

Community Partners of the Eastern Shore
Bylaws and Code of Conduct

ARTICLE I – ORGANIZATION AND STRUCTURE

SECTION 1 – Name: The name of this coalition is Community Partners of the Eastern Shore and hereafter referred to as CPES.

SECTION 2 – Service Area: CPES provides services to the geographic area of Virginia’s Eastern Shore.

SECTION 3 – Address: The principal office of CPES is located at the Eastern Shore Community Services Board (ESCSB), Office of Prevention at 15150 Merry Cat Lane, Belle Haven (mailing address P.O. Box 395, Belle Haven, VA 23306 Attention: Prevention Coalition Coordinator) unless changed by CPES.

SECTION 4 – Continuum of Care: The Virginia Department of Housing and Community Development (DHCD) defines a Continuum of Care (CoC) as a community’s plan to organize and deliver housing and services that meet the specific needs of homeless individuals and families as they move toward stable housing and maximum self-sufficiency. CPES is a Local Planning Group (LPG) and a member of the Virginia DHCD Balance of State’s (BoS) CoC. Therefore, CPES is designated as the local CoC.

SECTION 5 – Prevention Coalition Coordinator: By unanimous vote on July 14, 2021 of the General Membership, this ESCSB funded position became responsible for organizing and implementing the LPG. The Prevention Coalition Coordinator ensures the participation of appropriate stakeholders in CPES activities and will seek opportunities for meaningful involvement of both Accomack and Northampton Counties as well.

SECTION 6 – Advisory Board: The Advisory Board is an informal group of experts that provides valuable assistance to the General Membership but is not financially liable to the Coalition or its stakeholders. The Advisory Board makes recommendations and provides information and materials to the General Membership. Its tasks and powers are delegated by and subject to the direction and input of the General Membership.

The officer positions of the Advisory Board are Chair, Co-chair, and Secretary. These positions are appointed as an Executive Committee. (See Article VII, Section 1)

To establish this new Advisory Board effective March 31, 2022, the current Executive Committee members will remain to serve as the Advisory Board’s officers with the exception of the current chair. In this transition, the Advisory Board will select a new chair since the person currently holding the role of chair has become a staff member (see Section 5 above). New board members are appointed to fill vacant seats up to a total of nine seats. Those seats are appointed based on the prioritized needs of the most current strategic plan which will be updated at least every 5 years. Terms of service are 3 years. Advisory Board members may choose to serve a subsequent consecutive term (6 years total). Advisory Board members must be members in good standing with CPES (see Article III)

Organizations who financially contribute to CPES, such as ESCSB and A-NPDC, must have representation on the board to assist with oversight and fulfill their fiduciary responsibilities.

ARTICLE II – MISSION, VISION, AND PURPOSE

SECTION 1 – Mission: The mission of CPES is to develop, sustain, and coordinate a comprehensive network of area service providers to support individuals and families of Virginia’s Eastern Shore.

SECTION 2 – Vision: The vision of CPES is to equip and empower individuals and families to achieve and maintain stability and self-sufficiency.

SECTION 3 – Purpose: The purpose of CPES is to provide a system for the delivery of coordination and development of services and the promotion of health equity for individuals and families through planning, education and advocacy. CPES addresses risk factors present in the community including homelessness, lack of affordable housing, substance use/abuse, mental illness, other disabilities, unemployment or under employment, domestic and sexual violence, low academic achievement, community disorganization, isolation, poverty, barriers to health care, chronic disease and food insecurity.

To achieve this purpose CPES:

- Identifies community needs and barriers to services
 - Conducts gaps analyses
 - Establishes a community process for determining relative priorities
- Develops and implements a strategic plan(s) including action steps, evaluation, and monitoring
 - Identifies short-term and long-term strategies
 - Collects, compiles, and reports data
- Promotes and supports active community partnerships
 - Conducts routine meetings and events
 - Applies for collaborative grant funding
 - Utilizes standing and ad hoc committees
 - Minimizes duplication of efforts
- Engages and educates the local community
 - Disseminates relevant information through multiple platforms
 - Invites community members to meetings and events

ARTICLE III – MEMBERSHIP

SECTION 1 – Members

Membership is encouraged for those attending more than two meetings per year. A signed membership agreement which outlines the parameters for membership must be submitted to the Executive Committee Chair for dissemination to the Advisory Board for review and confirmation of membership. For voting rights to be invoked an individual or organization membership must be confirmed by the Advisory Board. The Advisory Board will send a notice of confirmation. Members are required to attend at least 75% of regularly scheduled meetings and will be assigned to at least one Standing Committee.

