Time Count, Housing Inventory Count, and Gaps Analysis, as well as participation in Consolidated Plans.

Appendix C, Long Beach CoC Board Elections

- Revised to reflect Board nominations and elections may include representatives of General Members and/or Subcommittee Members for full and interim terms

B. Board Elections

1. Long Beach CoC Board elections shall occur annually in May or in the event a vacancy should occur in a required seat or in the case that the vacancy brings the board below thirteen (13) members the Long Beach CoC Board will declare a special election. The Long Beach CoC Board may elect any eligible candidate from the CoC General Membership and/or Long Beach CoC Subcommittees as necessary to serve as an interim and fill the vacancy. The elected candidate shall serve the unexpired term of the previous board member and is eligible for re-election at the end of that term. If the time is less than a year and a half, then time spent on the board will not count towards the person's time limit for board membership.
- to the CoC Board.
5. CoC General members, Subcommittee members, and incumbent Board members who are eligible for re-election may nominate themselves or other members to the CoC Board.

Next Steps

1

Board to vote on Charter and Bylaw updates

2

Continued recruitment of CoC Board & Subcommittee applicants, including targeted outreach to organizations / institutions for required and ex officio seats



Thank you

**Jeff Proctor,
Administrative Operations Officer
Homeless Services Bureau**