



**GENESEE HEALTH SYSTEM**  
**SUBSTANCE USE DISORDER ADVISORY COUNCIL BY-LAWS**

**ARTICLE I – Functions and Purposes of the Council**

The purposes of the Council are to:

- A. Seek to ensure the quality of services.
- B. Seek to ensure that the services made available through the Region 10 Coordinating Agency (CA) are accessible and responsive to the community's needs, that services are available to all segments of the community, and that the services are comprehensive and delivered in a culturally competent manner.
- C. Provide a mechanism for efforts to expand and coordinate resources and activities with other agencies, community organizations, and individuals to support developments and maintenance of a comprehensive and responsive service array.
- D. Assure that there exists a mechanism for community input and a forum for discussion regarding substance use disorder needs and services throughout the county.
- E. Provide review and comment not less than biannually on the progress and effectiveness of services delivered and resource development partnerships in accordance with the most current Action Plan.
- F. Provide such other assistance to the GHS Board and staff as necessary.
- G. Advocate for substance use disorder services by recommending to the GHS Board or by requesting permission to compose resolutions, correspondence or other forms of communication to County Commissioners, State legislators, Federal legislators, and/or other individuals or entities, as deemed necessary and appropriate.

**ARTICLE II – Membership of the Council**

The Council shall be appointed by the Genesee Health System Board Chair and comprised of 11-20 members and shall include representation from the following categories:

- A. Public and private substance use disorder prevention, treatment and recovery providers.
- B. Individuals who are or have been directly served by substance use disorder treatment, recovery and prevention programs.
- C. The general public, including community organizations and the business community representing an interest in and willingness to advocate for prevention and treatment services for person with or at risk of substance use disorders.

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- D. Local agencies or other stakeholders such as law enforcement, education, related services agencies such as housing, employment assistance or other health and social service agencies including local foundations, as well as advocacy-oriented agencies and organizations.
- E. A minimum of two (2) representatives for the GHS Board of Directors, one of which shall be a County Commissioner.

Membership shall be representative of the diversity of the community and must seek to include representation from underserved populations.

### **The following GHS staff will support and assist the Council in its activities:**

- Director of Prevention, Health and Wellness and Manager of Co-occurring Service Integration
- Chief Executive Officer, ex officio
- Other staff as designated by CEO or Director of Prevention, Health and Wellness or Manager of Co-occurring Service Integration

### **ARTICLE III – Nominations and Election**

- A. The term of office of a Council member shall be two (2) years or three (3) years commencing from appointment. Members can be elected to subsequent terms.
- B. Council members or GHS staff can make recommendations for new members, or individuals may nominate themselves to the Council.
- C. Prospective members shall complete and return an application for consideration of membership on the Council to:

SUD Advisory Committee  
c/o Executive Director  
420 W. 5<sup>th</sup> Avenue  
Flint, MI 48503

The application can be found at <https://www.genhs.org/Services/Substance-Use-Disorder-Services>. Applications will be considered according to the membership guidelines in Article III.

- D. The Council membership shall review all applications. A majority of Council members present shall vote to nominate new members. The names of newly nominated members will then be presented to the GHS Board of Directors for formal approval at its next meeting.
- E. Vacancies shall be filled for unexpired terms in the same manner as the original appointments.
- F. Membership appointments shall be effective April 1<sup>st</sup> of each year.
- G. Termination and Resignation:
  - 1. A member must resign in writing to the GHS Board Chair.
  - 2. If a Council member is absent from two (2) consecutive regularly scheduled meetings without prior notification, or three (3) consecutive absences regardless of notification, there may be a recommendation to the GHS Board for removal from the Council.
  - 3. The Council chairperson will notify the Board of a vacancy and request the individual be removed from the Council and to appoint another representative.

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- H. Compensation – In accordance with P.A. 290 of 1995 [MCL 330.1224] a Council member shall be paid a per diem no larger than the highest per diem for members of other county advisory boards set by the county board of commissioners. A Council member shall not receive more than 1 per diem payment per day regardless of the number of meetings scheduled by the board for that day.