SECTION 1.A – Organizational Membership: An Organizational Member is any formally established organization, agency, or group that provides support to individuals and families on the Eastern Shore.

Organizational Members shall include but not be limited to representatives from the following:

- Business and financial institutions
- Disability services
- Faith-based
- Health services
- Homeless services
- Housing developers and landlords
- Law enforcement
- Neighborhood groups
- Non-profits
- Organized labor
- Private foundations and funding organizations
- Secondary and post-secondary education
- Social service providers
- State and local government agencies
- Veterans' services

Participation on CPES is mandatory for all Housing and Urban Development (HUD) funded organizations in the service area. Organizations considering applying for funding through the Virginia BoS CoC process are required to attend at least 75% of regularly scheduled CPES meetings for 12 months prior to the release of the (HUD) Notice of Funding Availability (NOFA) or any other funding and/or project to be considered an eligible applicant. All funding and project requests must be presented for review to the Advisory Board. If approved, then a presentation shall be made by the requesting member to the CPES membership at a regular or special session meeting for a vote to approve or deny.

SECTION 1.B – Individual Membership: An Individual Member is any person residing in Accomack or Northampton County who identifies with and supports the mission, vision and purpose of CPES.

SECTION 2 – Voting Members: Members must be present (in-person or virtually) to vote. Member Organizations are limited to no more than three representatives who will have voting rights per motion at any given meeting. Individual Members are limited to one vote per motion at any given meeting.

SECTION 3 – Code of Conduct: Members are expected to adhere to a professional code of conduct consistent with any and all applicable laws, regulations, guidelines, or generally accepted practices, established by any local, State, or Federal agency or department.

SECTION 4 – Conflict of Interest: A conflict of interest is a breach of an obligation that has the effect or intention of advancing one's own or organizational interest in a way detrimental to CPES. Conflicts of interest, and even the appearance of a conflict of interest, must be avoided. Members are to conduct themselves at all times with the highest ethical standards in a manner which will bear the

closest scrutiny. Members shall report possible conflicts of interest to the Advisory Board and receive guidance on the issue with final determinations to be made by the Advisory Board. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. In accordance with Code of Federal Regulations (CFR) Sec. 84.42 of Title 24—Housing and Urban Development, such a conflict would arise when the member or his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the agency selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements.

ARTICLE IV – MEETINGS

SECTION 1 – Regular Meetings: CPES meets at least bi-monthly (every other month). General membership meetings are held in the following months: July, September, November, January, March, and May. Special session meetings may be called based on deadlines and imperatives (Special Meetings below). The meeting schedule will be approved and published annually at the start of the operating year (July). Changes to the meeting schedule must be voted on. Agendas and meeting notices will be distributed electronically by the Prevention Coalition Coordinator approximately one week prior to the meeting. CPES General Membership meetings are open to all interested individuals and organizations.

SECTION 2 – Special Meetings: Special meetings may be called. Voting members who are interested in having a special meeting scheduled should make this request to the Advisory Board Chair. An electronic notice must be sent to the full membership within ten (10) business days prior to special meetings if the purpose of the meeting requires a vote. Only those items specified in the notice will be addressed at special meetings.

SECTION 3 – Minutes: Minutes of all meetings will be recorded and kept in the care of the Secretary. Draft minutes will be distributed to all CPES members by the Prevention Coalition Coordinator approximately one week prior to the next regular meeting. The minutes will include at a minimum the date, time, and place of the meeting; the names of all who are in attendance and members not in attendance; the topics discussed; motions made and votes on any action items; reports made; and any other information such as flyers and notifications. Minutes will be approved by a vote of the membership and any changes will be agreed upon prior to acceptance of a final version of the minutes. The Secretary will keep official copies of the minutes for a minimum of five years or as is standard for documentation. CPES will adhere to the GS19 Series No. 010030 of the Library of Virginia Record Retention Schedule.

