

**EAST CAROLINA BEHAVIORAL HEALTH  
CONSUMER AND FAMILY ADVISORY COMMITTEE (CFAC)**

**BY-LAWS**

**Article I. Name**

The name of this committee shall be: East Carolina Behavioral Health Consumer and Family Advisory Committee (ECBH CFAC.)

**Article II. Catchment**

Catchment Areas: Beaufort, Bertie, Camden, Craven, Currituck, Dare, Gates, Hertford, Hyde, Jones, Martin, Northampton, Pamlico, Pasquotank, Perquimans, Pitt Tyrrell and Washington Counties

Office Address: 800 Cardinal Road, New Bern, NC 28562

Contact Persons: **Moderator:** New Bern: Terry B. E-Mail: [cfacnb@ecbhlme.org](mailto:cfacnb@ecbhlme.org)

**Moderator:** AMH: Terry A. L. E-Mail: [cfacamh@ecbhlme.org](mailto:cfacamh@ecbhlme.org)

**Point Person:** Beaufort: Inez D E-Mail: [cfacbeau@ecbhlme.org](mailto:cfacbeau@ecbhlme.org)

**Point Person:** New Bern: Evelyn H. E-Mail: [cfacnb@ecbhlme.org](mailto:cfacnb@ecbhlme.org)

**Point Person:** Pitt: Millie H. E-Mail: [cfacgr@ecbhlme.org](mailto:cfacgr@ecbhlme.org)

**Article III. Guiding Values**

The ECBH CFAC commits to uphold the guiding values of full participation, mutual understanding, inclusive solutions and shared responsibility:

- A. Full Participation. Because the Committee is a participatory group, all members are encouraged to speak up and say what is on their minds. Everyone who wants to speak gets to speak. The group takes the time necessary to discover the diverse opinions of its members. Everyone's opinions matter.
- B. Mutual Understanding. Members listen to one another with the desire and intent to understand all the different views that are being expressed. Members are committed to build a shared framework of understanding--by getting to know each other, learning from each other, and putting themselves in each other's shoes. Mutual understanding means understanding each other's perspective.
- C. Inclusive Solutions. "Everybody has a piece of the truth." Members work together to create solutions that integrate and satisfy the perspectives and needs of everyone on the committee.

Inclusive solutions are not compromises: they work for everyone who holds a stake in the outcome. Inclusive solutions grow out of the collective wisdom of the whole committee when they reach mutual understanding.

- D. Shared Responsibility. Every member of the committee recognizes that they “own” the solutions recommended by the committee. Everyone shares responsibility for encouraging full participation. Everyone shares responsibility for building mutual understanding. Everyone shares responsibility for making sure that the solutions recommended by the committee are truly inclusive--that means each member makes sure that they are satisfied and can support the solution. Everyone shares a commitment to the values and the purpose of the committee, and supports the decision-making process.

## **Article IV. Purpose and Responsibilities**

The ECBH CFAC members will serve to enhance and improve the provision of services and supports to individuals and families by offering advice on policy matters to the East Carolina Behavioral Health Local Management Entity (ECBH LME) and the Governing Board. As stated in Session Law (S.L. 2006-0142 Section 5 Article 4 of Chapter 122C-170), ECBH CFAC will be a self-governing and self-directed organization and will advise the governing board on the planning and management of the local public mental health, developmental disabilities and substance abuse services system in the catchment area. The role of the committee will be to work in a constructive partnership with the ECBH LME, pursuing with the common goal of acting in the best interest of consumers and their families.

The responsibilities of the ECBH CFAC include, but are not limited to:

- A. Review, comment on, and monitor the implementation of the local business plan.
- B. Identify service gaps and underserved populations.
- C. Make recommendations regarding the service array and monitor the development of additional services.
- D. Review and comment on the ECBH program budget.
- E. Participate in all quality improvement measures and performance indicators.
- F. Submit to the State Consumer and Family Advisory Committee findings and recommendations regarding ways to improve the delivery of mental health, developmental disability and substance abuse services.
- G. Support and orient new committee members.
- H. Issue public statements or reports only on behalf of the ECBH CFAC and defer official LME statements to the appropriate authorities.

