



Homeless Children and Youth Steering Committee (HCYSC)

Bylaws

Article I. Authority and Purpose

The Homeless Children and Youth Steering Committee (HCYSC) is convened by the Oklahoma Commission on Children and Youth (OCCY) pursuant to 10 O.S. § 601.6c.

The Committee serves as a statewide collaborative body to support Oklahoma's efforts to prevent and address homelessness among children, youth, and families.

The purpose of the Committee is to:

- Review data and trends related to homelessness among children and youth in Oklahoma;
- Identify barriers affecting children, youth, and families experiencing homelessness or housing instability;
- Promote collaboration among state agencies, local organizations, schools, service providers, youth, families, and other stakeholders;
- Identify opportunities to improve policies, programs, services, and outcomes; and
- Assist in developing recommendations and reports required by state law.

Article II. Membership

Membership is open to any individual or organization interested in improving outcomes for children, youth, and families experiencing homelessness or housing instability in Oklahoma.

The Committee encourages participation from state agencies, educational institutions, community-based organizations, service providers, advocates, parents, youth, young adults with lived experience, and other interested stakeholders.

The Committee values and seeks meaningful participation from parents, youth, young adults, and individuals with lived experience of homelessness or housing instability. Lived experience perspectives are essential to informing the Committee's work, recommendations, and priorities.

Membership is voluntary and remains active through participation in Committee meetings and activities.

Article III. Leadership

The Committee shall have a Chair and Vice Chair selected from among its members.

The Chair shall:

- Preside over Committee meetings;
- Collaborate with OCCY staff in developing meeting agendas;
- Facilitate Committee discussions and activities; and
- Serve as a representative of the Committee when appropriate.

The Vice Chair shall:

- Support the Chair in carrying out Committee responsibilities;
- Perform the duties of the Chair in the Chair's absence; and
- Help ensure continuity of leadership and succession planning.

In the event of a vacancy in the Chair position, the Vice Chair shall assume the duties of the Chair until a new Chair is selected.

Prior to the expiration of a leadership term, OCCY staff shall facilitate a nomination process for Chair and Vice Chair. If more than one individual is nominated for a position, the Steering Committee shall select the officer by majority vote of members present. If only one individual is nominated for a position, the nomination may be approved by consensus.

Leadership terms shall be two (2) years and shall align with the State Fiscal Year (July 1 through June 30). Individuals may serve consecutive terms.

OCCY staff shall provide administrative support, meeting coordination, records management, and assistance with statutory reporting requirements.

Article IV. Meetings

The Committee shall meet on a regular basis, generally during even-numbered months, and may meet more frequently as determined by the Chair and OCCY staff.

Meetings may be conducted in person, virtually, or through a hybrid format.

The Committee shall strive to conduct its work through collaboration and consensus. When necessary, recommendations or actions may be approved by a majority of members present.

Article V. Subcommittees

The Committee shall maintain the following standing subcommittees:

- Data Subcommittee
- Partnerships Subcommittee
- Policy Subcommittee

The Committee may establish additional ad hoc workgroups as needed to address emerging issues, strategic priorities, or special projects.

Subcommittees and workgroups shall provide updates and recommendations to the full Committee.

Participation in subcommittees and workgroups may include individuals who are not members of the Steering Committee when their expertise or lived experience would benefit the work.

Article VI. Annual Priorities and Reporting

The Committee shall annually review its priorities and work plan to support its statutory responsibilities.

The Committee shall assist OCCY in identifying findings, recommendations, emerging issues, and opportunities related to child and youth homelessness for inclusion in reports, presentations, and other communications as required by law.

Article VII. Amendments

These bylaws may be amended by a majority vote of members present at a regularly scheduled meeting, provided advance notice of the proposed amendment is given to Committee members.

Adopted by the Homeless Children and Youth Steering Committee on June 24, 2026.