

**COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN
(CMHPSM) REGION 6
SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD
BY-LAWS**

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 referenced as 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. Approving of any local funds for treatment or prevention of substance use disorders within CMHPSM budgets.
- F. Advising and making recommendations regarding CMHPSM budgets for substance use disorder treatment or prevention using other nonlocal funding sources.
- G. Advising and making recommendations regarding CMHPSM contracts with substance use disorder treatment or prevention providers.
- H. 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) representatives, four (4) appointed from each member county.
1. Two (2) representatives from each county shall be appointed by their respective County Board of Commissioners.
 2. Two (2) representatives from each county shall be appointed by the CMHPSM Regional Board with recommendations from each respective Community Mental Health Board.
 3. Each county must have at least one member representing the recovery community, or a person with lived experience.
 4. Employees of agencies contracted to the CMHPSM shall not be members of the OPB.
 5. Appointed members / community representatives shall reside within the county represented.
- B. Length of Full Term:
1. Oversight Policy Board member terms shall last for three years when serving a full term.
 2. Full terms shall be staggered to ensure that no more than one-third of OPB members turn over each year.
 3. All reappointments to full terms shall last for three years.
- C. 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.
- D. Attendance:
1. Meeting attendance may be face to face or through electronic participation via phone or video conference as provided in Article IV(F).
 2. Conference call participation must be arranged prior to the meeting.
 3. An OPB member may be removed for lack of attendance. It is expected that members miss no more than three meetings per year in a twelve-month period, and no more than three consecutive meetings.

4. In the absence of a written resignation, three (3) consecutive absences from regularly scheduled meetings or four (4) absences within a twelve (12) month period would require a removal review by the OPB.

E. Removal and Resignation:

1. A member must resign in writing to the appointing body and to the CMHPSM Board.
2. Removal reviews related to attendance, conduct or any other matters would be initiated and facilitated by the Chairperson and would be conducted at an OPB meeting.
3. A vote of three-fourths (3/4) of the OPB in attendance at the meeting during the removal review is required for recommendation of removal to the respective appointing board of that member.
4. After an OPB member is removed, an appointment of a new member shall be made by the respective appointing board.

ARTICLE IV – Meetings

- A. Regular meetings shall be scheduled at least six times per year, and meet at minimum once each quarter every year. All meetings will be held at CMHPSM offices unless otherwise notified in compliance with the Open Meetings Act.
- B. Written and/or electronic 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 and/or electronically, of special meetings, pursuant to the Open Meetings Act.
- E. When the OPB has full membership, a quorum is achieved when eight (8) active members are present at a meeting, with at minimum one (1) representative from each county.
 1. In the case of a less than full membership, 50% of the active members present at a meeting, with one (1) representative from each county will constitute a quorum.

2. Pursuant to Public Act 228 of 2020, the OPB may hold wholly or partially electronic meetings by telephonic or video conferencing while in compliance with the requirements stated within the Open Meetings Act.
- F. OPB members shall be entitled to one vote each. If a member abstains, a reason shall be stated to be reflected in the meeting minutes.
- G. Motions shall be passed by a majority vote of those present in person AND via Electronic methods/Telephone when allowable per the Open Meetings Act.
- 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. And Compliance with Laws

- A. The OBP shall adhere to the CMHPSM conflict of interest policy which shall require, among other things, the disclosure to the full board any actual or potential conflicts of interest by any board members. All board members will annually disclose any conflicts of interest while serving on the board per the CMHPSM policy.
- B. Employees of agencies contracted to the CMHPSM shall not be members of the OPB.
- C. OPB members shall fully comply with all applicable laws, regulations and rules applicable to its operation.

ARTICLE VI – Officers

- A. The Chairperson, Vice-Chairperson, and Secretary shall be elected by the OPB. Elections shall be held annually in October. The CMHPSM CFO will act as Treasurer for the OPB if needed.
- 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.
 - f. Ensure compliance to the by-laws
 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
1. Only one individual appointed by each county may serve as an officer. The OPB officers shall serve one-year terms or serve until such time as their successors are duly elected. Officers shall not serve more than 3 consecutive terms. To ensure that the Chairpersonship rotates, upon the completion of a third term serving as Chairperson, a new Chairperson shall be an individual affiliated with another county.
2. In the event of the death, resignation, removal, or other inability to serve of any officer, the Board shall elect a successor who shall serve until the expiration of the normal term of such officer or until his or her successor has been elected.

ARTICLE VII – Amendments

- A. The By-laws changes may be proposed by a majority vote of the total membership of the OPB with a quorum present which includes at least one (1) member from each county, provided that such notice of proposed amendments is made available in writing and/or electronically to members at least two weeks in advance.
- B. Amendments shall not become effective until they have been reviewed and approved by the governing board of the Community Mental Health Partnership of Southeast Michigan.
- C. Notification of By-law amendments shall be sent to the Board of Commissioners in each county.

ARTICLE VIII – COMMITTEES

- A. The Board may establish and define the responsibilities of such committees from time to time as it shall deem appropriate to fulfill the purposes set forth in Article II. The Chairperson shall, in consultation with the Board, select the membership of any committee formed.
- B. Committee membership may include individuals other than OPB Members, but each Committee must have a least one OPB member appointed to it.
- C. When a committee meeting meets the standards of an “open meeting” as prescribed within Michigan’s Open Meetings Act, all Open Meetings Act requirements must be followed.

ARTICLE IX – FINANCIAL POLICIES

- A. The Substance Use Services Director shall be authorized, along with approval from the CEO, to approve expenditures of PA2 funds for amounts up to \$2,000 prior to OPB approval.

ARTICLE X

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

REVISED AND RE-ADOPTED BY THE CMHPSM BOARD ON: TBD
ORIGINALLY ADOPTED BY THE CMHPSM ON: September 14, 2016