

WASHINGTON STATE

PERMANENT SUPPORTIVE HOUSING ADVISORY COMMITTEE

BYLAWS

ARTICLE I

Purpose

1. Authorized by RCW 43.330.425, the Washington State Permanent Supportive Housing Advisory Committee, hereinafter referred to as “the Committee”, shall serve as the Department of Commerce’s (“the Department”) principal advisory body on the administration of permanent supportive housing resources managed by the department, including recommendations to ensure alignment of capital, services, and operating investments and fidelity with the provision of permanent supportive housing as defined in RCW [36.70A.030](#);

ARTICLE II

Membership Solicitation & Eligibility

1. All individuals interested in selection and appointment to a vacant position on the Committee shall be solicited and screened by a public application process according to criteria including:
 - a. The designated requirements of RCW 43.330.425, as enacted and hereafter amended, regarding active affiliation and/or lived experience; AND
 - b. Demographic diversity which must reflect the geographic, racial, and ethnic diversity of the state of Washington and be inclusive of historically marginalized communities
2. In the case of committee positions vacated by a resigned or removed member, the Committee shall solicit new members using the following methods, in order:
 - a. A nomination for a replacement member from a resigning member may be submitted to the Chair or the department. The Chair may present the nomination to the Committee. The Committee may then vote to accept the nomination; OR
 - b. A nomination by a current member to fill the vacancy created by the resignation is submitted to the Chair or the department. The Chair then may present the nomination to the Committee. The Committee may then vote to accept the nomination; OR
 - c. A nomination by a membership subcommittee consisting of the Chair, a representative of the department, and Committee members appointed by the Chair, with the nomination resulting from an open, public application process. The Chair will present the nomination to the Committee. The Committee must accept the nomination.
3. Priority must be given to applicants or nominees who represent the geographic, racial or ethnic diversity of the state of Washington while still meeting the requirements set forth in the law for the committee seat they seek to fill.

Membership

1. All voting members of the Committee shall be appointed by the Department’s Director in accordance with RCW [43.330.425](#).
2. All ex officio non-voting members of the Committee are designated in accordance with

RCW 43.330.425.

Terms of Office

1. Committee members' terms of office shall be staggered two and three years, and the Chair's term shall be one year, all in accordance with RCW [43.330.425](#)

Resignation and Removal of Members

1. Committee members unable or unwilling to complete their designated term of service may submit for early resignation.
2. Inability of Committee members to regularly attend Committee meetings may result in their removal from the Committee. Ensuring representation of the varied affordable housing interests and geographic areas of the state is of paramount concern. The unexcused absence of a Committee member from three consecutive regular Committee meetings shall result in a request by the Chair to Committee that a replacement be designated

Compensation & Reimbursement for Expenses

1. Voting Committee members who identify as low income or who presently or formerly have lived experience with homelessness or behavioral health and who are not being otherwise compensated for their participation shall be eligible for a stipend for Committee activities in accordance with RCW 43.03.050 and 43.03.060.
 - a. In accordance with the Washington State Office of Equity Class One Group Community Compensation Guidelines, low-income is defined as: an individual whose income is not more than 400% of the federal poverty level, adjusted for family size.
 - b. Lived experience is defined as direct personal experience in the subject matter being addressed by the Permanent Supportive Housing Advisory Committee. For the purposes of this committee, COMMERCE defines lived experience as presently or formerly experiencing homelessness or requiring behavioral health services.
2. Ex officio non-voting members, members who are already being otherwise compensated for their attendance by their employer, and state appointed Committee Members shall not be eligible for reimbursement of expenses or stipend from the Committee.
3. Compensation rates for eligible committee members will be in accordance with the Washington State Office of Equity Class One Group Community Compensation Guidelines.
4. Official activities for which compensation is authorized:
 - a. Attending official meetings as authorized by the Chair which may include:
 - i. full workgroup meetings
 - ii. subgroups
 - iii. task forces
 - iv. subcommittee meetings
 - v. community feedback sessions
 - vi. travel time
 - b. Other official activities authorized by the Chair and the Department.
5. In order to receive compensation, eligible members must submit a timely invoice to the Department or its designated representative detailing the authorized official activity they participated in, and the amount of time they spent engaged in that activity.

6. The Department or its designated representative shall provide committee members with the necessary forms and supports needed to submit a timely request for compensation.

ARTICLE III

Committee Officers

Committee Officers

1. The Officers of the Committee shall consist of a Chair. The Advisory Committee shall select a Chair from among its membership in accordance with RCW [43.330.425](#) for a one-year term. The selection shall occur by way of vote in accordance with Article VI of the Committee's bylaws.

