

**BYLAWS
OF
REGION V SYSTEMS
CONSUMER/FAMILY ADVISORY COMMITTEE**

ARTICLE I – NAME AND AUTHORITY

Section 1. Name. The name of the advisory committee shall be the Consumer/Family Advisory Committee (CFAC).

Section 2. Authority. The CFAC shall function in accordance with direction from the Region V Systems (Region V) executive administration and assume appropriate responsibilities as assigned.

Section 3. Reports. The CFAC shall file reports as required by Region V.

ARTICLE II – MISSION, PURPOSE, AND RESPONSIBILITIES

Section 1. Mission. The mission of the CFAC is helping to improve the quality of life for consumers and family members affected by mental illness, substance use, or other addictive disorders.

- A. The Region V geographic area includes the southeast Nebraska counties of: Butler, Fillmore, Gage, Jefferson, Johnson, Lancaster, Nemaha, Otoe, Pawnee, Polk, Richardson, Saline, Saunders, Seward, Thayer, and York.

Section 2. Purpose. The purpose of the CFAC is to promote the interests of behavioral health consumers and their families. CFAC members' efforts may include, but are not limited to encouraging involvement in all aspects of governance, service design, planning, implementation, provision, education, evaluation, and research related to behavioral health issues and to encourage peer leadership and initiative.

Section 3. Responsibilities. The CFAC shall:

- A. Participate in region-wide planning activities sponsored or supported by Region V;
- B. Provide on-going outreach to consumers residing in the Region V geographic area to build participation in CFAC projects, events, and activities;
- C. Provide communication to the public on CFAC projects, events, and activities;
- D. Review all grant applications and make recommendations to Region V;
- E. Adhere to funding procedures as outlined in the Funding Procedure Manual; and
- F. Monitor funded grant projects.

ARTICLE III – MEMBERS

Section 1. Committee Configuration. CFAC shall consist of not less than 15 and not more than 20 members as determined by Region V administration. CFAC will strive to have five (5) members from rural areas located in the Region V geographic area. All CFAC members must reside in one of the counties served by Region V. CFAC shall have a minimum of:

- A. Five (5) consumers, present or past, of mental health services;
- B. Five (5) consumers, present or past, of substance use disorder services;
and
- C. Five (5) family members related to a person who uses or has used such services.

Section 2. Appointments. Formal appoint shall be made by Region V administration from names recommended by the CFAC.

Section 3. Terms of Service. A term of service is defined as three years, with the anniversary date for a term of service being July 1 of each year. New members shall be appointed to serve a three-year term, the first year's term coinciding with the ending of the fiscal year (June 30). No CFAC member shall be appointed for more than three consecutive, three-year terms. Continued service is contingent upon satisfactory service as a CFAC member.

Section 4. Re-Appointment of Term (Previously Served on CFAC). No CFAC member shall be appointed for more than three consecutive, three-year terms. Past members may be eligible to serve on the committee again based on a reapplication protocol. A past member must:

- A. Sit out membership for twelve (12) months prior to re-appointment;
- B. Complete a Membership Application; and
- C. Go through the CFAC regular application process at a point in time deemed necessary by the CFAC and in accordance with directives as stated in these Bylaws.

Section 5. Replacement. Region V shall have the sole power to remove or suspend any member at its discretion. Upon the resignation, death, disability, non-qualification, removal or refusal to act by any CFAC member, the Committee Chair shall notify the Region V administration that a vacancy exists. All replacements must be determined in accordance with membership requirements as described in Article III. The CFAC's recommendation for replacement appointments shall be forwarded to the Region V administration as soon as possible.

Section 6. Compensation. CFAC members shall receive no compensation but will be reimbursed for actual expenses in carrying out their responsibilities as CFAC members as approved by Region V administration.

Section 7. Absences. Any member who fails to attend at least three-fourths of the regular meetings held by the CFAC during the fiscal year (July 1-June 30) may be removed. Any member in violation of this section of the Bylaws has the right to appeal his or her removal to Region V administration.

ARTICLE IV – OFFICERS

Section 1. Officers. The officers of the CFAC shall be a Chair, a Vice-Chair, a Secretary, and a Financial Coordinator.

Section 2. Qualifications. Officers shall be voting members of the CFAC.

Section 3. Term of Office. Officers shall assume their duties at the close of the meeting at which they are elected. Officers shall serve for a term of two years or until their successors are elected. No officer shall serve for more than two consecutive terms in the same office.

