

## **Piedmont Behavioral Healthcare Consumer Family Advisory Committee Bylaws**

### **Article I. Name**

The name of this committee shall be the Consumer Family Advisory Committee (CFAC).

### **Article II. Area of Activity**

CFAC shall function in the counties served by Piedmont Behavioral Healthcare. These include the counties of Cabarrus, Union, Stanley, Rowan, and Davidson.

### **Article III. Purpose and Objectives**

The Consumer Family Advisory Committee shall serve as the central point and clearinghouse for all activities related to consumer and family involvement in the management and operations of Piedmont Behavioral Healthcare (PBH). The CFAC shall work with PBH to accomplish its goals and make regular reports to the PBH board of directors. The organization and all activities undertaken by the CFAC shall be consistent with the North Carolina Legislation G. S. 122C-170.

The objectives of the CFAC are:

- Advise and comment on all local business plans of the PBH board of directors.
- Participate in needs assessments and community planning -- making recommendations about under-served populations, gaps in services, eligibility for services, service array, the development of additional services and new models of service.
- Participate in monitoring service development and delivery.
- Review and comment on the local service financial information.
- Observe and comment on the implementation of the local and state business plans.
- Participate in quality improvement activities, including tracking and commenting on outcome measures and performance indicators.
- Ensure consumer and family participation at all levels of operation and service delivery.
- Promote activities related to consumer empowerment and self-determination.
- Inform and educate other consumers, family members, and the general public.

### **Article IV. Membership and Terms**

The CFAC shall be comprised solely of consumers and family members who equally represent the disabilities of mental health, developmental disabilities and substance abuse. Members shall not exceed 20 persons, plus one member may be appointed by PBH from their Board of Directors. Membership should be representative of the counties served by PBH and reflect the race and ethnicity of the constituents. Family members may represent the needs of adult or child consumers.

Membership terms of service shall be for three years with one third of the membership rotating off each year. A member completing his or her first term may reapply for a second term. No member may serve more than two consecutive terms. A member may be replaced for failure to attend three consecutive regularly scheduled meetings or four of six regularly scheduled meetings, or failure to fulfill the obligations of CFAC members as stated in the membership agreement. This action may be taken at the discretion and recommendation of the membership committee. A member may resign by giving written notice to the CFAC Chair, who, in turn, shall notify the chair of the CFAC Membership Committee.

A CFAC chair, serving in his or her sixth year, may attend CFAC meetings for one additional year in order to provide guidance and to participate on the Executive Committee during the seventh year, but he or she shall not have voting privileges.

The CFAC shall be staffed by an employee of PBH as designated by the PBH director. The Director of Consumer Affairs will participate as a non-voting staff representative.

#### **Membership Eligibility**

Membership applications will be reviewed by a CFAC committee to determine eligibility and representational status (disability, county, race, and ethnicity).

Not eligible for CFAC membership are persons who: have a direct contract with the LME, are providers in the LME catchment area, are LME board members (except for the official LME liaison), have a grant or contract with the Division, are related by blood or marriage to a current CFAC member, are living in same household with a current CFAC member, or are employed by PBH.

#### **Conflict of Interest**

When the CFAC is deliberating an issue that could present a conflict of interest by a CFAC member's involvement, that member is expected to recuse from the deliberations. If that member does not recue from the deliberation, a vote shall be taken by the CFAC as to whether that member can participate in the deliberations.

Members shall notify the CFAC membership committee if they become employed by a PBH provider or develop another potential conflict of interest.

#### **Article V. Regular, Special, and Emergency Meetings**

Meetings of the CFAC shall conform to regulations required by North Carolina for open meetings. (G.S.143-318 ) All meetings are open to the general public and to the media, who may videotape, record, broadcast, photograph, or otherwise reproduce any part of the meeting.

The regular meeting of the CFAC shall be on the third Tuesday of each month at 6:30 p.m. at the offices of PBH in Concord, NC or at another time and place as agreed upon by the CFAC. The schedule for these regular meetings shall be filed with the PBH Administrative Assistant. Changes to the regular meeting schedule shall be filed with the Administrative Assistant a minimum of seven (7) days in advance of the meeting.

Meetings held at a different time or location from the regular meetings shall be categorized as special meetings. Special meetings of the CFAC may be called by the Chair, or in the absence of the Chair, by the Vice-Chair, by the Secretary, or by five members of the CFAC. Notice of special meetings shall be mailed to each member of the CFAC and to every person who has requested, in writing, to be notified of meetings. Notices shall be posted and mailed or otherwise delivered a minimum of seven (7) days in advance of the special meeting.

