

**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 health, 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
- 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
 - C. Five (5) family members related to a person who uses or has used such services
- Section 2. Appointments.** Formal approval of CFAC membership applications 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). Continued service is contingent upon satisfactory service as a CFAC member.
- Section 4. 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 5. Compensation.** CFAC members shall receive no compensation but may be reimbursed for actual expenses in carrying out their responsibilities as CFAC members as approved by Region V administration.
- Section 6. Absences.** Any CFAC member who is absent from two (2) consecutive regular meetings of the CFAC during a fiscal year (July 1-June 30) shall be encouraged to reevaluate with the Committee Chair his/her commitment to the CFAC. The Board may deem a member who has missed three (3) meetings of any kind during the fiscal year, without such a reevaluation, to have resigned from the CFAC.
- Section 7. Excused Absence.** An excused absence is defined as communication with CFAC chair about absence.

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 officer in Bylaws.

A. The **Chair** shall:

1. Preside at all CFAC monthly and Executive Board meetings
2. 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
3. Maintain oversight and promote the direction of CFAC affairs
4. Fulfill such other duties as may be assigned by the CFAC or the Executive Board
5. Send a meeting notice, agenda, and a copy of the previous CFAC meeting minutes to each CFAC member at least seven (7) 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
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. Check that CFAC members' contact information is accurate at each meeting and communicate all changes if Membership Chair is not in attendance.
5. Provide attendance sheet and updated contact information to Region V *Consumer* Specialist, Membership Chair, CFAC Chair, and Region V Support following each meeting
6. Maintain CFAC attendance roster of members

7. Record minutes of the Executive Board
8. Fulfill such other duties as may be assigned by the CFAC, the Executive Board, or the Chair

D. The **Financial Coordinator** shall:

1. Be the Chair of the Funding Committee
2. Receive the monthly financial report from Region V and report to the CFAC
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

ARTICLE V – CFAC MEETINGS

Section 1. Regular. The regular meeting of the CFAC shall be held the second Tuesday of each month at Region V Systems, 1645 'N' Street, Lincoln, NE or over the CFAC zoom account, 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 inclement weather - If Lincoln Public Schools are closed the CFAC meeting will be cancelled until the next month, unless otherwise notified by the CFAC Chair.

Section 2. Annual. The regular meeting in July shall be known as the annual meeting and shall be for the purpose of receiving first reports of officers and committees, approval of 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. Sixty (60) percent of total voting members present 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, with a quorum being present, with the exception of the Executive Board meetings.

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. Make recommendations to the CFAC including reviewing subcommittees' reports prior to the regular CFAC meeting
- D. 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
- E. When a vacancy occurs, appoint a successor to serve in elected or appointed positions until the next election
- F. Report to the CFAC all actions taken between monthly meetings
- G. Resolve emergencies that need to be addressed before the next CFAC meeting and report actions to the CFAC as soon as possible
- H. Establish a time table for updating CFAC documents to be placed on the CFAC website under the general supervision of the Executive Board
- I. Provide content for a website, which may include a Newsletter
- J. The Chair of the Executive Board will communicate all changes to the website to Region V administration
- 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; Membership and Communications and Special Projects Committee.

Section 2. Committee Members. The Bylaws, Policies, and Procedures; Funding; Membership and Communications and Special Projects 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 expected 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. Meet a minimum of one (1) time per year to review and make appropriate changes to Bylaws and Policies and Procedures, as necessary.
3. Study CFAC Bylaws and submit proposed amendments to the membership yearly
4. Study CFAC policies and procedures and submit changes to the membership
5. Consider changes referred in writing by the membership and subcommittee Chairs
6. Maintain copies of the bylaws and policies and procedures in an orderly manner
7. Facilitate posting of the bylaws and policies and procedures on the website
8. Report to the CFAC at the next regular meeting
9. 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. 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 Executive Board of CFAC

5. Review and monitor the progress of grants awarded by the CFAC
6. Report to the CFAC at the next regular meeting
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
6. Report to the CFAC at the next regular meeting

D. Special Project Committee

1. Special Project Committee of three (3) or more members shall:
2. Select Co-Chairs;
3. May create work groups within the committee for specific tasks;
4. Consider changes referred in writing by the membership;
5. Report to the CFAC at the next regular meeting;
6. Publicize and promote CFAC

Section 4. Quorum. A minimum of 3 voting members 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 6. Ex-officio Membership. The Chair of the CFAC shall be an ex-officio member and may participate in all committees.

ARTICLE VIII - AMENDMENT OF BYLAWS, POLICIES, AND PROCEDURES

All proposed changes to the Bylaws, Policies, and Procedures shall be presented in writing to the Bylaws committee. The Bylaws committee will then make recommendations to the CFAC. These Bylaws may be amended, added, or deleted at the annual meeting of the CFAC, by (60) percent of all voting members, not just those at the meeting.

Revision adopted on July, 13th, 2021

These bylaws go into effect at the date of adoption.