Section 4. Vacancy in Office. A vacancy in any office except Chair shall be appointed by the Executive Board until the next election.

Section 5. Duties. Officers shall perform the duties provided in this section and such other duties as are prescribed for the office in Bylaws and in the adopted parliamentary authority.

A. The **Chair** shall:

1. Preside at all meetings of the CFAC and the Executive Board;
2. Appoint a parliamentarian, as necessary;
3. Set the agenda for meetings in consultation with the Executive Board, this may be done via e-mail or a formal meeting, at the discretion of the Chairperson;
4. Maintain oversight and promote the direction of CFAC affairs;
5. Fulfill such other duties as may be assigned by the CFAC or the Executive Board; and
6. Send a meeting notice, agenda, and a copy of the previous CFAC meeting minutes to each CFAC member at least eight (8) days prior to the meeting via email or website.

B. The **Vice-Chair** shall:

1. Perform the duties of the Chair in the absence of or at the request of the Chair;
2. Fill the unexpired term if a vacancy occurs in the office of Chair; and
3. Fulfill such other duties as may be assigned by the CFAC, the Executive Board, or the Chair.

- C. The **Secretary** shall:
1. Review the minutes;
 2. Be the custodian of all documents including Bylaws, Policies, and Procedures; special rules of order; and Region V rules;
 3. Conduct correspondence as directed by the CFAC, the Executive Board, or the Chair;
 4. Call roll call at each meeting;
 5. Check that CFAC members' contact information is accurate at each meeting;
 6. Provide attendance sheet and updated contact information to Region V following each meeting;
 7. Maintain CFAC attendance roster of members;
 8. Record minutes of the Executive Board; and
 9. Fulfill such other duties as may be assigned by the CFAC, the Executive Board, or the Chair.
- D. The **Financial Coordinator** shall:
1. Work with the Chair of the Funding Committee to report funding proposals;
 2. Receive the monthly financial report from Region V and report to the CFAC; and
 3. Fulfill such other duties as may be assigned by the CFAC, the Executive Board, or the Chair.

Section 6. Elections.

- A. The Vice-Chair and Financial Coordinator shall be elected at the June meeting in odd numbered years.
- B. The Chair and Secretary shall be elected at the June meeting in even-numbered years.
- C. Nominations may be made from the floor, provided consent has been obtained from the nominee.
- D. Election shall be by ballot except when there is only one nominee for an office, then election may be by voice vote.

ARTICLE V – CFAC MEETINGS

Section 1. Regular meetings of the CFAC shall be held the second Tuesday of each month at Region V Systems, 1645'N' Street, Lincoln, NE, unless otherwise ordered by the CFAC, or in case of a conflict or an emergency as determined by the Executive Board.

In the case of incimate weather, if Lincoln Public schools are closed the CFAC meeting will be rescheduled.

Section 2. Annual. The regular meeting in July shall be known as the annual meeting and shall be for the purpose of receiving reports of officers and committees, election of officers and amending bylaws, policies and procedures, and for any other business

that may arise. Notice of the annual meeting shall be placed on the website thirty (30) days prior to the annual meeting.

Section 3. Special. Special meetings may be called by the Chair or Region V Administration. The purpose of the meeting shall be stated in writing and at least five (5) days' notice shall be given. The only item of business considered is stated in the writing.

Section 4. Quorum. 60% of total voting members including two officers of the CFAC shall constitute a quorum.

Section 5. Public Notice. There shall be a thirty (30) day notice of all CFAC meetings. The notice may be given at a previous meeting, provided by telephone, posted on the CFAC website, sent by US mail, or sent via email.

Section 6. Authority. The CFAC shall act by formal motion in all matters under consideration at any regular or special meeting, a quorum being present, with the exception of the Executive Board meetings and/or amendments to CFAC Bylaws.

Section 7. Public Comment. Public comment will be accepted at CFAC meetings in accordance with procedures developed by the CFAC.

Section 8. Voting Eligibility. Each CFAC member shall have one vote during any formal motion at any regular special or emergency CFAC meeting.

ARTICLE VI - EXECUTIVE BOARD

Section 1. Members. The Executive Board shall consist of the elected CFAC officers, the Committee Chairs, a Regional Consumer Specialist, and a Region V Administrator, if available. The Regional Consumer Specialist is ex officio, without vote.

