

**Bylaws of the
Isabella County
Opioid Advisory Committee**

Adopted: August 5, 2025

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I. Name

The authorization for the Isabella County Opioid Advisory Committee, hereinafter referred to as “Committee”, derives from the Isabella County Board of Commissioners’ Opioid Committee Policy, adopted August 5, 2025.

II. Purposes and Function

a. Introduction

In 2021, Isabella County elected to join the nationwide settlement agreements to resolve all Opioid litigation brought by States and local governmental units against pharmaceutical manufacturers, distributors and pharmacies. Isabella County is eligible to receive a direct share from the original defendants as well as subsequent defendants, hereinafter referred to as “National Opioid Settlements”. Isabella County will receive a direct distribution of settlement funding with amounts subject to the *Michigan State-Subdivision Agreement for Allocation of Distributor Settlement Agreement* and settlement agreements with each individual company.

The Committee’s work shall comply with State of Michigan statutes, Isabella County policy, and provisions of applicable individual settlement agreements.

b. Responsibilities

i. Procedural Responsibilities

The Committee shall follow the following procedural responsibilities:

1. Elect annually a Chair, Vice Chair, and a Secretary;
2. Comply with the Open Meetings Act, Public Act 267 of 1976, as amended, MCL 15.261 *et seq.*;
3. Establish a set of Bylaws by which the Committee shall operate and the selection of its members.

ii. Planning Responsibilities

The Committee is responsible to the Isabella County Board of Commissioners, hereinafter referred to as “Board”, and shall provide input, advice, and recommendations on the disbursement of Isabella County government revenues received as a result of the National Opioid Settlements.

The Committee shall develop and disseminate a Plan document which, at a minimum, shall include:

1. The manner in which the Plan was completed;
2. A data-based needs assessment section which reviews the availability or unavailability of services corresponding with each of the approved uses and services that are perceived by the community as being critical to meet the needs of County residents;
3. A funding recommendation section that identifies the approved uses to which County settlement money should be appropriated to meet the needs of County residents.

The Committee may, at its discretion, initiate Plan updates to respond to environmental changes, significant events, and other circumstances in the interim as needed.

iii. Implementation Responsibilities

The Committee shall review and make recommendations to the Board pertaining to projects to be funded by any National Opioid Settlements funding, consistent with the current Plan and prioritized approved uses, in accordance with applicable contracting laws.

The Committee shall monitor the service delivery and administration of all programs under the Committee's jurisdiction and funded by the National Opioid Settlements.

By January 31 of each year, the Committee shall provide to the Board an annual report for the preceding calendar year of National Opioid Settlements funded projects.

III. Organization

a. Membership

Appointments to the Committee are made by the Board either directly or upon recommendation of specifically identified agencies/organizations. The Committee shall consist of the following thirteen (13) members:

1. One (1) member at-large representing a provider of behavioral health or opioid substance use disorder treatment (initial term ending 12/31/2027)
2. One (1) member at-large representing a provider of opioid substance use disorder recovery support services (initial term ending 12/31/2028)
3. One (1) member at-large representing the medical profession practicing in Isabella County (initial term ending 12/31/2026)
4. One (1) member nominated by the Saginaw-Chippewa Indian Tribal Council to represent its Behavior Health program (initial term ending 12/31/2026)
5. One (1) member of Isabella County Board of Commissioners, as appointed by Board Chair (member appointed annually)
6. Two (2) members nominated by the Executive Director of Community Mental Health for Central Michigan: One (1) member representing staff working with opioid substance use disorder clients (initial term ending 12/31/2027); and, one (1) member at-large with living/lived experience with opioid substance use disorder (initial term ending 12/31/2027)
7. One (1) member nominated by the Health Officer of Central Michigan District Health Department (initial term ending 12/31/2028)
8. One (1) member nominated by the Chief Judge of Isabella County Trial Court (initial term ending 12/31/2027)
9. One (1) member nominated by the area Pre-paid Inpatient Health Plan (PIHP) contracted prevention service provider (initial term ending 12/31/2026)
10. Three (3) members nominated by the Isabella Substance Awareness Coalition: One (1) member at-large with living or lived experience with opioid substance use disorder (initial term ending 12/31/2026); one (1) member at-large with living or lived experience with opioid

substance use disorder (initial term ending 12/31/2028); and, one (1) member at-large serving Isabella County residents as a Licensed Professional Counselor (LPC) and/or Certified Advanced Alcohol and Drug Counselor (CAADC) (initial term ending 12/31/2028).

An alternate member may be identified by a specific agency/organizational appointing/nominating body, and shall be recognized and appointed to the Committee by the Board as an alternate. The alternate member must be an individual who will bring knowledge and decision-making ability that is comparable to that of the appointed member. At-large members may nominate an alternate member to represent them.

To the practical extent possible, Committee membership shall be representative of every region of the County and should also reflect the gender, racial, and cultural composition of the County.

b. Term of Office

Members shall serve without compensation for three (3) years, with terms beginning on January 1 and ending on December 31, or until a successor is appointed. To provide for organizational stability that comes with staggered terms, initial appointments will comply with those terms identified in Section III a. Except for the Board of Commissioners' member, who is appointed annually, all other subsequent re-appointments shall be for three (3) years.