ARTICLE V – VOTING

SECTION 1 – Quorum: A quorum shall consist of a minimum of ten (10) voting members at regularly scheduled or special meetings. In accordance with the Conflict of Interest Policy (Article III, Section 4) any organization or individual requesting a special meeting should be limited to one (1) vote.

SECTION 2 – Motions: Motions and votes follow Robert’s Rules of Order. Motions made will be adopted by the affirmative vote of at least 51% of the voting members present at a meeting.

SECTION 3 – Written Proposals: CPES member organizations are encouraged to collaborate on initiatives and projects. Written proposals requiring or desirous of CPES support must be submitted to the Advisory Board for review. The Advisory Board will review each proposal on an individual basis to determine whether or not these proposals are eligible to move forward to the General Membership.

The request to present written proposals should be submitted to the Advisory Board Chair at least five (5) business days prior to the established regular meetings of the Advisory Board. A written copy must be provided to members of the Advisory Board at this time. The sponsoring organization may be asked to present the proposal in person to the Advisory Board and/or General Membership. Once approved by the Advisory Board, the request will be presented at the next General Membership meeting for vote. Special meetings may be called as necessary as specified in Article IV, Section 2.

SECTION 4 – CPES Brand: An agency or coalition’s brand symbolizes its commitment and achievement, and differentiates it from others.

The following information is taken from:

Key Leadership Strategies to Enhance Communication, September 2010
(<https://www.hsdl.org/?view&did=15023>)

Branding is defined commonly as the process of creating a unique name and image for a good or service...branding aims to establish a significant and differentiated presence....

The agency’s brand is closely tied to its core values and how it “lives” these values every day. It encompasses those things that are unique and noticeable about an agency. It is what the external, internal, and political stakeholders perceive when they think of the agency. The agency’s brand is simultaneously functional, experiential, and symbolic.

Branding is rapidly becoming a core component of organizational outreach and marketing. ...its value, and how it is perceived by the external, internal, and political public, is essential.

All stakeholders must share a common purpose connected to the well-being of the community. They must agree on the purpose, even if they disagree on the processes used to achieve it.

CPES member organizations are encouraged to support and promote the efforts of CPES and one another; however, use of the CPES Brand should be submitted in writing to the Advisory Board Chair at least five business days prior to the established regular meetings of the Advisory Board. The Advisory Board will review the request and determine whether it is eligible for presentation to the General Membership. The sponsoring organization may be asked to present the endorsement request in person to the Advisory Board and/or General Membership. Once approved by the Advisory Board, the request will be presented at the next General Membership meeting for vote. Special meetings may be called as necessary as specified in Article IV, Section 2.

Examples of Brand are as follows: use of the CPES logo and/or name, letters of support, request for financial contributions, and media publications. Items which indicate or imply CPES endorsement

must be approved by the Advisory Board and voted on by CPES General Membership before distribution.

Materials printed and published by CPES containing its brand should be utilized and distributed in a manner consistent with the vision, mission, and practices of CPES. Distribution of CPES materials require approval of the Advisory Board.

ARTICLE VI – GOVERNANCE

SECTION 1 – Advisory Board: The Advisory Board acts as a sounding board for the Executive Committee and other CPES stakeholders. The role of the Advisory Board is to provide current knowledge, critical thinking and analysis to enhance the decision-making of the Executive Committee supporting the overall General Membership.

The CPES Executive Committee will appoint the initial Advisory Board members. Subsequent to that, the Advisory Board will appoint new members as terms expire. The Advisory Board will be comprised of the Executive Committee plus additional seats from CPES member organizations. The total number of seats on the Advisory Board is not to exceed nine. Appointments will be based on the areas of highest need as indicated in the current, active strategic plan.

