

Allegheny County Coalition for Recovery

Steering Committee

By-Laws

Approved June 28, 2019

Revised July 1, 2019

Article I – Name, Description, Vision, Mission, and Authority

Section 1 – Name: The name of the organization shall be the **Allegheny County Coalition for Recovery (ACCR)**.

Section 2 – Description: ACCR is a group of people working together to increase the public’s recognition that people can and do recover from serious mental illnesses and substance use disorder. The coalition consists of persons served (consumers), family members, providers, funders, and other community members.

Section 3 – Vision: The vision guiding the coalition is that every Allegheny County resident with a mental health and/or substance use disorder is supported in his/her recovery journey by friends, families, communities and service providers who understand and practice recovery principles.

Section 4 – Mission: The mission of the coalition is to increase awareness of behavioral health recovery and to promote the use of recovery principles and practices in behavioral health services in Allegheny County.

Section 5 – Authority: The coalition is not incorporated or otherwise legally constituted. The members of the coalition and of the steering committee voluntarily join together and agree to work together for a common vision and mission with dedication toward the goals of the coalition.

Section 6 – Steering Committee: The Steering Committee is a group of people involved with the coalition who meet regularly to guide and coordinate the activities of the various committees and groups carrying out the mission of the coalition.

Section 7 – Purposes and Activities: The purposes and activities of the Steering Committee include but are not limited to the following:

- To deal with matters related to the business of the coalition, including budgets, finances, agreements, policies, etc.
- To provide coordination, support, guidance, and accountability for the various subcommittees and activities of the coalition
- To annually assess and prioritize Allegheny County’s status and needs relative to behavioral health recovery-oriented services and systems

- To set annual goals and objectives for the coalition and to review progress toward objectives at least twice annually
- To coordinate coalition efforts with the efforts of other groups with a similar vision and mission

Article II – Meetings

Section 1 – Regular Meetings: The Steering Committee will meet at least six times per year. A schedule of regular meetings for the year will be established at the beginning every fiscal year (July 1).

Section 2 – Special Meetings: Additional meetings may be scheduled by one or both of the co-chairs or by the request of at least three members made in writing to the co-chairs.

Section 3 – Participation: Meetings will be open to attendance by interested coalition members and others. Non-members will not have a vote but may speak on issues if invited or permitted by the meeting chair.

Section 4 – Quorum: A quorum is established when 50% + 1 voting members of the Steering Committee are present.

Section 5 – Voting: All issues to be voted on shall be decided by a simple majority of those present at the meeting at which the vote takes place.

Article III – Membership

Section 1 – Leadership: The Steering Committee shall annually elect one of two co-chairs. Co-chairs may or may not concurrently serve as a co-chair of one of the standing committees. The co-chairs are responsible for equally sharing the duties of preparing the agenda for the Steering Committee meetings and running those meetings. This 50-50 sharing shall serve as a model for all other committees. In addition, the co-chairs may represent the coalition at other events or meetings as directed by the Steering Committee. At least one of the co-chairs (referred to as a person with lived experience) shall be a person who self-identifies as a past or present consumer of behavioral health services or is a family member of such a person.

Section 2 – Voting Member Composition: The Steering Committee shall consist of the following voting members:

- Steering Committee co-chairs
- Co-Chairs from the standing committees

- One representative from the fiduciary agency (e.g. PSAN)
- Four at-large positions comprised of consumers and family members

Standing committees shall annually elect one of two co-chairs, subject to approval by the Steering Committee. At least one of the co-chairs (referred to as a person with lived experience) shall be a person who self-identifies as a past or present consumer of behavioral health services or is a family member of such a person.

Election of two of the at-large positions shall take place in even numbered years. Election of the other two at-large positions shall take place in odd numbered years.

Section 3 – Lived Experience Representation: At any time, consumers and family members should comprise 50% or more of the membership of the Steering Committee.

Section 4 – Terms: Steering Committee members serve two-year terms, renewable once (four consecutive years maximum in the same position). Exceptions to the two-term (i.e. four-year) limit are permitted if requested by the committee and approved by a majority of the Steering Committee. Terms begin on July 1 and end on June 30. Filling an unexpired term does not count towards the term limit.

Section 5 – Recruitment / Election / Appointment: A nominating committee will be appointed by the Steering Committee co-chairs with the approval of the committee. Using criteria established by the Steering Committee, the nominating committee will recruit and recommend at-large members for the Steering Committee. These individuals will become voting members when they are approved by vote of the Steering Committee.

Section 6 – Staffing: The Steering committee will be staffed by representatives from AHCI, Community Care, and/or Allegheny County Office of Behavioral Health. These persons serve as ex-officio members of the Steering Committee without voting privileges. These persons serve at the direction of the Steering Committee but are limited in the scope of their duties by the time allocated by their respective organizations.

Section 7 – Other Non-Voting Membership: The Steering Committee shall have the authority to establish and define additional non-voting categories of membership.

Section 8 – Attendance Requirement: Members are expected to attend at least 2/3 of the Steering Committee Meetings per year. If members attend less than 2/3 of the meetings in a 12-month period, the Steering Committee co-chairs will attempt to contact non-attending members to determine their interest in continuing to serve on the Steering Committee. Following this, the co-chairs may recommend to the Steering Committee that the person's membership be terminated. If the Steering Committee votes to terminate membership, notification will be sent in writing to the terminated member.

Section 9 – Resignation and Termination: Any member may resign by filing a written resignation with the Steering Committee co-chairs. Members can have their membership terminated by a majority vote of the Steering Committee members for any reason deemed valid, such as an inability or unwillingness to perform their duties.

Section 10 - Medical Leave or Leave of absence

- 1) Must notify co-chair for up to 3 months
 - 2) If longer than 3 months must request to steering committee for agenda item announcement (no details necessary) in 3-month increments
 - 3) If longer than 3 months, interim to be named by committee as interim.
- Longer than 6 months requires a resignation. This does not mean the person cannot run for future election.

Article IV – Fiduciary

Section 1 – Fiduciary Organization: The selected fiduciary organization(s) for the coalition shall provide services and supports and indicated by the fiduciary agreement. The agreement with the fiduciary organization will be renewed annually or as decided by the Steering Committee.

Section 2 – Reimbursements and Stipends: Member will serve voluntarily. However, committee members may be reimbursed for the costs upon submission and approval of an expense report. Also, stipends may be available for consumer and family members according the ACCR stipend policy approved by the Steering Committee.

Article V – Amendments

Section 1 – Amendments: These by-laws may be amended by a majority vote of the Steering Committee members present at a regular meeting of the committee. Amendments shall be distributed to the members at least two weeks prior to the meeting at which they will be voted upon.

Article VI – Rules of Order

Section 1 – Rules of Order: When needed for formal meeting decisions or actions, the Steering Committee meetings shall be conducted according to The Modern Rules of Order (Pennsylvania Bar Institute, 1992).

Certification

These by-laws were approved at a meeting of the Steering Committee by a majority vote on June 28, 2019.