

# **Bylaws for the Oregon Consumer Advisory Council (OCAC) to the Addictions and Mental Division of the Oregon Health Authority as Approved and Ratified by Member Vote at 12 October, 2011 OCAC meeting**

## **Article I. Name**

As stipulated by Oregon Revised Statute §430.073, the name of this organization shall be the Consumer Advisory Council to the Addictions and Mental Health Division of the Oregon Health Authority. The operating name shall be the “Oregon Consumer Advisory Council (OCAC)” hereinafter referred to as the “Council.” For purposes of membership on the council, a “consumer” shall be defined in accordance with Oregon Revised Statute §430.073 as a person who has received or is receiving mental health or addiction services.

## **Article II. Purpose**

The purpose of the Council is to critically review and promote programs and policies within the Oregon Health Authority (OHA), Addictions and Mental Health Division (AMH), by advocating for, and advancing recommendations on, the development and establishment of services that are essential for enhancing recovery, choice, self-determination and independence.

## **Article III. Mission Statement**

The Mission of the Council is to:

- (a) Advise AMH on addictions and mental health policies and programs for individuals in community and institutional settings including children, young adults in transition, adults, and older adults;
- (b) Facilitate effective cooperative working relationships among the components of the addictions and mental health systems;
- (c) Make recommendations regarding the identification, development and utilization of resources; and,
- (d) Identify barriers to effective services and develop recommendations to eliminate those barriers.

## **Article IV. Values**

The foundational values of the Council are as follows:

- (a) Community;
- (b) Cooperation;
- (c) Empowerment;
- (d) Integrity;
- (e) Recovery;
- (f) Respect; and,
- (g) Responsibility.

## **Article V. Composition of the Council and Membership Criteria**

As stipulated by Oregon Revised Statute §430.073, the Council shall be composed of 15 to 25 consumers appointed by the Director (or designee) of OHA, representing the State population according to geography and age.

- (a) The terms of appointed Council members shall be ongoing, except in the case of resignation or removal (See Article IX).
- (b) The Council will fill vacancies by accepting applications for nomination and making recommendations for appointment to the Director (or designee) of OHA in conformity with the representation requirements detailed in Section e below.
- (c) Nominations of individuals to serve on the Council will be solicited from consumers of mental health and addiction services, Council members, established mental health family support, self-advocacy or consumer support, advocacy and provider organizations in Oregon, and state institutions, but shall not be limited to these groups.
- (d) The Council shall form a Membership Sub-committee. Upon a vacancy on the council occurring, the Membership Sub-committee will meet to review submitted applications and make a recommendation to the full Council as to who should fill the vacant seat. The council will then ratify or not the recommendation of the sub-committee.
- (e) When selecting persons for recommendation, the Council shall give consideration to geographic, cultural and ethnic representation and seek members who represent the varied interests of consumers and families receiving addictions and mental health services:
  - (i) Two seats representing Central Oregon;
  - (ii) Two seats representing Eastern Oregon;
  - (iii) Seven seats representing Northern Willamette Valley and the Northern Coast;
  - (iv) Three seats representing Southern Willamette Valley and the Southern Coast;
  - (v) Two seats representing Youth or a qualifying parent (the Addictions and Mental Health division has defined a “qualifying parent” as being the parent of a child currently aged 16 or younger who has received or is receiving mental health or addiction services.);
  - (vi) Two seats representing Young Adults in Transition between the ages of 16 and 25;
  - (vii) Three seats representing Older Adults aged 55 or over;
  - (viii) Three seats representing Oregon State Hospital (OSH) residents -
    - 1) Two seats representing Salem campus, one representing Portland campus
    - 2) The membership of these seats will be determined by the Oregon State Hospital Patient/Client Council and will not be subject to the terms of service given the rate of turn-over in clientele
  - (ix) One seat at large.
- (f) To the extent possible, vacancies on the council shall be filled within 120 days of notice of said vacancy.

## **Article VI. Officers**

Section 6.01 Officers shall be elected by majority vote of a quorum of the council every other year at the meeting most closely following April 1st and will serve two-year terms. Any council member in good standing is eligible to be nominated for an officer position:

- (a) Chair, duties:
  - (i) Preside at all meetings of the Council, represent the Council and conduct such business as the Council directs.
  - (ii) Communicate to AMH the Council's recommendations, input and activities.
  - (iii) Model and encourage adherence to the Values of the Council. (See Article IV)
- (b) Vice-Chair, duties:
  - (i) Act as an aide to the Chair and perform the duties of the Chair in the absence or inability of the Chair to act.
  - (ii) Model and encourage adherence to the Values of the Council. (See Article IV)

Section 6.02 Officers shall assume their official duties immediately following the meeting in which they are elected and shall serve for a term of two years.