## **Article V. Membership and Terms**

The ECBH CFAC will be composed exclusively of:

- Adult consumers of mental health, developmental disabilities, and substance abuse services.
  - Family members of consumers of mental health, developmental disabilities, and substance abuse services.
- A. Members of ECBH CFAC will be representative of the constituents of the catchment area. The ECBH CFAC will strive towards committee membership remaining representative of all

disability groups and will strive to reflect the racial, ethnic, gender, and geographic balance within the LME catchment area.

1. There will be an opportunity for active representation from all counties in the catchment area for ECBH.
2. A nominating committee made up of one Moderator and 4 ECBH CFAC members who are representing the catchment area who will review the applications. The Moderators will bring the recommendation(s) of the committee to the full ECBH CFAC.
3. Members are not limited to the number of committees on which they can serve and/or be appointed by the Moderators provided openings are available.
4. Members will serve three-year appointments and can serve a maximum of two consecutive terms.
5. Any member may resign at any time by giving written notice to the Moderator(s).

#### B. Conflict of Interest

1. A conflict of interest is deemed to exist when there is a conflict between the private interests and the official responsibilities of a person in a position of trust..
2. ECBH CFAC members who fall in this category will excuse themselves from the discussion and the decision making process on a matter that is a conflict of interest.
3. A member at anytime can ask if there is anyone present who has a conflict of interest regarding the issue being discussed.
4. Potential ECBH CFAC members must fill out a conflict of interest form on the ECBH Membership Application.

### **Article VI. Code of Conduct**

A Comfort Agreement will be utilized as the ground rules for the governance of meetings, as adopted by the ECBH CFAC. They shall be posted at each meeting and shall include:

- A. Only one person speaks at a time.
- B. When you want to speak, raise your hand to be recognized by the Moderator(s).
- C. Listen quietly while others are speaking.
- D. Be kind and considerate when responding to and evaluating the ideas or opinions of others.

### **Article VII. Membership Duties**

- A. Attend monthly meetings of ECBH CFAC. This attendance can be either in person or via phone or video conferencing.
- B. Advocate for the interests of consumers and families in the LME catchment area to policy makers at all levels
- C. Advocate within the committee for the interests of the individual group of consumers appointed to represent
- D. Participate in the ECBH CFAC activities including the Local Empowerment Group (LEG)

- E. Attend educational opportunities offered by the LME, the state and others as appropriate reporting pertinent information regarding the meeting attended with the ECBH CFAC
- F. Attend Eastern Regional CFAC meetings
- G. Support the mission of the ECBH LME

## **Article VIII. Meetings**

- A. Meetings will be conducted according to the rules and procedures adopted by the ECBH CFAC.
  - 1. Decisions will be made by consensus. This process requires give and take by all members.
  - 2. These decisions will be made by the group when all members present (in person or via phone or video conferencing) are able to concur that they are capable of living with the decision.
  - 3. Members agree that they will reach a consensus but if not, the decision will be tabled until the group has an opportunity to seek additional input or education regarding all facts concerning the issues being discussed.
  - 4. The ECBH CFAC as a whole recognizes the importance of hearing all perspectives and ensuring that there is no minority left at the end of a decision.
  - 5. The ECBH CFAC embraces discussion of decisions and understands the strength and empowerment of the group to reach a consensus.
  - 6. The Moderator facilitating the meeting would not take part in the decision making process. The Co-Moderator not assisting with the meeting would be a part of the decision making process.
- B. The ECBH CFAC strives to meet monthly. Meetings will follow the regulations required by North Carolina for open meetings in accordance with the State of North Carolina Statute G.S. 143-318. All meetings are open to the general public and to the media.
- C. The members of the ECBH CFAC and the subcommittees will meet at a date, place, and time decided by the committee in order to conduct regular business. If a regular meeting falls on a holiday, this will be addressed by the ECBH CFAC and will be rescheduled.
- D. Special meetings for the ECBH CFAC can be called by the Moderator(s) or a 2/3rds majority of the members.
- E. If a member is going to be absent from a meeting or misses a meeting they are to contact and notify the Moderators or the Point Person (Beaufort, New Bern, Pitt, AMH) responsible for their county area. This may be done by: telephone, letter or e-mail. The person contacted in turn will contact the Moderators.
- F. Unexcused Absences are defined as: Not contacting the Moderators or the Point Person for their county area. (Beaufort, New Bern, Pitt, AMH) either by telephone, e-mail or letter.
- G. Two unexcused absences within a year will require the Moderators to draft a letter of concern to the member as to their ability or interest in remaining a member. The Moderators will report this to the ECBH CFAC. Three unexcused absences will require the Moderators recommending to the ECBH CFAC that a replacement should be appointed.

