



BYLAWS OF THE 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 5 Systems (Region 5) executive administration and assume appropriate responsibilities as assigned.
- Section 3.** Reports. The CFAC shall file quarterly reports and monthly funding summaries as required by Region 5.

ARTICLE II – MISSION, PURPOSE, AND RESPONSIBILITIES

- Section 1.** Mission. The mission of the CFAC is to help to improve the quality of life for consumers and family members affected by mental health, substance use, or other addictive disorders.
- A. The Region 5 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 5.
- B. Provide on-going outreach to consumers residing in the Region 5 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 5.
- 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 10 and not more than 20 members as determined by Region 5 administration. CFAC will strive to have five (5) members from rural areas located in the Region 5 geographic area. All CFAC members must reside in one of the counties served by Region 5. CFAC shall have a minimum of:
- A. Three (3) consumers, present or past, of mental health services.
 - B. Three (3) consumers, present or past, of substance use disorder services.
 - C. Three (3) family members related to a person who uses or has used such services.
 - D. No organization shall have more than four (4) active members at a time.
 - E. Members who change organizations during their term may be grandfathered in as members until the end of their term or their resignation despite the number of representatives of that organization.
- Section 2.** Approval. Formal approval of CFAC membership applications shall be made by vote of the full CFAC Committee during regular monthly meetings. Region 5 administration has the final authority to approve or deny applications.
- Section 3.** Terms of Service. 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). Members renewing after the initial three-year term will have the option to extend membership on a yearly basis with each renewal being for one fiscal year. Continued service is contingent upon satisfactory service as a CFAC member.
- Section 4.** Replacement. Region 5 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 vacancy shall be open for applications and will be filled via the normal CFAC membership approval process. If the vacancy is an Executive Committee position, the Executive Committee will appoint a replacement as specified in Article VI, Section 2. Vacancies to the Chair position will be filled by the Vice-Chair as specified in Article IV Section 2, item B-2
- 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 5 administration.
- Section 6.** Absences. Any CFAC member who has two (2) unexcused consecutive absences of any kind during a fiscal year (July 1 - June 30) shall be required to reevaluate with the Executive Committee his/her commitment to the CFAC. The Executive Committee may deem a member who has three (3) unexcused absences of any kind during the fiscal year, without such a reevaluation, to have resigned from the CFAC. Any past member can reapply for membership at any time.
- A. An excused absence is defined as communication with CFAC Secretary about the absence by email, text, or call. Communication should be made upon receiving agenda from Chair with the exception of true illness or emergency.

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 active members of the CFAC in good standing.
- 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 the 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 formal meeting, at the discretion of the Chair.
3. Maintain oversight and promote the direction of CFAC affairs.
4. Fulfill other duties as 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.
6. The Chair of the CFAC shall be an ex-officio member, except in the event of a tie in which the Chair shall be the deciding vote.

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. The Vice Chair shall be expected to monitor the CFAC email at a minimum of once a week.
4. Fulfill other duties as assigned by the CFAC, the Executive Board, or the Chair.

C. The **Secretary** shall:

1. Record the minutes.
2. Be the custodian of all documents including minutes, roll calls, Bylaws, and Policies and Procedures.
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 Chair is not in attendance.
5. Provide attendance sheet and updated contact information to Region 5 Consumer Specialist, Membership Chair, CFAC Chair, and Region 5 support staff following each meeting.

6. Maintain CFAC attendance roster of members.
7. Record minutes of the Executive Board and submit to Region 5 support staff for storage.
8. Announce results of all voting.
9. Fulfill other duties as 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 5 and report to the CFAC.
3. Fulfill other duties as assigned by the CFAC, the Executive Board, or the Chair.
4. Ensure Funding Procedure is updated and available on the CFAC page of Region 5's website.

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 closed ballot if two or more nominations are made. Election shall be by roll call if only one nomination is made.

ARTICLE V – CFAC MEETINGS

Section 1. Regular. The regular meeting of the CFAC shall be held the second Tuesday of each month at Region 5 Systems, 3600 Union Drive, Lincoln, NE or virtually 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 June shall be known as the annual meeting and shall be for the purpose of voting on respective Executive Board offices, approval of Bylaws, and for any other business that may arise. Notice of the annual meeting shall be placed on the website 30 days prior to the annual meeting.

