

*Vermont Council on Homelessness*  
**Summary of VCH Procedures for Meetings [Adopted 8.28.14]**

**Public Attendance and Public Comment**

All meetings of the Governor's Council on Homelessness shall be open to the public and shall allow a reasonable amount of time for public comment.

**Voting Members and Designees**

For Council members representing one of the state or quasi-state entities identified in the Governor's Executive Order, the Secretary, Commissioner or Executive Director will serve on the Council or may designate a staff member to represent them at meetings they are unable to attend. Such designation shall be in writing from the Secretary, Commissioner or Executive Director to the Council Chair.

Members appointed by the Governor as individuals from the continuum of care, consumer, housing, and at-large sectors have full voting privileges and will be counted in determining a quorum. These privileges may not be designated to other staff.

**Quorum Requirement**

Prior to the Council taking formal action, the Chair shall determine if a quorum is present. A quorum shall be defined as more than half of current Council members.

**Voting**

Voting is limited to current Council members as defined above.

**Warning Votes**

The chair will warn formal Council votes at least seven days in advance whenever possible.

**Electronic Voting**

At times, the Council may need to vote by electronic mail or members unable to attend a meeting may be asked to vote by electronic mail. In this case, members will have at least seven days to vote.

**Conflict of Interest and Abstention**

Members are expected to divulge any real or perceived conflict of interest with items coming before the board and are expected to abstain from voting on such items. In this instance, the member shall continue to count towards fulfilling the Council quorum requirement.

**Agendas and Minutes**

Agendas for meetings shall be posted and sent to Council members no less than 48 hours prior to a meeting of the Council. Approved minutes shall be posted to the Council on Homelessness website.