



600 Jefferson Suite 2050  
Houston, Texas 77002  
Tel: 713-739-7514  
Fax: 713-739-8038  
[www.homelesshouston.org](http://www.homelesshouston.org)

## HMIS Support Committee By-Laws

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### Job Description

The Houston Homeless Management Information System (HMIS) Support Committee is an advisory body that supports and enhances the overall mission of the HMIS Project by advising HMIS Project staff on functions related to HMIS Project policies and guidelines.

### *Homeless Management Information System Project Purpose*

The HMIS is a database used to record and track client-level information on the characteristics and service needs of homeless persons and those at-risk of becoming homeless. HMIS ties together homeless service providers within a community to help create a more coordinated and effective housing and service delivery system.

### Support Committee

#### *Composition*

The HMIS Support Committee is composed of 9 members: five members are representatives of the various program types within the community; two members are representatives of the local government grantees; a consumer representative, and a representative from the HMIS Lead Agency. The HMIS Senior Manager may appoint other representatives as needed who are familiar with the challenges of a continuum HMIS implementation and meeting the data needs of local, state, and federal funders.

#### *Duties and Authority*

The HMIS Support Committee members are responsible for providing advice and counsel to HMIS staff, and responding to issues presented for consideration by the HMIS Senior Manager. Specific duties include but are not limited to the following:

- Provide input on the various topics covered;
- Participate in decision-making, recommend policies, and develop procedures;
- Support coordination of statewide activities;
- Assist in the creation of printed materials, brochures, and mailings; and
- Disseminate information about the committee and the HMIS.

#### *Meetings*

The HMIS Support Committee meets quarterly. Meeting dates for the following year are set at the final meeting of current year. Members and/or designated alternates are expected to attend a minimum of 75% of the regularly scheduled quarterly meetings. The HMIS Reporting Manager will e-mail committee members the agenda for each meeting. In addition, the HMIS Reporting Manager will e-mail additional HMIS updates released by HUD as they become available.

#### *Quorum*

Quorum consists of 51% of current members.



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### *Elections and Appointments*

The HMIS user community nominates committee members at least a month prior to the third quarter HMIS forum. HMIS users who are unable to attend the HMIS Forum are able to cast an absentee vote. The election of the new committee members is held during the third quarter HMIS Forum of the current year, and announced at the fourth quarter HMIS forum of the current year. However, the new committee members do not take office until January 1 of the following year.

In the event of a tie vote of the HMIS user community the Lead Agency HMIS Project Team shall have the casting vote.

### *Officers*

1. Chair of the HMIS Support Committee

The Chair of the Support Committee shall preside at all meetings. The Chair shall lead the committee in its duties and responsibilities. In the absence of the Chair, the Vice-Chair will assume the responsibilities of the Chair.

2. Vice-Chair of the HMIS Support Committee

The Vice-Chair shall assist the Chair as necessary, leading the committee in its duties and responsibilities in the absence of the Chair, as well as performing such duties as may be assigned by the Chair.

3. Secretary of the HMIS Support Committee

The Secretary shall assist the Committee and the HMIS Project Manager in documenting and dispersing that documentation of the proceedings of the meetings and other documentation.

### *Resignation and Removal*

A committee member may resign from the HMIS Support Committee by submitting written notice to the HMIS Senior Manager or HMIS Lead Agency committee representative. A member may be removed by a two-thirds vote from the entire committee.

In the event of member resignation or removal, the HMIS Support Committee Chair may appoint a replacement member from the representing organization or program type.

### Amendments

These Bylaws may be amended, repealed, or modified by the affirmative vote of a majority of the HMIS Support Committee at a regularly scheduled meeting provided the proposed changes are submitted to all Committee Members two weeks in advance of the meeting. Copies of any such revised Bylaws shall be submitted to the HMIS Senior Manager.