Emergency meetings may be called to consider unexpected circumstances when the special meeting time requirements are not possible. Notice of emergency meetings must be provided to any person or news media that has requested to be notified of emergency meetings. Notice shall be given either by telephone or by the same method used to notify CFAC members and shall be given immediately after notice has been given to members.

A majority of the CFAC membership shall constitute a quorum at any meeting, and a majority of those present and voting after a quorum is created shall constitute the act of the CFAC.

#### **Article VI. Officers**

Officers of the CFAC shall be a Chair, a Vice-Chair, and a Secretary. Alternatively, the CFAC may elect co-chairs and/or vice-co-chairs. If co-chairs are chosen, the responsibilities shall be the same as for the Chair and Vice-Chair.

The Vice-Chair shall also serve as Chair-Elect.

The Secretary shall be the staff person assigned to the CFAC by the PBH Director. The Secretary shall attend CFAC meetings, but shall not be elected and shall not vote.

The officers shall be elected by a majority vote of the CFAC at the regular June meeting. Elected officers shall hold office for a term of one year coinciding with the fiscal year of PBH, or until a successor has been duly elected and qualified, or until the officer's death, resignation, disqualification, or removal from office. An officer may be re-elected after at least one year has intervened.

Any officer of the CFAC may be removed, with or without cause, by vote of a majority of the CFAC membership at a special meeting called for such purpose.

Any officer may resign by giving written notice thereof to the Chair or Vice-Chair

#### **Article VII. Duties of Officers**

The Chair shall guarantee the democratic functioning of the CFAC, preside at all meetings, appoint working committees when appropriate, and may make periodic reports to the PBH board of directors. The Chair shall annually appoint CFAC representatives on PBH committees. The Chair shall be responsible for making a written Annual Report at the end of his or her term.

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The Vice-Chair shall assist the Chair in the performance of his/her duties and shall preside at meetings and perform the duties of the Chair during the absence or disability of the Chair. The Vice-Chair shall assume the duties of Chair upon the termination of the Chair's term of office.

The Secretary shall record the actions of the CFAC and shall maintain accurate minutes of the proceedings of the CFAC.

#### **Article VIII. Committees**

The Chair shall annually appoint from the CFAC membership one or more members to serve on standing and special committees authorized to carry out the business of the CFAC. All committee appointments shall be approved by the CFAC. The general responsibilities for committees and the specific items requiring their attention shall be specified by the Chair. All committee work shall be presented to the CFAC for approval. The PBH Director shall make available one or more employees to staff any or all committees upon request.

Standing committees shall include Budget, By-laws, Executive, Membership, Conference and Nominations.

The Budget Committee shall be responsible for developing an annual budget, monitoring revenue and expenses, and making regular financial reports to the CFAC.

The By-laws Committee shall review the by-laws annually and recommend revisions to the CFAC for approval.

The Executive Committee shall be comprised of the CFAC Chair, Vice-Chair, and Immediate Past Chair. The Executive Committee shall meet as needed and requested by any of the members. Minutes of all Executive Committee meetings shall be recorded and submitted to the CFAC at the next regularly scheduled meeting.

The Membership Committee shall develop policies regarding CFAC membership, recruit new members, review all CFAC membership applications to ascertain eligibility, arrange interview meetings with new applicants, recommend new members to the CFAC and review continuing eligibility of CFAC members.

The Nominations Committee shall nominate CFAC officers at the April meeting and at other times upon the occurrence of vacancies.

The Conference Committee shall plan and organize the conference for consumers and family members

**Article IX. Parliamentary Authority**

Robert's Rules of Order, most recent revision, shall govern the conduct on business in all cases in which they are applicable and not in conflict with these bylaws. The chair may appoint one member to serve as parliamentarian to assure fair and effective proceedings.

**Article X. Amendments to Bylaws**

Provisions of these bylaws may be amended by a majority vote of those present and voting at a regularly scheduled or special called meeting. Written notice shall have been given to every member at least two weeks prior to the meeting at which a vote is to take place.

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Original Bylaws 2003

Bylaws Ratified by the CFAC October 17, 2006

Approved Revision to Bylaws August 21, 2007

Approved Revision to Bylaws June 2008

Approved Revision to Bylaws February 16, 2010