

**NORTHCARE NETWORK
SUBSTANCE USE DISORDER POLICY BOARD
BY-LAWS**

I. PURPOSE:

The NorthCare Network Substance Use Disorder Policy Board is a designated committee of the NorthCare Network Governing Board. The SUD Policy Board shall advocate in the planning, development, and provision of substance abuse services for the fifteen (15) counties of the Upper Peninsula, including Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, and Schoolcraft.

II. SPECIFIC FUNCTIONS AND RESPONSIBILITIES SHALL INCLUDE:

- A. Approval of any portion of NorthCare Network's budget that contains 1986 PA 2 (MCL 211.24e(11)), funds ("PA 2 Funds") for the treatment, prevention, and recovery services of substance use disorders which shall be used only for substance use disorder services in the Counties from which the PA 2 Funds originated;
- B. Advise and make recommendations regarding NorthCare Network's budgets for substance use disorder services using non-PA 2 Funds; and
- C. Advise and make recommendations regarding contracts with substance use disorder treatment, prevention, or recovery providers.

III. MEMBERSHIP:

The Board of Commissioners of each of the Counties shall appoint one (1) member of the SUD Policy Board. The Board of Commissioners may appoint County Commissioners or others, as allowed by Michigan law, that it deems best represents the interests of its County.

IV. TERM OF APPOINTMENT:

Member appointments will be for a term of up to three (3) years unless terminated earlier. Article II of the Intergovernmental Contract contains information relevant to the appointment.

A member vacancy on the SUD Policy Board shall be filled only by the Board of Commissioners of the County that originally made the appointment.

V. OFFICERS:

- A. Officers shall be elected annually, including:
 - 1. Chair: The Chair shall preside at all meetings of the SUD Policy Board.
 - 2. Vice-Chair: The Vice-Chair shall perform the duties of the Chair in his/her absence. Should the Chair become vacant, the Vice-Chair shall become Chair for the unexpired term and assume all powers and responsibilities in the office of Chair. The SUD Policy Board at its next meeting shall fill the vacancy in the office of Vice-Chair.
- B. A vacancy in any officer position for any reason may be filled by majority vote of the SUD Policy Board.

VI. OPERATING PROCEDURES/MEETINGS:

- A. Organizational Meeting: An annual organizational meeting shall be held each year at such time as designated by the SUD Policy Board.
- B. Regular Meetings: At least two (2) meetings will be held per year and shall be conducted according to Roberts Rules of Order.
- C. Special Meetings: Special meetings may be held at the call of the Chair or, in the Chair's absence, the Vice-Chair or by a majority of the SUD Policy Board Members in compliance with the Open Meetings Act.
- D. Quorum: A majority of SUD Policy Board Members present constitutes a quorum for the transaction of any business at any meeting of the SUD Policy Board, including those meetings conducted remotely via video/teleconferencing. Board Members must be physically present at the meeting, except as otherwise provided in the Open Meetings Act for remote attendance. All meetings must be conducted in accordance with the provisions of the Open Meetings Act including requirements for board members attending remotely, proper notice, and public access.
- E. Voting: Each SUD Policy Board member present shall have one (1) vote. Actions or recommendations shall be approved upon a majority vote of SUD Policy Board members present at the time of the vote.
- F. Chair Pro Tem: In the absence of the Chair and Vice-Chair at a meeting, any board member may call the meeting to order with the board electing a Chair Pro Tem to preside during that meeting.
- G. Conflict of Interest: The SUD Policy Board members shall adhere to the NorthCare Network Conflict of Interest Policy. The SUD Policy Board may preclude voting rights of members having a conflict of interest as outlined in the policy.
- H. Open Meetings Act: Meetings shall comply with the provisions of Act Number 267, Public Acts of 1976, as amended commonly known as the "Open Meetings Act".
- I. Reimbursement for meetings: Members shall be paid a meeting allowance and shall be entitled to standard transportation expenses per NorthCare Network policies.
- J. Staff support will be provided for the SUD Policy Board business including:
 - 1. Making meeting arrangements
 - 2. Assisting with development of the agenda
 - 3. Providing meeting minutes
 - 4. Sending out notices and other relevant information
 - 5. Making recommendations and providing updates related to budget and programming.

VII. AMENDMENTS:

The SUD Policy Board may propose amendments to these By-Laws by agreement of a majority of the members present and voting at any meeting. Amendments that a majority has agreed to consider shall then be submitted by mail to all members of the SUD Policy Board at least one (1) week prior to the next regular or special meeting at which the changes are to be considered. All amendments to these By-Laws shall require a two-thirds (2/3) vote of those members present. Final approval of changes to these By-Laws shall rest with the NorthCare Network Governing Board.