

**Bylaws
For
Family and Social Services Administration
Division of Mental Health and Addiction
Recovery Council**

PREAMBLE:

Whereas: The Division of Mental Health and Addiction (DMHA) within the Family and Social Services Administration has a Mental Health and Addiction Planning and Advisory Council as set forth in LC. 12-21-6, which functions as the principle Advisory body for the overall operation of the Division with its duties pertaining To mental health and addiction;

Whereas: The Division of Mental Health and Addiction has established an Office of Consumer and Family Affiars;

Whereas: The Division of Mental Health and Addiction has established a Recovery council to advise the Division, its other advisory groups and the Office of the Consumer and Family Affairs;

Therefore: The Recovery Council is established and shall adhere to the following bylaws.

ARTICLE I NAME:

The advisory group shall be known as the Recovery Council

ARTICLE II PURPOSE:

to act in an advisory capacity to the Division of Mental Health and Addiction and the Mental Health and Addiction Planning and Advisory Council on matters pertaining to the mental health and addiction needs of Indiana residents;

to advise upon practices and policies, including proposed policies, which impact Hoosiers with mental health and addiction issues;

to serve as a link between the Division of Mental Health and Addiction and the community, providing information about each to the other;

to advise the Office of the Consumer and Family Affairs in the development of plans to involve mental health and addiction consumers and their families in Division activities;

to promote collaboration and information exchange among stakeholder organizations;

to advocate innovation and a recovery orientation in mental health and addiction treatment;

to provide input and data into the biennial report;

to provide representation to the Mental Health and Addiction Planning and Advisory Council.

ARTICLE III MEMBERSHIP:

The Division Director, with input from the Mental Health and Addiction Planning and Advisory Council, shall appoint the members. The Recovery Council shall notify the Division of any vacancy and may make nominations for consideration in filling the vacancy.

Membership shall be limited to sixteen (16) persons and shall be open, statewide, to consumers and family members.

Absence from two consecutive meetings may result in termination from the Recovery Council.

ARTICLE IV MEETINGS:

There will be a total of twelve (12) meetings each year, meeting once per month.

All meetings will be open to the public.

An agenda of the meetings will be prepared and sent to members prior to scheduled meetings, and will be posted in a public place in accordance with the Open Door Rule.

A quorum shall consist of simple majority of those present of the Recovery Council. All Decisions shall be made by majority vote of those present and voting.

Meetings shall be governed by parliamentary procedures according to "Robert's Rules of Order."

ARTICLE V ELECTIONS:

During an election of officers of the Recovery Council, each member shall be entitled to one (1) vote for each office.

ARTICLE VI OFFICERS:

Section 1-Officers:

The offices of the Recovery Council shall consist of a Chairperson, a Vice-Chairperson, and Secretary who shall perform the duties pertaining to such offices.

Section 2-Terms of Office:

The officers shall serve a term of two years. No officer shall serve for more than two consecutive terms in the same office.

Section 3-Vacancies:

The members at the next regular meeting shall fill vacancies in any office by election for the unexpired term. The nominating committee shall seek nominations for the election.

Section 4-Duties of the Chairperson:

The Chairperson presides over all meetings. The Chairperson shall appoint all standing committees, subject to the approval of the membership, the Chairperson(s) of all special committees and shall be an ex-officio member of all stand and special committees. The Chairperson shall communicate the interests of the Recovery Council to other mental health service organizations.

Section 5-Duties of the Vice-Chairperson:

In the absence of the Chairperson, the Vice-Chairperson shall preside at the meeting and assume the role and duties of the Chairperson.

Section 6-Duties of the Secretary:

1. The Secretary shall record and maintain minutes of the meetings of the Recovery Council.
2. Shall provide proper notice as required by the bylaws.
3. And to perform other duties and exercise such other power as the Chair may assign from time to time.

ARTICLE VII COMMITTEES:

Committees shall include:

1. Standing Committees
2. Other Committees

Section 1-Standing Committees:

Nominating Committee

The Chairperson shall appoint a nominating committee comprised of at least three (3) members of the Recovery Council. Nominating Committee members should represent a cross-section of the membership. This committee shall meet prior to the scheduled meeting for the election of officers to develop a slate. The committee shall then submit a slate for offices of the Chairperson, Vice-Chairperson and Secretary. The nominating committee shall obtain prior consent of the nominees before the presentation of the slate for election.

Section 2-Other Committees

The Recovery Council may create additional committees to further the purposes of the Council. The Chairperson shall appoint a member to chair each committee. The committee chairperson may select persons to serve on the committee. Membership on the Recovery Council is not a requirement for appointment to a committee.

ARTICLE VIII DIVISION OF MENTAL HEALTH & ADDICTION TECHNICAL ASSISTANCE:

The Division of Mental Health and Addiction shall provide professional and technical assistance to the Recovery Council. The Director of the Office of Consumer and Family Affairs shall serve as liaison.

ARTICLE IX AMMENDMENTS:

The Recovery Council may amend these by-laws by a majority vote of a quorum present at any regularly scheduled meeting of the Council provided that the proposed amendment(s) shall have been addressed at a previous Council meeting.

Effective Date: April 5, 2002

Revised: November 19, 2010

Revised: May, 2012

Revised: August 31, 2015