## **Article IX. Officers/Support**

- A. Moderator(s) will be the presiding officer(s) of ECBH CFAC. The committee will have a minimum of two moderators. The moderator(s) will rotate duties as needed . (Refer to Article X for further clarification).
- B. Moderator(s) will be elected at the end of each fiscal year or as vacancies occur. The ECBH CFAC committee will nominate persons at the regular May meeting with elections in June and the term beginning in July.
- C. Moderator(s) should serve no more than two consecutive terms unless agreed to by a consensus of the members. In case of a vacancy, a consensus of the ECBH members present at the monthly CFAC committee meeting will select an officer to fill the vacancy for the remainder of that term.
- D. The ECBH CFAC will also select two (2) secretaries who will attend monthly meetings, take minutes, and have full access to the office equipment and supplies as provided by ECBH.
- E. Secretaries will be elected at the end of each fiscal year or as vacancies occur. The ECBH CFAC committee will nominate persons at the regular May meeting with elections in June and the term beginning in July.
- F. Secretaries should serve no more than two consecutive terms unless agreed to by a consensus of the members. In case of a vacancy, a consensus of the ECBH members present on the committee will select an officer to fill the vacancy for the remainder of that term.
- G. The Liaison is appointed to support ECBH CFAC by the Director of the LME and will not be part of the consensus.
- H. ECBH will request support from the Liaison as needs are identified.

## **Article X. Duties of Officers**

- A. The Moderator(s) will:
  - 1. Preside and conduct all meetings according to the rules and procedures adopted by the ECBH CFAC.
  - 2. Set the agenda with input from all stakeholders.
  - 3. Serve as the Committee's representative to various organizations when representation is needed.
  - 4. Appoint working committees when appropriate.
  - 5. Attend Regional CFAC meetings as appropriate.
  - 6. Give reports as approved by the CFAC Committee to the LME Director, the Area Authority and the State CFAC as needed.
  - 7. Other duties as appropriate.

B. The Secretaries will:

1. Record the actions of the CFAC and maintain accurate minutes of the proceedings of the ECBH CFAC.
2. Be responsible for distributing minutes of the ECBH CFAC meetings to ECBH CFAC members, ECBH Governing Board, ECBH Executive Team, Division Consumer Empowerment Team Representative, and Information Technology Department (IT) to be posted on the ECBH website.

C. The Point Person will:

1. Bring awareness of ECBH CFAC, LEG's and additional programs provided by these groups to the community and counties in which the point person lives or resides near. Examples would be to: hand out brochures, place posters, contact media for free advertising when information needs to be shared with the public.
2. The Point Person is also the individual listed on the CFAC material as the contact person regarding additional information concerning ECBH CFAC.

## **Article XI. Committees**

- A. Moderator(s) may appoint from the ECBH CFAC membership one or more members to serve on standing and special ad hoc committees authorized to carry out the business of the ECBH CFAC.
- B. The general responsibilities for committees and the specific items requiring their attention will be specified by the Moderator(s).

## **Article XII. Amendments to Bylaws**

These bylaws may be amended after the proposed changes have been read and approved by consensus of the ECBH CFAC.