Qualifications:

- Adhere to CPES mission, goals and bylaws
- Possess strong leadership, organizational, and communication skills
- Be familiar with or willing to learn principles of parliamentary procedure
- Proficient with Microsoft Office, web-based media, and email

Roles and Responsibilities:

- Participate in CPES meetings, activities, and events and publicly represent CPES
- Serve on a minimum of one standing committee and an ad hoc committee(s) as necessary
- Assist with appointing Advisory Board members and new Executive Committee members
- Set and oversee performance expectations and goals to ensure adherence to CPES mission
- Work as a team member with other stakeholders and board members
- Recruit and maintain general membership with assistance from Executive Committee
- Assist CPES in conducting strategic planning to develop a comprehensive action plan based on local needs assessment
- Provide oversight of budget expenditures for CPES in cooperation with the Executive Committee and Lead Agencies
- Serve as a point of contact for CPES information and dissemination

Time Commitment:

- Term of service = three years
- Approximately 6 hours per month
 - Attend Advisory Board meetings, general membership meetings, and serve on a minimum of one standing committee, as well as participate in CPES activities

The Chair of the Executive Committee serves as the chair of the Advisory Board.

The Prevention Coalition Coordinator serves as a liaison between CPES Committees and the Advisory Board. In this capacity the position is responsible for reporting to and informing the Advisory Board of not only committee work but also activities and events of the General Membership. This position is a non-voting member.

SECTION 2 – Executive Committee

Officer Positions: The Chair, Co-chair, and Secretary serve as the Executive Committee.

Qualifications:

- Adhere to CPES mission, goals and bylaws
- Possess strong leadership, organizational, and communication skills
- Be familiar with or willing to learn principles of parliamentary procedure
- Proficient with Microsoft Office, web-based media, and email

SECTION 3 – Selection of Officers: Under the guidance of the current Executive Committee, new officers will be selected by the Advisory Board every three years. Selections will be made in the month of May with officers to take office at the July meeting. Once selected, the Secretary's position has no term limit.

SECTION 4 – Removal of Officers: Any or all of the officers may be removed for just cause by a vote of not less than two-thirds of voting members present at a meeting in which such action is presented provided there is a quorum.

SECTION 5– Replacement of Officers: The Advisory Board will select an interim officer for any position that is vacated prematurely. The person who fills an officer's vacated position will not have that time count against a subsequent term.

SECTION 6 – Chair

Roles and Responsibilities:

- Presides over Advisory Board and General Membership meetings and publicly represents CPES
- Calls meetings and approves agenda items
- Provides and collects reports, data, and relevant information pertinent to the Advisory Board/Executive Committee, General Membership, Lead Agencies, and when appropriate the general public working in collaboration and consultation with the Prevention Coalition Coordinator
- Ensures that findings and progress of standing committees, programs, and activities are reported at General Membership meetings working in collaboration and consultation with the Prevention Coalition Coordinator
- Works as a team member with the Lead Agencies to meet program goals
- Maintains membership with assistance from the Advisory Board/Executive Committee

- Represents CPES as the primary point of contact for the community as well as with BoS and other events requiring CoC representation
- Assists members in conducting strategic planning to develop a comprehensive action plan based on local needs assessment

Time Commitment:

- Term of service = three years
- Approximately 10 hours per month
 - Attends all Advisory Board, Executive Committee, and General Membership meetings as well as participates in all major CPES activities

SECTION 8 – Co-Chair

Roles and Responsibilities:

- Presides over Advisory Board and General Membership meetings in the absence of or at the direction of the Chair

Time Commitment:

- Term of service = three years
- Approximately 10 hours per month
 - Attends all Advisory Board, Executive Committee, and General Membership meetings as well as participates in all major CPES activities

SECTION 9 – Secretary

Roles and Responsibilities:

- Assists in the development of agendas for Advisory Board, Executive Committee, and General Membership
- Records minutes at Advisory Board, General Membership, and Executive Committee meetings and provides electronic copies to the Coalition Coordinator
- Prepares and maintains Advisory Board, General Membership, and Executive Committee meeting sign-in sheets
- Prepares handouts for distribution at Advisory Board, General Membership and Executive Committee meetings
- Maintains a copy of all meeting minutes, agendas and associated documents for CPES
- Maintains an accounting of written proposals and of all CPES official documentation collected and dispensed
- Orders supplies, materials and place printing orders for CPES literature
- Assists with the maintenance of and develop content for the CPES website
- Maintains CPES membership roster/contact list
- Maintains standing committee membership rosters
- Serves as a point of contact for CPES information and dissemination
- Performs and assists with other duties as directed by the chair

Time Commitment:

- Term of service = permanent position

- Approximately 15 hours per month
 - Attends Advisory Board, Executive Committee, and General Membership meetings, and serves on a minimum of one standing committee as well as participates in all major CPES activities

SECTION 10 – CoC Sponsoring Agency Liaison

Roles and Responsibilities:

- Accomack-Northampton Planning District Commission (A-NPDC) maintains sponsorship of CPES/CoC
- Reports to CPES leadership and general membership
- Serves as a resource person for CPES leadership in broadening their expertise in the area of CoC/BoS funding and required activities
- Represents CPES through professional associations locally, state and nationally
- Guides CPES leadership to identify best practices in securing funding via the BoS
- Assists CPES leadership with annual strategic planning and development of comprehensive action planning based on needs assessment (i.e. Point In Time [PIT] Count)
- Provides leadership for the local annual PIT Count and associated activities
- Maintains the Homeless Management Information System (HMIS) system
- Coordinates the CPES's Rapid Response Team (RRT) and maintains associated records and documents
- Assists with the maintenance of and develop content for the CPES website and public awareness and resource literature
- Collaborates with other local, state and national organizations on the topic of Homelessness and Housing
- Assists with the completion of required grant forms and obtain appropriate signatures
- Assists Secretary with purchasing of CPES incentives
- Maintains CoC Performance Standards and Policies Manual

Time Commitment:

- Term of service = permanent position
- Approximately 15 hours per month
 - Attends all general membership meetings, executive committee meetings and serves on a minimum of one standing committee, as well as participates in all major CPES activities

SECTION 11 – Prevention Coalition Coordinator

The ESCSB provides the funding for this full-time (40 hour per week) professional level position and is ultimately responsible for the accounting of services delivered. Working under the direct supervision of the ESCSB's Director of Program Development, Planning and Prevention, the Prevention Coalition Coordinator is housed at the ESCSB Prevention Office. Given that this position is responsible for serving the Coalition and as such is a staff position of the Coalition, the CPES Advisory Board and Executive Committee will work collaboratively with the ESCSB to provide oversight and monitoring.

Roles and Responsibilities:

- Participates in CPES public relations/education activities to promote awareness of ESCSB's Alcohol, Tobacco, and Other Drugs prevention and related issues
- Serves as the CPES liaison to the community as needed (e.g. attendance/participation in other community coalitions, delivering presentations/workshops/technical assistance as requested, arranging speakers on behalf of CPES as requested, and development of community wellness resource articles for local newspapers as well as other publications)
- Coordinates and facilitates the meetings and activities of the CPES General Membership and the Youth Coalition to ensure implementation of Coalition goals, objectives, and reporting as necessary
- Conducts Community Needs Assessments, assists CPES Executive Committee in the development of the Annual Strategic Plan, and assist in the preparation of the annual CPES General Membership report
- Manages the collection of Coalition data, prepares and submits reports, and completes outcome evaluations as required by grant/funding requirements

Performance Targets:

- Prepares and submits articles consistent with CPES public communications standards for monthly newspaper advertisement as well as radio public service announcements with the Executive Committee and the Public Relations and Resource Assistance Committee
- Prepares CPES promotional and branding materials consistent with CPES public communications standards as well as coordinates and implements community events
- Prepares for and provides educational/informational presentations and workshops as requested as a means to promoting membership and participation in CPES
- Prepares necessary materials for meetings and sets up facility locations for meetings and events
- Completes Annual Community Needs Assessment in order to inform the development of the Annual Prevention Plan and Coalition priorities
- Develops Annual Prevention Plan with Prevention Director utilizing feedback from Coalition members meeting all DBHDS requirements and reflecting ESCSB'S Prevention Unit activities as appropriate
- Records and submits accurate monthly process data on Coalition activities
- Maintains Coalition data in required system
- Responds to requests for data from stakeholders, grantors, ESCSB'S management, and/or DBHDS in consultation with CPES Executive Committee