Section 2. Duties. The Executive Board shall meet at the call of the Chair or a Region V Administrator, if deemed necessary to:

- A. Approve the CFAC agenda;
- B. Conduct necessary business which arises between CFAC meetings;
- C. Fix the hour and place of Executive Board meetings;
- D. Make recommendations to the CFAC;
- E. Declare an office vacant when there is a death, resignation, or incapacity as determined by the Executive Board or an officer has had three successive unexcused absences;
- F. When a vacancy occurs, appoint a successor to serve in elected or appointed positions until the next election;
- G. Report to the CFAC all actions taken between monthly meetings;
- H. Resolve emergencies that need to be addressed before the next CFAC meeting and report actions to the CFAC as soon as possible;

- I. Establish a time table for updating CFAC documents to be placed on the CFAC website under the general supervision of the Executive Board;
- J. Provide content for a website, which may include a Newsletter; and
- K. Perform such other duties as are specified in these Bylaws.

Section 3. Quorum. A majority of the Executive Board shall constitute a quorum.

Section 4. Meetings. Meetings of the Executive Board shall be held one (1) week prior to the CFAC monthly meeting. Executive Board meetings may be held electronically and/or via phone conference.

ARTICLE VII – COMMITTEES

Section 1. Standing Committees. The standing committees of the CFAC are: Bylaws, Policies and Procedure; Funding; and Membership and Communications.

Section 2. Committee Members. The Bylaws, Policies, and Procedures; Funding; and Membership and Communications committees are comprised of volunteers. If there are no volunteers, the Executive Board shall appoint committee members and/ or Co-Chairs of committees. No member shall serve as Co-Chair on more than two committees at any given time. No member can sit on more than three committees at any given time. Every member is encouraged to serve on at least one committee.

Section 3. Duties of Committees. All committees shall have at least one (1) Chair and no committee shall have more than two (2) Co-Chairs.

A. Bylaws, Policies, and Procedures Committee

Bylaws, Policies and Procedures Committee of three (3) or more members shall:

1. Select Co-Chairs;
2. May create work groups within the committee for specific tasks;
3. Study CFAC Bylaws and submit proposed amendments to the membership;
4. Consider amendments referred in writing by the membership;
5. Study CFAC policies and procedures and submit changes to the membership;
6. Consider changes referred in writing by the membership;
7. Maintain copies of the bylaws and policies and procedures in an orderly manner;
8. Facilitate posting of the bylaws and policies and procedures on the website;
9. Report to the CFAC at the next regular meeting; and
10. Communicate with Region V Systems Administrator on an annual basis, either certifying no change in the CFAC's bylaws or providing a current copy of its bylaws.

B. Funding Committee

Funding Committee of three (3) or more members shall:

1. Select Co-Chairs;
2. May create work groups within the committee for specific tasks;
3. Recommend funding cycles to the CFAC;
4. Review all grant applications and make recommendations to the CFAC;
5. Review and monitor the progress of grants awarded by the CFAC;
6. Report to the CFAC at the next regular meeting; and
7. Develop and monitor implementation of the annual work plan.

C. Membership and Communications Committee

Membership and Communications Committee of three (3) or more members shall:

1. Select Co-Chairs;
2. May create work groups within the committee for specific tasks;
3. Publicize and promote CFAC membership;
4. Assist members with computer and internet access and provide training on its use;
5. Develop and provide an orientation for new CFAC members; and
6. Report to the CFAC at the next regular meeting.

Section 4. Quorum. A majority of each committee shall constitute a quorum.

Section 5. Ad Hoc and Other Committees. Other committees may be created to continue the work of the CFAC. The Co-Chairs and members of the committees shall be appointed by the Executive Board, with approval of the CFAC.

Section 7. Ex-officio Membership. The Chair of the CFAC shall be an ex-officio member and may participate in all committees.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the CFAC in all cases to which they are applicable and in which they are not inconsistent with any special rules of order the CFAC may adopt.

ARTICLE IX - AMENDMENT OF BYLAWS

These bylaws may be amended, added to or deleted at a regular meeting of the CFAC by 60% of all voting members, not just those at the meeting. All proposed changes to the Bylaws shall be presented in writing the first month and voted on the next month, and will go into effect at the close of the meeting in which the amendments are adopted.

Revision adopted on January 10, 2017

These bylaws go into effect at the date of adoption.