

**CONSUMER ADVISORY BOARD  
BYLAWS**

**ARTICLE I**

**A. Name**

1. The name of this organization shall be the Consumer Advisory Board (hereinafter referred to as “the CAB”).

**ARTICLE II**

**A. Purpose**

1. The CAB provides consumer perspective on the programs and policies of the Tennessee Department of Mental Health and Developmental Disabilities (TDMHDD).
2. The CAB reviews and makes recommendations on Departmental programs and policies affecting consumers.
3. The CAB may choose to address specific programs and policies of the Department as focus areas.
4. The CAB promotes strong consumer leadership in each region of the State.

**ARTICLE III**

**I. RESPONSIBILITY AND AUTHORITY**

**A. Responsibilities of the Membership**

1. To attend and be active participants in CAB meetings.
2. To attend the Regional Policy and Planning Council (RPC) meetings in their respective regions and report to the CAB on these meetings.
3. To bring before the CAB the needs, concerns, and desires of consumers in their regions and across the State.
4. To provide input to the Office of Consumer Affairs (OCA) in the Division of Mental Health Services and to the Tennessee Mental Health Planning and Policy Council (TMHPPC) on the needs, concerns, and desires of consumers in Tennessee.
5. To promote ethnic and cultural diversity within the membership.

**B. Authority of the Membership**

1. The business and affairs of the CAB shall be exercised under the authority of the CAB membership.

## **ARTICLE IV**

### **I. MEMBERSHIP**

#### **A. Voting Membership**

1. The Office of Consumer Affairs (OCA) shall appoint one member to the CAB from each of the seven Tennessee Department of Mental Health and Developmental Disabilities Planning Regions. These members shall be mental health consumers.
2. The Regional Mental Health Planning and Policy Council (RPC) in each of the seven regions shall also appoint a member to the CAB. These members shall be mental health consumers.
3. In addition, there shall be three at-large members that serve on the CAB. One at-large mental health consumer member each will be appointed by the Tennessee Mental Health Consumers' Association (TMHCA) and by the National Alliance on Mental Illness of Tennessee (NAMI-TN). One at-large member either an adolescent mental health consumer age 16 to 19 or a family member of an adolescent mental health consumer, will be appointed by Tennessee Voices for Children (TVC).
4. The CAB shall consist of seventeen voting members.

#### **B. Terms**

1. The term of service for CAB members is two (2) years.
2. CAB members may serve up to three (3) consecutive terms of service.
3. OCA-appointed CAB members end their terms in odd-numbered years. RPC-appointed CAB members end their terms in even-numbered years.
4. Members appointed to serve the remainder of a term vacated by a previous member shall serve out that term and then be eligible for reappointment to a full term.

#### **C. Resignation**

1. A voting member may resign from the CAB by written notice to the Chair or to the OCA staff person assigned to the CAB. A resignation is effective when the notice is delivered, unless the notice specifies a later effective date.

**ARTICLE IV, cont.**

**D. Vacancy**

1. Vacating members appointed by Regional Planning Councils (RPC) shall be replaced with an individual chosen by the applicable Regional Planning and Policy Council (RPPC). Vacating members appointed by the OCA shall be replaced with an individual chosen by the Office of Consumer Affairs. Vacating at-large members shall be replaced with an individual chosen by the applicable organization.

**E. Termination**

1. Any voting member who misses two regularly scheduled meetings consecutively without good cause as determined by the chair and without prior notification shall be subject to termination from the CAB.
2. Any member who misses five or more meetings in a fiscal year shall be subject to termination from the CAB.
3. Any member may be subject to termination for cause as determined by the majority of the membership.
4. At-large members may be replaced at the discretion of the organization which appointed them. The Executive Director of the organization will notify the Chair by email or in writing of replacements before the next regularly scheduled meeting of the CAB.
5. Any member subject to termination shall be so advised in writing and given the opportunity to appeal by email or in writing to the Chair before the next regularly scheduled meeting of the CAB. The Chair, in consultation with the CAB, shall make the final decision on termination.

## **ARTICLE V**

### **I. MEETINGS**

#### **A. Meeting Time and Place**

1. CAB meetings shall be held monthly.
2. Special meetings or committees may be called as needed by the Chair or Vice-Chair.
3. The CAB Chair shall designate the time and place for any regular or special meeting in a notice sent to the membership and invited participants. This notice will be sent at least ten (10) days in advance of the meeting.
4. Meetings may be conducted face-to-face, by videoconference from pre-approved locations, and/or by teleconference. Members are encouraged to attend CAB meetings in person or by videoconference to facilitate networking and fellowship.