ARTICLE VII – COMMITTEES

SECTION 1 – Standing and Ad Hoc Committees: Every CoC funded organization must have an active member serve on at least one standing committee. Each organization will have one vote within the committee. All committee recommendations will be brought to CPES for ratification. The Chair of the Advisory Board shall have the authority to create short-term, ad hoc committees as needed to carry out a specific task such as bylaws review, nominations, ranking and review, special projects, etc. Each committee chair is responsible for ensuring that minutes of meetings are taken

and submitted/reported to CPES General Membership. Each committee is responsible for annually reviewing the responsibilities and duties as outlined below for possible updates.

Standing Committees

- **Executive Committee**
 - Fields requests for funding applications that require CPES/CoC support
 - Provides governance and oversees compliance of BoS requirements and CoC Performance Standards and Policies Manual
 - Identifies strategic planning needs of the common agenda
 - Appoints ad hoc and standing committees to address needs of CPES and its organizational members
 - Assures that the standards of practice of CPES comply with the policies and procedures set forth by the bylaws
 - Meets two weeks prior to the General Membership meeting. Additional meetings of the Executive Committee may be called by the Chair as warranted.
 - Serves as the Virginia Homeless Solutions Program (VHSP) Grievance oversight, see CoC Performance Standards and Policies Manual
 - Reviews any and all grievances brought forth by a CPES member(s)

- **Fatality Review and Community Response Teams (FRCRT)**

These are formal teams with appointed members and may be governed by legislation.

 - **Eastern Shore Overdose Fatality Review Team (ESOFRT)**
 - Conducts case reviews of overdose fatalities of residents of Accomack and Northampton Counties
 - ESOFRT is led by ESCSB and the Virginia State Police Drug Task Force

 - **Domestic Violence/Sexual Assault Coordinated Community Response Team (DV/SACCRT)**
 - Conducts case reviews of domestic violence and sexual assault cases in Accomack and Northampton Counties
 - DV/SACCRT is led by Eastern Shore Coalition Against Domestic Violence (ESCADV)

- **Homeless Management Information System (HMIS) Evaluation and Monitoring Committee**
 - Provides governance and oversees compliance of BoS requirements and CoC Performance Standards and Policies Manual
 - Monitors, reviews, and evaluates data ensuring that it is collected and submitted timely and accurately
 - Plans and implements the annual Point In Time (PIT) Count, which is typically held the last week in January, unless otherwise specified by the BoS
 - Provides information and guidance to CPES related to the implementation of the HMIS. The committee will ensure that all HMIS users meet the *ServicePoint* User Policies and Responsibility Statement & Code of Ethics. Each HUD funded

organization is required to participate in the HMIS committee and attend a minimum of 75% of meetings to maintain eligibility for HUD funding.