Duties of Officers

1. The Chair shall preside at all meetings of the Committee and shall have all powers and duties conferred by law and the Committee's bylaws.
2. The Chair shall work in conjunction with the Department to prepare Committee meeting materials including agendas and meeting summaries or minutes.
3. The Chair shall maintain regular communication with Committee members and ensure issues related to participation in the committee are addressed.
4. The Chair shall represent the Committee at official functions, and appoint the Chairs and members of all subcommittees and task forces. The Chair shall designate Committee members to represent the Committee at official functions.

ARTICLE IV

Committees of the Committee

Subcommittees or Task Forces

1. The Chair may create subcommittees or task forces for specific tasks and may limit the duties and period of existence of such subcommittees or task forces. Special committees and task forces may include persons who are not Committee members but who have skills, experience and/or viewpoints that may be of use on such committees or task forces.
2. The Chair may disband subcommittees and task forces it deems no longer necessary for the purposes of the Committee.

Membership and Leadership

1. The Chair shall appoint the members and chairs of all subcommittees and task forces.

ARTICLE V

Meetings of the Committee and Subcommittees

Regular Committee Meetings & Attendance

1. The Committee shall adopt an annual schedule of regular Committee meetings for each calendar year by the first meeting of the year. Regular Committee meetings shall be held on a quarterly basis in accordance with RCW [43.330.425](#).
2. It is the duty of committee members to attend all regular committee meetings
3. Meeting duration limits will be no more than 3 hours.
4. A regular Committee meeting may be canceled by the Chair when there is evidence of insufficient agenda material, lack of quorum, or for other justifiable reasons.

5. Staff of the Department of Commerce recording the minutes or meeting summaries of all Committee, committee, and task force meetings shall take attendance of the Committee members for the permanent record.

Special Committee Meetings

1. A special Committee meeting may be called at any time by the Chair or a majority of the members of the Committee by delivering personally, by fax, by mail, or by electronic mail a written notice to each member of the Committee. Such notice shall be delivered personally, by mail, by fax, or by electronic mail at least 24 hours in advance of the time of the meeting specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings.

Meetings to be Open and Public

1. All meetings of the Committee shall be open and public and all persons shall be permitted to attend any meetings of the Committee as provided in RCW 42.30, the Open Public Meetings Act.
2. All meetings of the Committee shall be held in accessible facilities or via Zoom.
3. Members of the public in attendance at meetings will be afforded the opportunity to speak during the Public Comment period at the end of each meeting. The Chair may also receive written public comments to be read aloud if submitted via email in advance of the meeting.

Meetings Interrupted by Group or Groups of Persons

1. If the disorderly conduct of a person or group of people makes it impractical to continue the Committee meeting, the Chair shall first order that the individuals interrupting the meeting leave the room. If that fails to restore order, the Committee Chair may clear the room. They can also adjourn the meeting and reconvene at another time and/or place selected by a majority of the Committee members.

Quorum

1. A quorum shall consist of a majority of the voting members of the Committee.

Meetings of Subcommittees and Task Forces

1. Subcommittees and task forces of the Committee shall meet as necessary to fulfill their responsibilities as mandated by the Committee.
2. Notification of all meetings of Committee subcommittees and task forces shall be provided to members of those committees and to the Committee by telephone, mail, electronic mail, or fax at least 24 hours prior to the meeting.
3. All subcommittee and task force meetings shall be open and accessible to the public.

Meeting Minutes and Agendas

1. The Department shall staff the Committee in accordance with RCW 43.330.425.
2. The minutes or meeting summaries of all Committee, subcommittee, and task force meetings shall be prepared by the department.
3. Minutes for the previous Committee meeting and the agenda for the next scheduled Committee meeting shall be posted on the department's website, provided to the Committee, and available by request at least five days prior to each regular Committee meeting.

ARTICLE VI

Committee Decision Making

1. A quorum must be present for the Committee to make a decision by vote or consensus.
2. The Committee shall maintain a goal of reaching decisions by consensus. It is the duty of the Chair to seek consensus prior to soliciting a motion and initiating a formal vote.
3. When the Chair determines that consensus cannot be reached, the Chair may call for a motion and a recorded vote.
4. A motion supported by an affirmative vote of a majority of voting members present shall stand as a Committee decision.

ARTICLE VII

Amendments

Amendment to the Bylaws

1. These bylaws may be amended at any regular meeting upon a two-thirds vote of the Committee, provided that the amendment has been submitted in writing one week before the meeting.

ARTICLE VIII

Order of Business

1. Opening remarks from Chair and department
 - a. Greetings and introductions
2. Committee roll call
3. Consent agenda
 - a. Adopt meeting agenda
 - b. Accept previous meeting minutes
 - c. Other items added by Chair
4. Work session, presentations, or reports
5. Action items
6. Public comment
7. Adjournment