

a. The purpose of the Point in Time (PIT) Count Committee is to gather all relevant stakeholders in the community related to the annual PIT Count event to designate seats, roles, and tasks to ensure an accurate and successful PIT Count.

2. Activities

a. The PIT Count Committee collaboratively plans and executes the PIT Count.

3. Each individual must apply for membership to the SARAH Executive Director. Candidates will be brought to the Membership Council to recommend representatives for each seat. The CoC Board will approve the final slate of PIT Count Committee members. Each approved individual will have one vote on the committee. The individual must identify in the application as being part of one or more of the following categories to be considered for active membership and to vote.

a. Categories

- i. CoC Board Chair (1)
- ii. Youth Count (2)
 - 1. Coordination (1)
 - 2. Youth Action Board (1)
- iii. Encampment Count (1)
- iv. Downtown Count (1)
- v. Courtyard Count (1)
- vi. City of San Antonio Coordination (1)
- vii. Bexar County Coordination (1)
- viii. San Antonio Police Department (1)
- ix. Bexar County Sheriff's Office (1)

- x. Consumer Experience (3)
 - 1. Connecting to Resources (1)
 - 2. Incentive to Participate (1)
 - 3. Health & Wellness Care (1)

b. SARAH and HMIS Staff Support Roles

- i. Operations
- ii. Event Planning
- iii. Data Collection & Analysis
- iv. Training

- v. Team Lead Cultivation
- vi. Media

- vii. Shelter Count
- viii. Donations
- ix. Map Coordination

4. Composition

a. Requirements

- i. Due to the time-sensitive nature of the PIT Count Committee, members are encouraged to attend all meetings or send a proxy in their place.

b. Membership Registration

i. Potential members must fill out and return an application to the Executive Director of SARAH. The Executive Director will bring of list of the applicants to the Membership Council to recommend a slate of candidates for CoC Board Approval. Active Members are required to keep the SARAH staff informed of the physical and e-mail address at which they will receive notices. More than one individual associated with an Active Agency may attend, and participate at all meetings, however only those listed as representatives can vote.

5. Meetings

- a. Meetings will generally occur September through February as the PIT Count is a seasonal event. The committee will meet monthly with a few special meetings if deemed necessary.

b. **Special Meetings:** Special meetings may be called by the Committee Chair, Board President, or SARAH Executive Director at any time that he or she deems that a vote of the Committee is required, by providing members with at least one (1) days' notice prior to such meeting by written notice delivered personally, or sent by mail, email, facsimile, or other appropriate electronic means to the address provided by each.

c. **Informal Meetings:** The Committee Chair, Board of Directors President, or SARAH Executive Director may from time to time call informal, nonvoting, non-required meetings for distributing information, or for specific training opportunities.

6. Voting

- a. Each Agency who has met the requirements set out for Active Membership shall have one (1) vote through their specified delegates. In all items that require action, unless otherwise provided for in these Bylaws, a majority of the votes cast shall control. It is the intent that each member Agency has one vote, regardless of the number of participants from that Agency.

7. Officers

a. Chair (voting)

8. Term Limits

a. The terms will be designated each separate PIT Count.

9. Resignation or Removal

a. Removal for Absence:

i. Any voting member who misses more than two (2) consecutive Meetings during the year, and without providing a proxy, shall be automatically removed from their elected Committee position. An absence may be excused if related to illness and submitted to the Committee Chair or SARAH prior to the meeting.

b. Removal for Cause:

i. Any committee elected Member may submit a request to the Chair or SARAH Executive Director for consideration of the removal of a Member for cause. **Removal for cause requires a 2/3's vote of the Active Members of the Committee.** Cause includes, but is not limited to: Fraud, Personal Conduct, Conflict of Interest, Failure to Perform Duties.