

NORTHPOINTE BEHAVIORAL HEALTHCARE SYSTEMS

RECIPIENT RIGHTS ADVISORY COMMITTEE

BYLAWS

ARTICLE I – NAME

The name of the organization shall be the Northpointe Behavioral Healthcare Systems Recipient Rights Advisory Committee, established under PA 290 of 1995 Michigan's Mental Health Code 330.1757

ARTICLE II – RESPONSIBILITIES

The Recipient Rights Advisory Committee shall do all of the following:

- a. Meet at least quarterly or as necessary to carry out its responsibilities.
- b. Maintain a current list of members' names to be made available to individuals upon request.
- c. Maintain a current list of categories represented to be made available to individuals upon request.
- d. Protect the Office of Recipient Rights from pressures that could interfere with the impartial, even-handed, and thorough performance of its functions.
- e. Recommend candidates for Director of the Office of Recipient Rights to the CEO, and consult with the CEO regarding any proposed dismissal of the Director of the Office of Recipient Rights.
- f. Serve in an advisory capacity to the CEO and the Director of the Office of Recipient Rights.
- g. Review and provide comments on the report submitted by the Executive Director to the Community Mental Health Services Program Board under Section 755.
- h. If designated by the Board of the Community Mental Health Services Program, serve as the Appeals Committee for a recipient's appeal under Section 784.
- i. Meetings of the Recipient Rights Advisory Committee are subject to the Open Meetings Act, Act. No. 267 of the Public Acts of 1976, being Sections 15.261 to 15.275 of the Michigan Compiled Laws. Minutes shall be maintained and made available to individuals upon request.

ARTICLE III – MEMBERSHIP

Section 1 – Appointment:

The members of the Committee shall be appointed by the NBHS Board upon recommendations from the Recipient Rights Advisory Committee or an Ad Hoc Committee appointed by the Chairperson of the Recipient Rights Advisory Committee.

Section 2 – Composition and Numbers:

- a. The membership of the committee shall be broadly based so as to best represent the varied perspectives of the Community Mental Health Services Program's geographic area. At least 1/3 of the membership shall be primary consumers or family members, and of that 1/3, at least 1/2 shall be primary consumers.
- b. The Recipients Rights Advisory Committee shall be composed of two Northpointe Board members and 6-10 members selected from Dickinson, Iron and Menominee counties. The Board member shall be the liaison between the Recipient Rights Advisory Committee and the Board.
- c. Due to a potential conflict of interest, no NBHS employee shall serve as a NBHS Rights Advisory Committee member unless they are a primary or secondary consumer.
- d. All members shall have full membership privileges including the right to be heard on all matters affecting the Rights Committee, to vote, to hold office, to participate on a committee, and to chair a committee.

Section 3 – Terms of Office:

Terms shall be for three (3) years except for the NBHS Board liaison whose term shall expire after one year. Any appointee may be reappointed for a like term of year(s).

Section 4 – Vacancies:

The vacancies shall be filled in the same manner as original appointments.

Section 5 – Removal:

Membership shall be terminated by majority vote of the Rights Committee with concurrent approval by the Northpointe Board for lack of attendance.

Section 6 – Compensation:

Committee members shall be reimbursed for travel per agency policy, plus per diem in the amount as determined by the NBHS Board of Directors.

Section 7 – Telephone/VTC:

Committee members may participate over the telephone or via VTC if unable to attend in person.

ARTICLE IV – OFFICERS

Section 1 – Composition:

The officers of the Committee shall be a Chair and a Vice-Chair.

Section 2 – Selection:

Nominations will be accepted from the floor at the first meeting in April. Elections shall be by simple majority of members present at the meeting and candidates shall assume office upon election.

Section 3 – Term:

Officers shall serve for a term of one year and can be re-elected.

Section 4 – Duties of Chair:

- a. Preside at all meetings.
- b. Appoint nominating and special committees and chairs as necessary to deal with specific issues.
- c. Develop meeting agendas with input from the ORR Director, NBHS Board and NBHS CEO, Committee members and the general public as appropriate.

Section 5 – Duties of Vice Chair:

- a. Preside in the absence of the Chair.
- b. Fulfill the duties of the Chair if the office becomes vacant.
- c. Perform such duties as the Chair may delegate.

ARTICLE V – STAFFING

The Office of Recipient Rights shall provide staff support to the Committee as follows:

1. Ensure that minutes of Committee meetings are documented and submit them to the Committee and ORR Director for approval;
2. Arrange meetings, provide expert visitors and written materials at the request of the Committee;
3. Present a report on the activities and critical issues of the Office, and be available to answer questions at each meeting.

ARTICLE VI – MEETINGS

Section 1 – Regular and Special Meetings:

Regular meetings shall be held on a quarterly basis. Special meetings may be called by the Chair.

Section 2 – Quorum:

A simple majority shall constitute a quorum for the transaction of business at any Committee meeting. If no quorum is present, meeting to rescheduled for next week or available date.

Section 3 – Public Comment:

All meetings of the Committee shall be open to the public. An opportunity shall be made at least once during each meeting, at the discretion of the Chair, for comments from the floor.

Section 4 – Agenda:

The opportunity shall be presented at each meeting for Committee members or NBHS to add items to the agenda. Non-members may also recommend items to the agenda no later than three (3) working days before the Committee meeting. These bylaws will be a standing agenda item.

Board Approved: 03-25-97

Amended: 08-16-19