

BY-LAWS

REGION 6 SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD

COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN (CMHPSM)

ARTICLE I – Name

Pursuant to Section 287 (5) of Public Act 500 of 2012 states, “A department-designated community mental health entity [PIHP/Regional Entity] shall establish a substance use disorder oversight policy board for Lenawee, Livingston, Monroe and Washtenaw Counties. This **BOARD** shall be named the **REGION 6 SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD** hereafter called the **OVERSIGHT POLICY BOARD (OPB)**).

ARTICLE II – Objectives of the OPB

To assist the **CMHPSM** Regional Board by:

- A. Providing an opportunity for individuals within the applicant’s service delivery area to comment upon the issuance of a substance use disorders services license.
- B. Assisting in the development of a comprehensive substance use disorders service delivery plan.
- C. Providing review and recommendations to the **CMHPSM** Regional Board of the progress and effectiveness of services delivered in accordance with the plan.
- D. Assuring that a mechanism exists for community input on substance use disorders needs and services throughout the region.
- E. Providing such other assistance to the **CMHPSM** as necessary.

ARTICLE III – Membership of the OPB

- A. The OPB shall be made up of a maximum of SIXTEEN (16) members, four (4) appointed from each member County.
 - 1. Two representatives from Lenawee County, appointed by the Lenawee County Board of Commissioners, two (2) representatives from Livingston County, appointed by the Livingston County Board of Commissioners, two (2) representatives from Monroe County, appointed by the Monroe

County Board of Commissioners and two (2) representatives from Washtenaw County, appointed by the Washtenaw County Board of Commissioners. The remaining two (2) members from each county will be appointed by the CMHPSM Regional Board with recommendations from each respective Community Mental Health Board.

2. Each county must have at least one member representing the recovery community, or a person with lived experience.
3. Community representatives/ shall reside in the county represented.

B. Vacancies during Term of Office:

1. All vacancies shall be filled by the respective appointing bodies.
2. All vacancies shall be filled only until expiration of the term.

C. Length of Term:

1. All representatives shall serve three-year terms, starting October 1, of the year appointed.
2. Initial terms shall be staggered to ensure that no more than one-third of SOPB members turn over each year.
3. Appointments shall be effective upon approval of the respective appointing body.
4. All reappointments shall be made by the respective appointing body.

D. Attendance:

1. Meeting attendance may be face to face or through electronic participation via phone or video conference when available.
2. Conference call participation must be arranged prior to the meeting.

E. Termination and Resignation:

1. A member must resign in writing to the appointing body and to the CMHPSM Board.
2. In the absence of a written resignation, three (3) consecutive absences from regularly scheduled meetings without prior notification or four (4) consecutive absences regardless of notification would require a request for reappointment.

ARTICLE IV – Meetings

- A. Regular meetings shall be scheduled at least six times per year, at least once each quarter, with each county being the site for at least one meeting during the calendar year.
- B. Written notification and agenda shall be made at least one week in advance of all regularly scheduled meetings.
- C. Special meetings may be called by the Chairperson or Acting Chairperson of the OPB or by four (4) members of the OPB.
- D. OPB members must receive prior notification, in writing, of special meetings.
- E. Eight (8) active members of the OPB shall constitute a quorum, *with* representation from each county. In the case of a less than full membership, 50% plus one (1) with representation from each county will constitute a quorum.
- F. Electronic/Telephone votes will only be counted if there is a quorum present at the meeting.
- G. Motions shall be passed by a majority vote of those present AND via Electronic/Telephone.
- H. All regular and special meetings are open to the public, pursuant to the Open Meetings Act. Minutes will be made available.

Article V - Conflict Of Interest Policy.

The OBP shall adopt and adhere to a conflict of interest policy which shall require, among other things, the disclosure to the Board Chairperson and any committee chairperson any actual or possible conflicts of interest. This includes any OPB members who are current employees of licensed providers. All board members will annually disclose any conflicts of interest while serving on the board.

ARTICLE VI – Officers

- A. The Chairperson, Vice-Chairperson, and Secretary shall be elected by the OPB. Elections shall be held annually in October.
- B. Duties and Responsibilities:
 - 1. The Chairperson shall:
 - a. Call meetings.
 - b. Preside over meetings.
 - c. Appoint special committees as deemed necessary.
 - d. Serve ex-officio on all committees with the right to vote.
 - e. Make appointments as necessary.

2. The Vice-Chairperson shall, in the absence of the Chairperson, assume the duties of the Chairperson.
3. The Secretary shall:
 - a) Assure that minutes are kept and distributed
 - b) Keep attendance of members at meetings.
 - c) Assume the responsibilities and duties of the Chairperson in the absences of the Chairperson and Vice-Chairperson
4. The Officers shall serve one year terms, and may be renewed.

ARTICLE VII – Amendments

- A. The By-laws may be amended by a majority vote of the total membership of the OPB, provided that notice of proposed amendments is made available in writing to members at least two weeks in advance.
- B. Amendments shall not become effective until they have been reviewed and approved by the Community Mental Health Partnership of Southeast Michigan.
- C. Notification of Amendments shall be sent to the appointing Board of Commissioners in each partner county.

ARTICLE VIII – COMMITTEES

- A. Ad Hoc Committees may be formed by the OPB at any time and shall act only on the direction of the OPB.
- B. Committee membership may include individuals other than OPB Members, but each Committee must have a least one OPB member appointed to it.

ARTICLE IX

- A. For all items not otherwise covered in the By-Laws, Roberts Rules of Order shall apply.

ADOPTED BY THE CMHPSM ON: August 13, 2014