Section 3. Special. Special meetings may be called by the Chair or Region 5 Administration. The purpose of the meeting shall be stated in writing and at least seven 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 30-day notice of all CFAC meetings. The notice may be posted on the CFAC website. Special meetings shall be posted on the website with seven (7) days' notice.
- 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.
- Section 9.** Absentee Voting. Any member in good standing who is unable to attend a meeting in person or virtually may cast an absentee vote. A member in good standing is defined as a member who has attended two of the last six meetings for the full length of the meeting.
- A. Request for Absentee Ballot: A member wishing to cast an absentee vote must request an absentee ballot from the CFAC Chair no later than five days in advance of the meeting. The request must be made in writing and include the member's name, contact information, and reason for absentee voting. E-mail requests will be considered as requests in writing.
 - B. Distribution of Absentee Ballots: Upon receipt of a valid request, the CFAC Chair shall provide the member with an absentee ballot via email along with any relevant materials pertaining to the matters to be voted upon at the meeting. The CFAC Chair will include the CFAC Secretary in the absentee ballot email.
 - C. Submission of Absentee Ballot: The member must complete the absentee ballot and return it to the CFAC Secretary and CFAC Chair by 4:00 pm the day before the scheduled time of the meeting. Absentee ballots received after the specified deadline shall not be counted.
 - D. Absentee Quorum and Counting of Absentee Votes: Absentee votes shall be counted towards establishing a quorum. Absentee votes shall be counted by the CFAC Secretary along with votes cast in person or virtually at the meeting. The results of the absentee ballot shall be announced by the CFAC Secretary during the meeting along with the results of the in-person/virtual vote.
 - E. Verification and Authentication: The CFAC Secretary shall verify the authenticity of absentee ballots to ensure that they are submitted by eligible members and that each member casts only one vote.
 - F. Recordkeeping: The CFAC Secretary shall maintain accurate records of all absentee votes cast, including the names of members, the votes cast, and any relevant documentation pertaining to the absentee voting process.
 - G. Limitations on Absentee Voting: Absentee voting may be restricted or prohibited for votes on Bylaws and policies and procedures. No member may submit an absentee ballot more than two meetings during the fiscal year.

ARTICLE VI - EXECUTIVE BOARD

- Section 1.** Members. The Executive Board shall consist of the elected CFAC officers, the Committee Chairs, and a Regional Consumer Specialist or a Region 5 administrator, if available.
- Section 2.** Duties. The Executive Board shall meet at the call of the Chair or a Region 5 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 subcommittee reports prior to the regular CFAC meeting.
 - D. Declare an office vacant when there is a death, resignation, incapacity as determined by the Executive Board or an officer has had three successive unexcused absences.
 - E. Review committee and subcommittee attendance and have conduct conversations with members not meeting attendance requirements.
 - 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 timetable for updating CFAC documents to be placed on the CFAC website under the general supervision of the Executive Board.
 - J. Provide content for the web page, which may include a Newsletter.
 - K. The Chair of the Executive Board will communicate all changes to the website to Region 5 support staff.
 - L. 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 week prior to the CFAC monthly meeting. Executive Board meetings may be held virtually and/or via phone conference.
- Section 5.** Orientation. At least one member of the Executive Board will complete orientation with new members.

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.
- Section 2.** Committee Members. The Bylaws, Policies and Procedure, 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. The Regional Consumer Specialist is ex officio, without vote.

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 quarterly to review and make recommendations for changes to be included in the annual update of the Bylaws and Policies and Procedures. Additional meetings may be held as necessary.
3. Study CFAC Bylaws and submit proposed amendments to Region 5 by February 28 for preliminary review. Region 5 shall return feedback to the committee by March 31.
4. Study CFAC Policies and Procedures and submit proposed changes to Region 5 by February 28 for preliminary review. Region 5 shall return feedback to the Committee by March 31.
5. Consider changes referred, in writing, by the membership and subcommittee Chairs.
6. Once consensus has been reached, submit to Region 5 for final edits and review for updated version to go into effect at the start of the next fiscal year.
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.
10. Communicate with Region 5 Systems Administrator on an annual basis, either certifying no change in the Bylaws or providing a current copy of 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 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 that is to be approved at the annual meeting by all CFAC members.
8. Study CFAC Funding Manual and submit proposed changes to Region 5 by February 28 for preliminary review. Region 5 shall return feedback to the committee by March 31.
9. Once consensus has been reached, submit to Region 5 for final edits and review for updated version to go into effect at the start of the next fiscal year.

C. Membership and Communications Committee

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

1. Select Co-Chairs.
2. 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

Special Project Committee of three (3) or more members shall:

1. Select Co-Chairs.
2. May create work groups within the committee for specific tasks.
3. Plan and organize community events.
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 three 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 and Policies and Procedures shall be presented in writing to the Bylaws committee. The Bylaws committee will then make recommendations to the CFAC. Bylaws may be amended, added, or deleted at the annual meeting of the CFAC, by 60% of all present voting members. Proposed changes to the funding procedures may be updated at the annual meeting by 60% of all present voting members. Final approval of changes to Bylaws and Policies and procedures will be made by Region 5 Systems.

Revision amended on June 10, 2025

These Bylaws go into effect at the date of adoption.