



CONTINUUM OF CARE CODE OF CONDUCT POLICY APPROVED AUGUST 2015

CODE OF CONDUCT

The Governing Council and committees of the Mississippi Balance of State Continuum of Care (BoS CoC) are entrusted with specific responsibilities related to use of public funds invested -to address a serious community concern, homelessness. Members of these entities are expected to observe the highest standards of ethical conduct in the execution of these responsibilities.

In the performance of their duties, members of the BoS CoC Governing Council and committees are expected to carry out the mandate of the CoC to the best of their ability, and to maintain the highest standards of integrity for actions with other Governing Council or Committee Members of the BoS CoC, BoS CoC Representatives, BoS CoC membership, Service Recipients, Service Providers, and members of the public.

GENERAL CONDUCT

The Governing Council of the BoS CoC are expected to conduct themselves with courtesy and respect, and the utmost civility and decorum.

At all times, the best interest of the CoC should influence the decisions made by The Governing Council of the BoS CoC. Personal relationships should not result in special considerations, including bias, nepotism or favoritism, which influences the performance of their official duties in a manner contrary to the interest of the broader CoC.

BoS Governing Council Members are expected to exercise adequate control and supervision over matters for which they are individually responsible.

ATTENDANCE

Members of the Council are strongly encouraged to attend all regular and special meetings of the CoC (annual membership, Board, Committee or Subcommittee). If a Governing Council Member representative who has been duly notified of BoS CoC meetings misses three or more consecutive meetings or a majority of the regular meetings held in any calendar year without discussing the reason for the absence with the Executive Committee Chair will be presumed to have resigned. The Chair shall formally and in writing contact the Member requesting a written response of the ability of the Member to continue active participation in the BoS CoC Governing Council. If a written response acceptable to the Chair is not received within thirty (30) calendar days, then the Chair shall ask that a new representative be designated.

There are 4 quarterly meetings scheduled annually for CoC Governing Council. Council Members are expected to attend all meetings. Council Members are allowed to miss 1 meeting per year. Members are also encouraged to send a proxy on their behalf if they are not able to attend. Council Members must also adhere to the code of conduct requirements (conflict of interest, rules of order, etc.) established by the CoC Governance Charter. Among other requirements established by the Membership and Rules Committee, no Council Member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to the organization that the member represents. Otherwise, Council Members may be subject to sanctions by the Executive Committee that may include loss of voting privilege, termination of committee or subcommittee assignments, or other actions consistent with policy established and interpreted by the Committee, including membership termination, which is anticipated only in the most egregious cases.

REVIEW OF CHARGES OF VIOLATION OF THE CODE OF CONDUCT

When the Chair of the Executive Committee receives an allegation of misconduct, the Chair will lead the Executive Committee in a review of all the information produced to support or negate the allegation and the Committee will make a determination within thirty (30) calendar days. If the allegation of misconduct involves the Chair of the Executive Committee, then the Vice Chair of BoS CoC Executive Committee will lead the Executive Committee in a review of all the information produced to support or negate the allegation and the Committee will make a determination within thirty (30) calendar days. During the time that the allegation was received until it is resolved, the Chair of the Membership and Rules Committee will be recused from his or her duties, and the Board Chair will assume all duties of the role.

In the event an allegation of misconduct is determined to have occurred, the involved party will have ten (10) calendar days to appeal the decision by submitting, in writing, to the BoS CoC Board Chair the intent and reasons for the appeal. The Executive Committee Chair will then make the determination of upholding or overturning the decision within ten (10) calendar days. This determination will be final. In the event the determination of misconduct involved the Executive Committee Chair, then the Vice Chair of BoS CoC Executive Committee will receive the appeal and make the determination of upholding or overturning the decision. During the time from when the appeal was received until it is resolved, the Chair of the Executive Committee will be recused from his or her duties, and the Executive Committee Vice Chair will assume all duties of the role.

If requested by a majority, this Committee may also give guidance to the BoS CoC concerning other aspects of conduct, including actions of staff, consultants or other persons charged with implementation of duties relative to the responsibilities of the BoS CoC.

ABILITY TO CONDUCT BUSINESS WITH GOVERNMENT FUNDS

The Governing Council of the BoS CoC must be eligible to transact business with federal and local government. Potential Members of the Council must not be individuals or agencies that are barred from, or suspended from transacting business with federal, state, or local government.

Also, Governing Council members must be individuals with high moral standards and good public report. In the interest of protecting the Mississippi Balance of State CoC and its members for future business with local, state and federal agencies, we ask that individuals being considered must not have any prior records of felony or misdemeanor action pertaining to the use of public funds.

Anyone found participating in such activity (past or present) will be removed from the Council immediately by the Executive Committee.

WHISTLEBLOWER POLICY

Any reprisal or retaliatory actions against an individual who in good faith, reported a suspected act of misconduct in accordance with this policy, or provided to a law enforcement officer any truthful information relating to the commission or possible commission of a Federal offense, is prohibited and will, in turn, be considered an act of misconduct subject to appropriate disciplinary action.

MEMBERSHIP VACANCIES

BoS CoC Governing Council membership ends when:

- a. A Council Member resigns or is unable to serve for justified reasons; or
- b. A Council Member is deemed inactive by the BoS CoC Board upon the relevant facts that have been presented; or
- c. A Council Member is replaced by the sponsoring/representative agency or organization or by the general membership of the BoS CoC; or
- d. A Council Member is terminated by a majority of the BoS CoC Governing Council for just cause; which shall include but is not limited to:
 - i. Charged with a crime that would subject the member to debarment, suspension, disqualification or other exclusion from participating in a federally funded transaction pursuant to federal law.
 - ii. Unprofessional behavior or acts of moral turpitude.
 - iii. Just cause as defined by the majority of the Governing Council of the CoC.

The removal of an individual listed on the membership roster (as the participating representative of a member agency) does not terminate the sponsoring/representative agency or organization's representation of the BoS CoC. The representative member agency is responsible for notifying the Collaborative Applicant of a change in the participating representative. Until the representative member agency notifies the Collaborative Applicant of the change in the participating representative, the

representative member agency will not be included in the number of BoS CoC members required for the majority vote.

The Code of Conduct Policy will be updated and approved by the Governing Council no less than every two years.

CODE OF CONDUCT AGREEMENT/SIGNATURE

I agree to adhere to the standards set by the Mississippi Balance of State CoC Governing Council Code Conduct. I will do my best to serve this body by participating in CoC meetings, adding sound council and judgment to decisions I will be responsible for in the course of my tenure as a Governing Council Member.

I also acknowledge that I have not nor currently participate in illegal activity that would result in my removal from the CoC Governing Council.

PRINTED NAME

DATE

SIGNATURE