- (a) A member shall not be eligible to serve more than two consecutive terms at a time in the same office.
- (b) Vacancies in offices shall be filled by Council election for the unexpired portion of the term. The election to fill vacancies in office shall occur at the Council meeting which immediately follows the notification of Council members of the existing officer vacancy.

## **Article VII. Frequency and Conduct of Meetings**

Section 7.01 Regular meetings of the Council will be held on the second Wednesday of every other month.

- (a) Special meetings may be called by Chair, Vice-Chair or by agreement of a majority of the Council members.
- (b) Council decisions will be made by the majority vote of appointed members when a quorum is present at the meeting (see 7.02.b.)
- (c) All meetings are public open to the public.

Section 7.02 The general conduct of meetings will follow the standards of Robert's Rules of Order and is as follows:

- (a) The Chair shall compile an Agenda prior to the meeting, soliciting input from Council members and AMH.
- (b) The Chair opens the meeting and establishes whether there is a quorum. A quorum shall be established when a simple majority (50% + 1) of all Council members are in attendance (in person or by phone). The council may only take formal votes and/or binding actions when a quorum is in attendance at a meeting.
  - (i) Vacant positions on the Council shall not be counted in establishing a quorum.

- (ii) Lack of a quorum shall not prevent the Council from conducting a meeting.
- (c) The approved minutes of the Council's meetings shall be the official record of the Council.
  - (i) The minutes shall be distributed to all members of the Council within one week prior to the next meeting.
  - (ii) Records of the Council shall be maintained by AMH.

Section 7.03 In the event the Chair and Vice-Chair, in their combined and agreed judgment, determine that a situation or circumstances has arisen during the period between regularly scheduled meetings of the Council which compels the Council to take a formal position or action in advance of the next scheduled Council meeting in response to such situation or circumstances, the Chair and Vice-Chair shall have authority to initiate a polling, via electronic mail, of the full Council membership to determine if a majority of Council members, in compliance with the quorum requirements referenced elsewhere in these bylaws as being necessary for a Council action to have standing, endorse the recommended position or action. Under such circumstances, the Chair and/or Vice-Chair shall keep a recorded tally of the votes cast by Council members via electronic mail response. If the majority of Council members, in compliance with quorum requirements, endorse the recommended position or action such position or action shall be deemed duly authorized by the Council membership, and a vote indicating formal ratification of the decision shall be recorded in the official minutes for the next regularly scheduled Council meeting. In the event the recommended position or action is not endorsed by a majority of Council members, such decision shall also be noted in the official minutes for the next regularly scheduled Council meeting.

### **Article VIII. Committees**

The Council may establish committees to investigate areas of interest to the Council and report back to the Council.

- (a) Committee proceedings and findings may be presented verbally or in writing to the Council and made part of the minutes of the general Council meeting.
- (b) The Council shall form committees as it deems appropriate, taking into consideration members' willingness, interest in serving, expertise, and commitment of time by those who volunteer.
  - (i) Committee membership is not limited to voting Council members. Involved community members are welcome and encouraged to be part of Council committees.
  - (ii) Each committee shall have a chairperson. The committee chairperson role is not limited to voting Council members.
- (c) A list of all committees and committee members shall be distributed to all Council members.
- (d) Committees shall serve at the pleasure of the Council and shall be disbanded upon completion of their mission, or by a majority vote of the Council.

### **Article IX. Resignation and Removal**

Section 9.01 A Council member or officer may resign their position at any time by giving written or verbal notice to the Council. Unless otherwise specified in the notice, the resignation shall take effect upon receipt of notice, and acceptance of the resignation shall not be necessary to make it effective.

Section 9.02 Upon notice to the Council member or officer and a two-thirds vote of a quorum of the Council, a member may be involuntarily dismissed from his or her position for the following reasons:

- (a) Failing to model and encourage adherence to the Values of the Council. (See Article IV)
- (b) Failing to attend three meetings during any 12-month period.

Section 9.03 When a vote is scheduled to come before the Council for removal of a sitting member, that member will be notified via certified postal mail sent 30 days prior to the scheduled meeting at which the vote is to occur. A member, upon being so notified, may provide to the Council any reason why he/she feels such a removal is not appropriate. The Council will review, prior to making its ultimate decision regarding dismissal of such a sitting member for non-participation, any objection to dismissal provided by the member in advance of making its formal decision regarding dismissal of that member.

### **Article X. Agency Responsibilities**

As stipulated by Oregon Revised Statute §430.073, Oregon Health Authority shall provide administrative support to the Council.

- (a) Support staff will keep minutes at every meeting, including points of action, responsible person(s) and recommendations.
- (b) Approved minutes will serve as the official record of the Council and be maintained by OHA.
- (c) Support staff will monitor attendance and make recommendations for removals to the Council officers.

### **Article XI. Amendments**

These by-laws may be amended by a two-thirds vote of the Council at any regular or special meeting of the Council, providing that such amendment has been provided in writing to all Council members no less than thirty days prior to the meeting.