



This overview is designed to help Steering Committee Members carry-out their core responsibilities and ensure Committee expectations are met throughout the calendar year. If you have questions, please contact the NYC CoC team at [nyc.coc@dss.nyc.gov](mailto:nyc.coc@dss.nyc.gov)

## Steering Committee Expectations

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### Steering Committee Co-Chairs

- A maximum of three co-chairs shall lead the Steering Committee. Not all Co-Chairs need be voting members of the Steering Committee. No more than two Co-Chairs shall be government representatives. One Co-Chair seat will be dedicated to the CoC Lead Agency and is not subject to the Co-Chair election process.
- Co-Chairs, excluding CoC Lead Agency Chair, shall serve staggered two-year terms.

### Membership and Duties

- The Steering Committee is a 17-member body (see chart on page 2).
- Each Steering Committee representative must have at least one designated Alternate Representative. If neither can attend, a Proxy may be appointed at least 12 hours in advance of the meeting.
- Each NYC CoC committee must have at least one Steering Committee member represented.
- Steering Committee members may be recruited to serve on various ad-hoc committees or workgroups.

### Meetings

- There will be 12 Steering Committee meetings each CoC year. Steering Committee members and/or their designated alternate must attend at least 9 (75%) of all Steering Committee meetings to remain in good standing.
- A quorum of 9 members must be met for any Steering Committee motion to be brought to order. In the event of a tie, the non-voting CoC Co-Chair shall have the determining vote.

### References

- [Bylaws](#): Article IV: Steering Committee (pages 4-11)
- [Governance Charter](#): Part III (pages 9-16)

## Steering Committee Checklist

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- Uphold the mission of the Steering Committee**
  - Review Steering Committee policies and procedures and make sure they match the current work.
- Establish annual goals**
  - Generate a list of goals for each CoC year.
- Remain in good standing**
  - Attend at least 9 out of the 12 yearly Steering Committee Meetings.
  - Appoint a designated alternate and notify the CoC Team.
  - Serve as required on NYC CoC Committees, sub-committees, working groups, and ad-hoc bodies.