### **ARTICLE IV – Meetings**

- A. Regular meetings shall be scheduled no more than twelve (12) times per year and no less than once each quarter.
- B. Electronic notification and agenda shall be sent to Council members at least five (5) working days in advance of all regularly scheduled meetings.
- C. Special meetings may be called by GHS.
- D. Council members must receive prior notification of special meetings.
- E. All regular and special meetings are open to the public. Minutes of all meetings shall be kept.
- F. Members may participate without being physically present by participating virtually or phoning in to the meeting. Log-in information, including a phone number will be included with each meeting notification.
- G. Virtual attendees may not participate in any official voting that may occur in a meeting.
- H. Virtual attendees also do not count towards a quorum, which is 51% of Council members.

### **ARTICLE V – Officers**

- A. The Chairperson and Vice-Chairperson shall be elected by the Council. Elections will be held annually in June, with positions starting in July.
- B. Nominations for officer positions and Council membership will be sought from the Council as a whole or as a smaller nominating committee of Council members
- C. The Council's election outcome is subject to approval by the GHS Board of Directors.
- D. Duties and responsibilities:
  - 1. The Chairperson shall:
    - a. Preside over meetings
    - b. Appoint special committees as deemed necessary by GHS
  - 2. The Vice-Chairperson shall, in the absence of the Chairperson, assume the duties of the Chairperson
  - 3. The Officers shall serve one year terms for two consecutive terms.
  - 4. The Officers can be elected to subsequent terms.

### **ARTICLE VI – Amendments**

- A. The By-laws may be amended by a majority vote of the Council and are subject to approval by the GHS Board of Directors.
- B. The first reading of any proposed changes to the By-laws will be done at a meeting of the Council. The proposed amendment shall be sent to all members prior to the second reading of the proposed By-laws change.

### **ARTICLE VII – Committees**

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- A. Ad Hoc Committees may be formed by the Council at any time and shall act only on the direction of the Board of Directors of GHS.
- B. Committee membership may include individuals other than Council members, but each Committee must have at least one Council member appointed to it.

### **ARTICLE VIII – Rules**

- A. A majority of Council members at any meeting will constitute a quorum (51%) and will be authorized to take action on behalf of the entire Council.
- B. Motions shall be passed by a majority vote of those present.
- C. For all items not otherwise covered in the By-laws, Roberts Rules of Order shall apply.

### **ARTICLE IX – Conflict of Interest Statement**

**Determination of Conflict:** All members of the GHS Substance Use Disorder Advisory Council, and any committee thereof, should act in the best interest to support the GHS Substance Use Disorder Advisory Council’s mission and purpose. A member will avoid situations and activities where personal, professional or financial interests might be served which may impair his or her decisions or actions concerning council matters.

- A. It is required that conflict of interest and potential conflicts be disclosed to the Council or GHS staff.
- B. Council members will be required to sign a disclosure statement on Conflict of Interest that is in effect for their term of service.
- C. Council members who have a conflict of interest or the appearance of a conflict of interest may participate in the discussion but will not vote on the matter.
- D. Determination of conflict may be made by the Council or the GHS Board of Directors in consultation with staff.

### **ARTICLE X – Code of Ethics**

None of the following persons: paid staff, board of directors, committee, or council members, or a member of his/her family, shall accept any substantial gift, entertainment, services, loan, or promise of future benefits from someone who might benefit or appear to benefit because of their connection with GHS. This includes persons who might benefit personally, or whose employer might benefit. Staff and volunteers, as outlined above, are expected to work out for themselves the most gracious methods for declining such gifts and entertainment that do not meet this policy. Violations of this policy will result in review by the Council and member sanctions, up to and including dismissal from the Council. Recommendations based upon review of a conflict of interest are subject to GHS Board of Directors approval.

Approved by GHS Board of Directors on 09-28-06 Resolution #09-075-06

Revised by GHS Board of Directors on 02-15-07 Resolution #02-016-07

Updated to reflect agency name change on 02-03-14.

Revised by GHS SUD Advisory Council on 6-8-20.

Revised by GHS SUD Advisory Council on 6-27-23.