

OPERATING GUIDELINES

Revised 10/2022

Lenawee Community Mental Health Authority (LCMHA) Consumer Action Committee

I - Name, Status, and Mission

The name of the CAC will be the LCMHA Consumer Action Committee (CAC). The CAC is an ad hoc committee of the LCMHA Board.

The mission of the LCMHA Consumer Action Committee is to fully integrate consumers and their families into decision-making processes throughout Lenawee Community Mental Health Authority.

II - Membership

The CAC will be composed of 14 individuals: 2 LCMHA Board members, 2 LCMHA staff members, 2 at-large members and 2 primary behavioral health representatives each from the following service groups: mental illness/adult, I/developmentally disabled, substance abuse, 2 primary or secondary emotionally disturbed/child representatives.

At various times, other persons may be a part of the CAC, either by serving as resource persons or by filling support roles as directed by the LCMHA Board. Their participation may be long term or short term as the need for their service dictates.

The LCMHA Board, pursuant to the by-laws of the LCMHA Board, will appoint LCMHA Board member representatives to the CAC. The Executive Director will appoint the staff representatives to the CAC, subject to the approval of the LCMHA Board. The board will also appoint consumer members of the CAC, considering the recommendations made by the Consumer Action Committee. All CAC members excluding staff and Board member appointments will serve one 3-year term beginning January 1st and running through December 31st of the third year. Terms of service will be staggered so all terms will not expire at the same time.

The LCMHA Consumer Action Committee will recruit, interview, and recommend to the LCMHA Board for appointment, all consumer members for the CAC.

At the November Consumer Advisory Committee meeting, a slate of new committee members will be nominated for submission to the LCMHA Board for appointment. After serving one term committee members are eligible for additional 3-year term(s), if there are no new persons applying to serve. Nomination elections will be by a simple majority of those present and voting.

A CAC member may be recommended for removal from the CAC by majority vote if they have 3 unexcused absences from regularly scheduled meetings per year (last 12 months). An excused absence may be granted if prior notice is given the secretary to this CAC at 517.263.8905 or by contacting the CAC Chairperson. In addition, a consumer member may submit a letter of resignation if they feel they do not wish to continue serving on the CAC. Consumer vacancies will be filled from the list of prospective members by a majority vote of the remaining CAC members, upon approval of the LCMHA Board. The person appointed to fill the vacancy will complete the remainder of the term for the position vacated.

III- Conducting of Business

The CAC may conduct a meeting with any number of members present. Matters requiring voting may be conducted, regardless of the number of members present. All matters requiring a vote will be passed/denied by consensus of those present and voting. Members must be in attendance to vote.

IV – CAC Chairperson/Chairperson elect

The candidate for CAC chairperson-elect will be selected from the current membership for recommendation to the LCMHA Board at the November meeting of the CAC. Such selection will be made by consensus of those CAC members present and voting. The CAC's recommendation for chairperson-elect will be submitted to the LCMHA Board for appointment at the November board meeting.

Positions will start January 1 of each year. At the end of a one three-year term the chairperson elect will assume the responsibilities of the Chairperson.

V. Responsibilities

All members:

- attend regular meetings
- maintain awareness of mental-health behavioral issues,
- representing like consumers, voicing their concerns/needs
- serve on sub-committees
- vote
- actively recruit new members for this CAC
- any other responsibilities that may apply.

The CAC chairperson:

- presides at all meetings of the CAC
- prepares the agenda and delivers it to the assigned staff secretary for distribution
- votes only in a case of a tie
- assures representation of the CAC at the monthly meeting of the LCMHA Board
- trains the chairperson- elect to assume the responsibilities/duties of the chair
- report the activities of the CAC to the LCMHA Board
- Any other responsibilities that may apply..

The chairperson-elect:

- will attend agenda setting meetings each month
- assumes the responsibilities of the chairperson in his/her absence
- trains to assume the responsibilities of chairperson the following year-at his/her term end
- other responsibilities that may apply.

VI - Meetings

Regular monthly meetings of the CAC will be held at a place and time decided by a majority vote of the CAC. Notice of any change in meeting time, date or location shall be given before the meeting, if possible. The chairperson at his/her discretion may call special meetings of the CAC. Notice of special meetings will state the purpose and will be communicated to all CAC members no later than 2 days before the meeting. Matters not on the agenda may be discussed if a majority of the CAC votes to do so. The CAC chairperson will be able to participate in all discussions, but will vote only in the case of a tie.

VII - Sub-Committees

CAC chairperson will appoint and disband all sub-committees, Memberships on sub-committees are limited to Consumer Action Committee members, and CAC members may request to be on particular sub-committees. All such sub-committees will exist for a particular purpose and will cease to exist when that purpose is completed.

VIII. Stipends

Pursuant to LCMHA Board policy, a stipend will be available to CAC members (excluding LCMHA staff), and to approved non-CAC members who assist in the ability of consumers to attend and participate in CAC activities. To receive a stipend, members must be present for at least 50% of the meeting. Mileage will be paid at a rate as approved by the board.

IX - Amendments

These operating guidelines may be rescinded, or amended by a vote of at least 2/3 of the present and voting members, and subsequent approval by the LCMHA Board.

Proposed changes will be read at a regular meeting of the CAC. Voting on the proposed changes will take place at the next regularly scheduled meeting of the CAC. A copy of the proposed changes will also be mailed to each CAC member in advance of the CAC meeting, along with the agenda for the meeting.