- Manages collection of data from affiliates who do not enter information in HMIS
 - Provides discretion of projects related to reducing and eliminating homelessness
 - Ensures that the CoC adopts and employs the *National Alliance to End Homelessness Rapid Re-Housing Performance Benchmarks and Program Standards*
 - Ensures that the CoC adheres to the System Level Procedures developed by the Virginia BoS CoC as applicable to our geographic area
 - Ensures that the CoC complies with the BoS Coordinated Entry Process (CEP)
 - Abides by HMIS Policy and Procedures
 - Establishes Ranking and Review Committee as needed
 - Updates Grievance Policy for VHSP and all other applicable documents
- **Nurse-Family Partnership Community Advisory Board (NFP CAB)**
 - The NFP CAB will consist of CPES members, community partners, and consumers; chaired by a community partner or consumer; and meet quarterly and as needed
 - Reviews and supports the progress and activities of the NFP service delivery model administered by the Virginia Department of Health and implemented by Eastern Shore Health District
 - Advises the NFP Administrator and Nursing Supervisor as well as Eastern Shore Health District (ESHD) leadership team regarding community resources and access to the targeted populations
 - Provides advocacy and in-kind support
 - Engages with NFP Administrator and ESHD leadership as well as members from the VDH oversight team for the Maternal, Infant and Early Childhood Home Visiting Program to develop and execute strategic planning for local expansion
 - Affirms fidelity to the National Service Office NFP model
 - Works with the ESHD and others to provide media messaging for community events and activities
- **Public Relations and Resource Assistance Committee (PRRAC)**
 - Oversees compliance of BoS requirements and CoC Performance Standards and Policies Manual
 - Collects, reviews, and updates information contained in the CPES Community Resource Directory and Resource Pocket Pal on an annual basis
 - Develops and oversees CPES capacity building activities such as events, marketing, social media, website, and branding to promote awareness regarding resources and services available to and from membership
 - Meets at least quarterly or monthly as necessary
- **Rapid Response Team (RRT)**
 - Led by the organizations of A-NPDC, the Eastern Shore Community Services Board, Accomack County Department of Social Services, and Northampton County Department of Social Services
 - Administrative support provided by A-NPDC
 - Utilizes the best practice model of coordinated intake and case management to facilitate staffing of cases among multiple agencies and stakeholders

- Utilizes standard operating procedures as pertains to the operation of a closed committee
 - Meets monthly to review and assess cases requiring services to develop an action plan to meet the needs of identified clients and provide follow up of same
 - Adheres to RRT Policy and Procedures
- **Trauma Sensitive Schools Advisory Committee**
 - Coordinates the efforts of key community stakeholders in addressing local evidence-based family wellness approaches utilizing the national Strategic Prevention Framework (SPF) to enhance and sustain local public health programs, policies and practices
 - Builds capacity within our school systems to create an environment in which all students feel safe, welcomed, supported, and empowered to participate fully in all the school has to offer. Where addressing trauma's impacts on learning including trauma from racism and other structural inequities, on a school-wide basis is at the center of its educational mission
 - Builds capacity with our classrooms to be a place that is predictable for students and where students can feel safe. Expand efforts with teachers to implement this idea in their classroom.
 - Provides promotional support of local Mental Health First Aide and Adverse Childhood Experience community trainings
 - Provides oversight for the programs and services funded via State Opioid Response grant
- **Youth Coalition**
 - Create a group of youth participants to assess main issues around substance use and misuse, provide adequate trainings and resources
 - Create an environment for youth to have a voice and an opportunity to develop healthy ways to make choices and change in the community
 - Build capacity within the community that will promote resilience and decrease substance use risk factors in individuals, families and communities
 - Provide monitoring to local Tobacco Use Prevention and Suicide Prevention Initiatives as well as local data collection efforts that will guide the development of future Substance Use Prevention and Mental Health Promotion programs and services
 - Coordinates efforts with key community stake holders to create and coordinate events around the promotion of youth prevention

ARTICLE VIII – STANDING COMMITTEE POSITIONS

SECTION 1 – Standing Committee Positions:

- Chair – must be a member of CPES
- Co-Chair – must be a member of CPES

Qualifications:

- Adheres to CPES mission, goals and bylaws
- Possesses strong leadership, organizational, and communication skills
- Practices principles of parliamentary procedure

SECTION 2 – Appointment, Remove and Replacement of Standing Committee Positions:

Standing Committee Chairs and Co-Chairs are appointed by each committee respectively. Either of these appointees may be removed or replaced for just cause in consultation with and at the discretion of the Advisory Board.

