

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:

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A vacancy on the SUD Policy Board shall be filled only by the Board of Commissioners of the County that originally made the appointment.

V. OPERATING PROCEDURES/MEETINGS:

A. Organizational Meeting: The annual organizational meeting shall be held in August of each year.

B. Officers shall be elected, including:

- 1. Chairperson: The Chairperson shall preside at all meetings of the SUD Policy Board.
- 2. Vice Chairperson: The Vice Chairperson shall perform the duties of the Chairperson in his/her absence. Should the Chairperson become vacant, the Vice-Chairperson shall become Chairperson for the unexpired term and assume all powers and

responsibilities in the office of Chairperson. The SUD Policy Board at its next meeting shall fill the vacancy in the office of Vice-Chairperson.

- C. At least two (2) meetings will be held per year and shall be conducted according to Roberts Rules of Order.
- D. Quorum: Actions or recommendations shall be approved upon a majority vote of active membership of the SUD Policy Board present at the time of the vote.
- E. Voting: Each SUD Policy Board member present shall have one (1) vote.
- F. Conflict of Interest: The SUD Policy Board members shall adhere to the NorthCare Network Conflict of Interest Board of Director and Officers Policy. The SUD Policy Board may preclude voting rights of members having a conflict of interest as outlined in the policy.
- G. Meetings shall comply with the provisions of Act Number 267, Public Acts of 1976, commonly known as the "Open Meetings Act".
- H. Video conferencing: Shall be permitted with those attending via video being considered present.
- 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.

VI. 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.