

# **OPIOID ADVISORY COMMISSION BYLAWS**

**adopted on August 31, 2022**

## **ARTICLE I - MEETINGS**

1. The Opioid Advisory Commission (hereinafter referred to as the Commission) shall meet at least quarterly, or more frequently at the call of the Chairperson or if requested by seven (7) or more members.
2. To the extent determined appropriate by the Commission, the Commission shall employ electronic and other devices to permit members of the Commission not able to attend Commission meetings in-person to participate in the Commission meetings and to vote.
3. The Chairperson, prior to adjournment of each meeting, shall establish a time, date, and place for the subsequent meeting or, if a meeting is not scheduled, the next meeting of the Commission shall be at the call of the Chairperson.
4. The Chairperson shall direct the Office of the Legislative Council Administrator to notify all members of upcoming Commission meetings, in writing, at least nine (9) business days in advance of a meeting. The notification of the meeting shall include the time, date, and location.
5. Commission members desiring items to be placed on a tentative agenda for a meeting shall notify the Office of the Legislative Council Administrator at least five (5) days in advance of the meeting. The Chairperson retains the right to waive the five-day notice period.
6. The Office of the Legislative Council Administrator, prior to the convening of regularly scheduled Commission meetings, shall send copies of a tentative agenda and, when practical, other materials to members of the Commission.
7. If a Commission member is unable to attend a meeting, he/she shall notify the Office of the Legislative Council Administrator in advance.
8. The business that the Commission may perform shall be conducted at a public meeting held in compliance with 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. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976.

## **ARTICLE II - OFFICERS**

Officers of the Commission shall be the Chairperson and Vice Chairperson elected from among its members and other officers as it considers necessary or appropriate.

### **ARTICLE III - DUTIES OF THE CHAIRPERSON**

1. The Chairperson shall call to order all meetings of the Commission and shall preside at all Commission meetings. In the absence of the Chairperson, the Vice Chairperson shall call the meeting to order and shall preside.
2. The Chairperson shall determine the order of business for Commission meetings subject to appeal to the Commission by any member.
3. The Chairperson shall, in general parliamentary practice, decide all questions arising under the Commission Bylaws. Decisions shall be subject to appeal to the Commission by any member. Any appeal to the Commission shall be determined by a majority of the Commission members voting thereon.
4. The Chairperson may call meetings of the Commission, fixing the time, date, and place thereof. Nine (9) business days written notice shall be provided to the Commission members of a meeting.

### **ARTICLE IV - CONDUCT OF BUSINESS**

1. Seven voting members of the Commission members shall constitute a quorum for the transaction of Commission business at a meeting of the Commission. A smaller number of the Commission membership may transact routine business that does not require Commission concurrence, such as hearing testimony, conducting public hearings, and accepting reports from Subcommittees, workgroups, staff, and others.
2. A majority of the voting members present and serving are required for official action of the Commission. Only voting members of the Commission may vote or be counted for the purpose of establishing a quorum.
3. Business of the Commission shall be approved by a voice vote or by a call of the roll.
4. Submission of any report to the legislature shall be by roll call vote and have a majority vote of serving Commission members.

### **ARTICLE V - COMMISSION SUBCOMMITTEES AND AD HOC SUBCOMMITTEES**

1. The Chairperson may create Subcommittees of the Commission as the need demands. The Chairperson shall appoint all Subcommittee members and shall designate all Subcommittee chairpersons and recording secretaries.
2. The Chairperson may create ad hoc subcommittees and/or workgroups.
3. The Chairperson of a Subcommittee shall notify the members of the Subcommittee, the Chairperson, and the Office of the Legislative Council Administrator of the location, date, and time of each meeting and the issues to be considered at the meeting.

4. No measure or recommendation of a Subcommittee shall be referred to the Commission unless approved by a majority of a quorum of the Subcommittee. A majority of a Subcommittee shall constitute a quorum.
5. The business that any Subcommittee of the Commission may perform shall be conducted at a public meeting held in compliance with 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. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976.

#### **ARTICLE VI - AMENDMENT OF BYLAWS**

The Bylaws of the Commission may be amended by a two-thirds vote of the Commission members present and voting, provided that the proposed bylaws change was submitted in writing at the previous meeting.

- a. If these bylaws or amendments to these bylaws conflict with state law, state law shall control.
- b. If amendments to state law conflict with these bylaws, the amendments to state law shall control.

#### **ARTICLE VII - PARLIAMENTARY AUTHORITY**

The Bylaws of the Commission shall govern all Commission actions.

#### **ARTICLE VIII - PUBLIC COMMENT AND MEDIA COVERAGE**

Pursuant to Michigan's Open Meetings Act, individuals may express their opinions on Commission matters. The following policy applies to public comment before the Commission.

- a. For a Commission agenda item, the Commission will ask if any member of the public wishes to make a comment before the Commission.
- b. Comments shall pertain to a topic or topics which might normally come before the Commission.
- c. Individuals wishing to address the Commission will identify themselves as to name, address, and organization which they are representing, if any.
- d. Because of time constraints on Commission members, each presentation by a member of the public shall be limited to three minutes, unless extended by the Chairperson.
- e. The Commission is not obligated to respond to public comments, but the individual making the comments and at least the general topic of the comments will be noted in the Commission minutes for future reference.

- f. Cameras, microphones, lighting equipment, or any other equipment utilized to record a Commission or Subcommittee meeting shall not be placed in such a manner or location as to obstruct in any way the ability of a Commission member or a public participant of having a clear view of all participants or activities of the meeting.

#### **ARTICLE IX - PUBLIC RECORDS**

A writing prepared, owned, used, in the possession of, or retained by the Commission in the performance of an official function shall be made available to the public in compliance with the Freedom of Information Act, Public Act 442 of 1975, being sections 15.231 et seq. of the Michigan Compiled Laws. Legislative Council staff offices shall serve as repository for these documents.