Vacancies will be filled by the Board within sixty (60) days.

c. Officers of the Committee

The Board shall elect a Chair, Vice-Chair, and a Secretary by majority vote of the Committee membership. Such election will be held at the first meeting of each new calendar year. Officers will hold office for one (1) year or until his or her successor is elected.

The duties of each of the above-mentioned officers will be as follows:

1. Chair - The Chair shall preside at all meetings of the Committee and shall create temporary sub-committees deemed necessary to conduct business. The Chair shall be an Ex-Officio member of all sub-committees.
2. Vice-Chair - In the absence of the Chair, the Vice-Chair shall preside at Committee meetings.
3. Secretary - The Secretary shall sign the approved minutes, which shall be kept on file as a permanent record in the Office of the County Clerk. The Secretary shall be responsible for all correspondence and notice of meetings. This will be done in accordance with the Open Meetings Act. In the absence of both the Chair and Vice-Chair at any Committee meeting, the Secretary shall preside.

d. Sub-Committees

The Committee Chair shall have the authority to create and designate temporary sub-committees to implement and effect the aims and purposes of the Committee. Membership may consist of Committee members and non-members, as needed. Sub-committees report directly to the full Committee. Sub-committee progress reports should include a review of the agenda and member attendance at meetings.

IV. Rules and Regulations Governing the Committee

a. Meetings

Committee meetings shall be open to the public, in accordance with Michigan's Open Meetings Act.

All Committee members shall receive notice of regular meetings and all other meetings at least one week before the designated meeting date.

Meetings will be held quarterly on dates and times established by the Committee. These meetings shall be publicized and the public will be encouraged to attend. Special meetings of the Committee may be held compliant with Michigan's Open Meetings Act requirements.

b. Quorum

A quorum shall consist of a majority (fifty percent plus one [50% + 1]) of the current number of members of the Committee.

All decisions of the Committee must be arrived at by a majority vote. A roll call vote will be taken whenever a funding decision is being made (i.e., allocation, de-funding, etc.).

Alternate members are entitled to vote on matters before the Committee in the absence of the appointed member.

Decisions made by a quorum of the Committee cannot be challenged by a dissenting Committee member.

c. Attendance

In order to maintain Committee membership, members must attend at least fifty percent (50%) of meetings in a calendar year and cannot have more than three (3) unexcused absences from Committee meetings.

Members not meeting these minimum standards may be recommended for dismissal from the Committee. The member will be notified in writing by the Chairperson. The letter will request a response regarding the member's continued interest in remaining on the Committee. The Committee will advise the Board of the need to dismiss a member who fails to maintain attendance. A copy of any member's resignation letter will be forwarded to the County Clerk, who serves as the Clerk of the Board of Commissioners.

d. Minutes

The Minutes shall be kept on file as a permanent record in the Office of the County Clerk. The Minutes shall include:

1. Time and place of meetings
2. Names of members present and absent
3. Subjects considered at the meeting
4. Brief description of actions taken

5. Vote result of any item voted upon. A roll call vote is needed if voting on funding recommendations or if voice vote is not unanimous.

V. Conflict of Interest

Members of the Committee shall abstain from any discussion or vote regarding the awarding of monies or any contract or budget modifications if there is a direct or indirect financial interest. Any member may raise the question of a perceived Conflict of Interest on the part of another member.

Committee members will be asked to evaluate, on a yearly basis, or as needed, their personal relationship with any County/private agency which conceivably could apply for funding which utilizes the Committee funding allocation process. An annual "Conflict Of Interest Member Statement" will be kept on file in the Isabella County Administration Office.

VI. Adoption of Bylaws and Amendments

a. Certification

The Bylaws become effective immediately upon adoption by the Board.

b. Amendments

The Bylaws shall be reviewed every three (3) years to determine continued relevancy to Committee goals and objectives, and amended as necessary.

Proposed amendments to the Bylaws will be submitted in writing to the Committee at a regular scheduled meeting. A majority vote of the Committee at the meeting shall be required to adopt the amendment. Before final adoption, the amendment must receive approval from the Board.

VII. Parliamentary Authority

Rules and procedures not specified in these Bylaws shall be by those provided in Robert's Rules of Order, Revised.

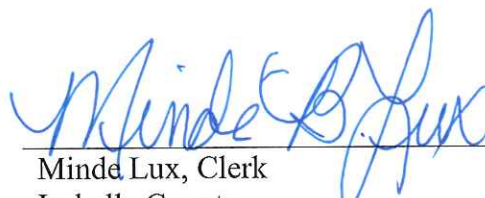
Adoption

These Bylaws were reviewed by Isabella County's Legal Counsel on April 15, 2025 and revisions, if any, were incorporated per County Legal Counsel's advice.

The Isabella County Opioid Advisory Committee Bylaws are adopted by the Isabella County Board of Commissioners meeting held on August 5, 2025.



Frank Engler, Chairperson
Isabella County Board of Commissioners



Minde Lux, Clerk
Isabella County