

Piedmont Behavioral Healthcare

Consumer Family Advisory Committee Bylaws

Article I. Name

The name of this committee shall be the Consumer Family Advisory Committee (CFAC).

Article II. Area of Activity

CFAC shall function in the counties served by Piedmont Behavioral Healthcare. These include the counties of Cabarrus, Union, Stanley, Rowan, and Davidson.

Article III. Purpose and Objectives

The Consumer Family Advisory Committee shall serve as the central point and clearinghouse for all activities related to consumer and family involvement in the management and operations of Piedmont Behavioral Healthcare (PBH). The CFAC shall work under the auspices of PBH and make regular reports to the PBH board of directors. The organization and all activities undertaken by the CFAC shall be consistent with the North Carolina Legislation G. S. 122C-170.

The objectives of the CFAC are:

- Advise and comment on all local business plans of the PBH board of directors.
- Participate in needs assessments and community planning -- making recommendations about under-served populations, gaps in services, eligibility for services, service array, the development of additional services and new models of service.
- Participate in monitoring service development and delivery.
- Review and comment on the local service financial information.
- Observe and comment on the implementation of the local and state business plans.
- Participate in quality improvement activities, including tracking and commenting on outcome measures and performance indicators.
- Ensure consumer and family participation at all levels of operation and service delivery.
- Promote activities related to consumer empowerment and self-determination.
- Inform and educate other consumers, family members, and the general public.

Article IV. Membership and Terms

The CFAC shall be comprised solely of consumers and family members who equally represent the disabilities of mental health, developmental disabilities and substance abuse. Members shall not exceed 21 persons. Membership should be representative of the counties served by PBH and reflect the race and ethnicity of the constituents. Family members may represent the needs of adult or child consumers.

One member shall also be a member of the PBH board of directors. CFAC members may serve on PBH committees as requested, such as: Client Rights Committee, Network Council, Clinical Advisory Committee, Interagency Council, and various ad hoc committees.

Membership terms of service shall be for three years with one third of the membership rotating off each year. Each member may serve two consecutive terms. A member may resign by giving written notice to the CFAC Chair.

Failure to attend three regularly scheduled consecutive meetings without notification to the Chair shall be cause for replacement. Failure to attend at least four of six consecutive meetings shall also be cause for replacement. This action may be taken at the discretion and recommendation of the membership committee.

A CFAC chair, serving in his or her sixth year, may attend CFAC meetings for one additional year in order to provide guidance and to participate on the Executive Committee during the seventh year, but he or she shall not have voting privileges.

The CFAC shall be staffed by an employee of PBH as designated by the PBH director.

Membership Eligibility

Membership applications will be reviewed by a CFAC committee to determine eligibility and representational status (disability, county, race, ethnicity).

The following are not eligible for CFAC memberships: Persons who have a direct contract with the LME, Persons who are providers in the LME catchment area, Persons who are LME board members (except for the official LME liaison), Persons who have a grant or contract with the Division.

Conflict of Interest

When the CFAC is deliberating an issue that could present a conflict of interest by a CFAC member's involvement, that member is expected to recuse from the deliberations. If that member does not recuse from the deliberation, a vote shall be taken by the CFAC as to whether that member can participate in the deliberations.

Article V. Regular, Special, and Emergency Meetings

Meetings of the CFAC shall conform to regulations required by North Carolina for open meetings. (G.S.143-318) All meetings are open to the general public and to the media, who may videotape, record, broadcast, photograph, or otherwise reproduce any part of the meeting.

The regular meeting of the CFAC shall be on the third Tuesday of each month at 6:30 p.m. at the offices of PBH in Concord, NC or at another time and place as agreed upon by the CFAC. The schedule for these regular meetings shall be filed with the PBH Administrative Assistant. Changes to the regular meeting schedule shall be filed with the Administrative Assistant a minimum of seven (7) days in advance of the meeting.