SECTION 3 – Standing Committee Chair

Roles and Responsibilities:

- Responsible to and consults with the Advisory Board Chair as needed
- Serves as liaison to the Advisory Board, Executive Committee, and General Membership
- Presents committee reports to the General Membership; written reports are due to the CPES Secretary two weeks prior to General Membership meetings
- Submits action items needing to be reviewed by the Advisory Board. Submissions must be received by the Chair at least one business day prior to the scheduled Advisory Board meeting.
- Develops Standing Committee agendas
- Manages meetings by utilizing effective time management
- Designates a recorder for each meeting
- Maintains minutes, agendas, sign-in sheets, and any committee related documents for each meeting
- Contacts and coordinates with members about responsibilities
- Represents CPES in the community

Time Commitment:

- Approximately 4 hours per month
- Attends Standing Committee and General Membership meetings as well CPES major events
- Responsible for pre- and post-meeting activities
- Two-year term

SECTION 4 – Standing Committee Co-Chair

Roles and Responsibilities:

- Assists and consults with Standing Committee Chair as needed
- Presides over committee meetings in absence of Chair
- Assumes role of Chair in event of the Chair's inability to complete a responsibility or term
- Performs other duties as directed by the Chair

Time Commitment:

- Approximately 4 hours per month
- Attends Standing Committee and General Membership meetings as well CPES major events
- Two-year term

ARTICLE IX – SEPARATION

SECTION 1 – Resignation: Any individual CPES member and/or organization may resign by giving written notice to the Advisory Board Chair.

SECTION 2 – Removal: Any individual and/or organization may be removed from CPES for good cause by a vote of not less than two-thirds of voting members present at a meeting in which such action is taken provided there is a quorum. Good cause shall include, but is not limited to: willful misconduct, malfeasance, ethical misconduct, or failure to comply with the participation requirements of Article III Section 1 of these bylaws. The Advisory Board will notify in writing the individual CPES member and/or organization which is non-performing and/or in violation of the bylaws. The member organization will be given 45 days to replace an individual who has been removed.

SECTION 3 – Reinstatement: Individual members and/or organizations who seek reinstatement must submit this request in writing to the Advisory Board. The Advisory Board Chair will inform the General Membership at the next regularly scheduled meeting for the creation of an ad hoc committee to make a recommendation pertaining to the request for reinstatement. At the next regularly scheduled meeting the recommendation will be presented to the General Membership for a vote of not less than two-thirds of voting members present at a meeting in which such action is taken provided there is a quorum.

ARTICLE X – GENERAL PROVISIONS

SECTION 1 – Parliamentary Authority: The rules contained in the most recent edition of *Roberts Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedures not specifically covered by these bylaws.

SECTION 2 – Operating Year: The operating year of CPES shall be from July 1 through June 30.

ARTICLE X – ADOPTION AND AMENDMENT OF BYLAWS

SECTION 1 – Adoption: The foregoing bylaws were adopted by action of CPES on 03/31/2022 with a formal revision completed on 03/23/2022.

SECTION 2 – Amendment: These bylaws may be amended at a regular or special meeting of CPES by vote of not less than two-thirds of voting members present at a meeting in which such action is taken provided there is a quorum. Amendments must be in written form and distributed to the members of CPES at least two weeks prior to presentation and vote.

ABBREVIATIONS AND ACRONYMS

A-NPDC:	Accomack-Northampton Planning District Commission
BoS:	Balance of State
CEP:	Coordinated Entry Process
CoC:	Continuum of Care
CPES:	Community Partners of the Eastern Shore
DV/SACCRT	Domestic Violence/Sexual Assault Coordinated Community Response Team
ESCADV	Eastern Shore Coalition Against Domestic Violence
ESHD	Eastern Shore Health District
ESOFRT	Eastern Shore Overdose Fatality Review Team
FRCRT	Fatality Review and Community Response Teams
GM:	General Membership
HMIS:	Homeless Management and Information System
HUD:	Housing and Urban Development
LPG:	Local Planning Group
NFP CAB:	Nurse Family Partnership Community Advisory Board
NOFA:	Notice of Funding Availability
PIT:	Point In Time Count
PRRAC:	Public Relations and Resource Assistance Committee
RRT:	Rapid Response Team
SPF:	Strategic Prevention Framework
VDHCD:	Virginia Department of Housing and Community Development
VHSP:	Virginia Homeless Solutions Program
W&RC:	Wellness and Recovery Committee

ORGANIZATIONAL RELATIONSHIP

**COMMUNITY PARTNERS OF THE EASTERN SHORE:
A CONTINUUM OF CARE**