#### **B. Voting**

1. All motions and recommendations passed shall be by majority vote of those members present at the CAB meeting.
2. A voting member who is unable to attend may designate a substitute representative with proxy privileges. The substitute representative must be from the same region or at-large group. Intent to send a proxy must be communicated to the Chair or to the OCA staff person assigned to the CAB no later than three (3) days prior to the scheduled meeting. No more than two (2) proxy votes will be allowed per member per fiscal year.
3. A quorum is required to amend the Bylaws and to elect officers. Votes on Bylaws and membership shall be conducted only during regular or called meetings.
4. A quorum is defined as 51% of the current membership.
5. Votes necessary to conduct business between meetings shall be cast via email from the email address of record of the members. All email motions and recommendations passed shall be by majority vote of a quorum.

## **ARTICLE VI**

### **I. OFFICERS**

#### **A. Officers**

1. The officers of the CAB shall be the Chair, the Vice-Chair, and the Secretary.

#### **B. Nomination of Officers**

1. Members of the CAB have the responsibility to make nominations for the slate of officers.
2. The Chair will appoint a committee to review and select nominees with one representative each from the East, Middle and West regions.

#### **C. Election of Officers**

1. The CAB membership shall elect officers at the last regularly scheduled meeting of the fiscal year.
2. The members shall vote in person or by attending via videoconference or teleconference.
3. Each member is entitled to one vote.
4. Proxy voting will not be allowed for election of officers.
5. The slate of nominations shall be given to the membership no fewer than two (2) weeks prior to the election.

#### **D. Duties of the Chair**

1. The Chair shall generally manage the business and affairs of the CAB, and shall perform such other duties as the CAB may from time to time prescribe. This may include, but is not limited to, administrative duties and planning meeting logistics.
2. The Chair shall prepare the agenda for meetings.
3. The Chair shall preside at meetings.
4. The Chair shall work with the OCA staff person assigned to the CAB as the business of the CAB necessitates.
5. The Chair shall review the written appeal of membership termination of a voting member, and shall make, in consultation with the CAB, the final decision on termination.

## **ARTICLE VI, cont.**

### **E. Duties of the Vice-Chair**

1. The Vice-Chair shall assist the Chair in managing the business and affairs of CAB, and shall perform such other duties as the CAB may from time to time prescribe.
2. The **Vice-Chair** shall perform all duties of the Chair in the event of the absence or incapacity of the Chair.

### **F. Duties of the Secretary**

1. The CAB Secretary shall record the minutes of each CAB meeting and coordinate with the TDMHDD Staff Liaison to distribute the draft minutes within ten (10) days of the meeting.
2. The CAB Secretary shall coordinate with the TDMHDD Staff Liaison to email meeting notices to the CAB membership ten (10) days prior to the meeting.
3. The Secretary shall record all votes, including any votes taken between meetings by email, and report the results to the CAB membership.

### **G. Terms of Officers**

1. The term of office for all officers shall be two (2) years.
2. The term shall begin July 1<sup>st</sup> following their election.
3. An Officer may be re-elected for one consecutive two-year term.

### **H. Resignation**

1. An officer may resign from their office by written notice to the Chair or to the OCA staff person assigned to the CAB. A resignation is effective when the notice is delivered, unless the notice specifies a later effective date.

### **I. Vacancy**

1. The vacancy of an office shall be filled by a majority vote of the membership at the next scheduled meeting.

## **ARTICLE VII**

### **I. TDMHDD STAFF LIAISON**

#### **A. Appointment**

The TDMHDD Staff Liaison (“Liaison”) will be appointed by the commissioner of the TDMHDD to serve as an ex-officio member of the CAB.

#### **B. Role**

1. Liaison will provide administrative support to the CAB and its officers.
2. Liaison will secure meeting rooms, as well as videoconference and teleconference capabilities for all meetings.
3. Liaison will assist the CAB Secretary to maintain records; communicate with members about meetings and other CAB business; distribute minutes, agendas and other documents; keep databases of CAB member contact information and attendance; and monitor membership status.
4. The TDMHDD Staff Liaison will arrange for the appointment by the Office of Consumer Affairs of OCA’s CAB representatives, one from each of the seven planning regions, as terms expire or vacancies occur.
5. The TDMHDD Staff Liaison shall notify the Regional Planning and Policy Council chairs of the necessity to fill vacancies or impending term expirations of the RPPCs’ appointed CAB representatives in a timely fashion.
6. The TDMHDD Staff Liaison will invite TDMHDD or other state government staff to present to the CAB as requested.
7. The TDMHDD Staff Liaison will communicate to TDMHDD Staff the CAB’s perspective on the programs and policies of the Tennessee Department of Mental Health and Developmental Disabilities.”

## **ARTICLE VIII**

### **A. Fiscal Year**

1. The fiscal year of the CAB shall be July 1<sup>st</sup> through June 30<sup>th</sup>.

## **ARTICLE IX**

### **A. Bylaws Amendments**

1. The CAB may amend its Bylaws by majority vote of a quorum. Proposed amendments shall be sent to the membership no less than two (2) weeks prior to the meeting at which a vote is to take place.