Meetings held at a different time or location from the regular meetings shall be categorized as special meetings. Special meetings of the CFAC may be called by the Chair, or in the absence of the Chair, by the Vice-Chair, by the Secretary, or by five members of the CFAC. Notice of special meetings shall be mailed to each member of the CFAC and to every person

who has requested, in writing, to be notified of meetings. Notices shall be posted and mailed or otherwise delivered a minimum of seven (7) days in advance of the special meeting.

Emergency meetings may be called to consider unexpected circumstances when the special meeting time requirements are not possible. Notice of emergency meetings must be provided to any person or news media that has requested to be notified of emergency meetings. Notice shall be given either by telephone or by the same method used to notify CFAC members and shall be given immediately after notice has been given to members.

A majority of the CFAC membership shall constitute a quorum at any meeting, and a majority of those present and voting after a quorum is created shall constitute the act of the CFAC.

Article VI. Officers

Officers of the CFAC shall be a Chair, a Vice-Chair, and a Secretary. Alternatively, the CFAC may elect co-chairs and/or vice-co-chairs. If co-chairs are chosen, the responsibilities shall be the same as for the Chair and/or Vice-Chair.

The Vice-Chair shall also serve as Chair-Elect.

The Secretary shall be the staff person assigned to the CFAC by the PBH Director. The Secretary shall attend CFAC meetings, but shall not be elected and shall not vote.

The officers shall be elected by a majority vote of the CFAC at the regular June meeting. Elected officers shall hold office for a term of one year coinciding with the fiscal year of PBH, or until a successor has been duly elected and qualified, or until the officer's death, resignation, disqualification, or removal from office. An officer may be re-elected after at least one year has intervened.

Any officer of the CFAC may be removed, with or without cause, by vote of a majority of the CFAC membership at a special meeting called for such purpose.

Any officer may resign by giving written notice thereof to the Chair or Vice-Chair.

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Article VII. Duties of Officers

The Chair shall guarantee the democratic functioning of the CFAC, preside at all meetings, appoint working committees when appropriate, and may make periodic reports to the PBH board of directors. The Chair shall be responsible for making a written Annual Report at the end of his or her term.

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The Vice-Chair shall assist the Chair in the performance of his/her duties and shall preside at meetings and perform the duties of the Chair during the absence or disability of the Chair.

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The Vice-Chair shall assume the duties of Chair upon the termination of the Chair's term of office.

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The Secretary shall record the actions of the CFAC and shall maintain accurate minutes of the proceedings of the CFAC.

Article VIII. Committees

The Chair may appoint from the CFAC membership one or more members to serve on standing and special committees authorized to carry out the business of the CFAC. All committee appointments shall be approved by the CFAC. The general responsibilities for

committees and the specific items requiring their attention shall be specified by the Chair. All committee work shall be presented to the CFAC for approval.

The PBH Director shall make available one or more employees to staff any or all committees upon request.

The Executive Committee shall be comprised of the CFAC Chair, Vice-Chair, and Immediate Past Chair. The Executive Committee shall meet as needed and requested by any of the members. Minutes of all Executive Committee meetings shall be recorded and submitted to the CFAC at the next regularly scheduled meeting.

The Membership Committee shall develop policies regarding CFAC membership, recruit new members, and review all CFAC membership applications to ascertain eligibility, arrange interview meetings with new applicants, and recommend new members to the CFAC.

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The Budget Committee shall be responsible for developing an annual budget, monitoring revenue and expenses, and making regular financial reports to the CFAC.

The Nominations Committee shall nominate CFAC officers at the April meeting and at other times upon the occurrence of vacancies.

Article IX. Parliamentary Authority

Robert's Rules of Order, most recent revision, shall govern the conduct on business in all cases in which they are applicable and not in conflict with these bylaws.

Article X. Amendments to Bylaws

Provisions of these bylaws may be amended by a majority vote of those present and voting at a regularly scheduled or special called meeting. Written notice shall have been given to every member at least two weeks prior to the meeting at which a vote is to take place.

Original Bylaws 2003
Bylaws Ratified by the CFAC October 17, 2006
Approved Revision to Bylaws August 21, 2007
Approved Revision to Bylaws June 17, 2008