BYLAWS OF THE NORTH CAROLINA STATE CONSUMER & FAMILY ADVISORY COMMITTEE

ARTICLE 1. NAME

The name of this committee is the State Consumer and Family Advisory Committee (SCFAC).

ARTICLE 2. PURPOSE

There is established the State Consumer and Family Advisory Committee (State CFAC). The State CFAC shall be a self-governing and self-directed organization that advises the Department and the General Assembly on the planning and management of the State's public mental health, intellectual and developmental disabilities, substance use disorder, and traumatic brain injury services system.

The State CFAC shall undertake all of the following:

(1) Review, comment on, and monitor the implementation of the State Plan for Mental Health, Developmental Disabilities, and Substance Use Services.

(2) Identify service gaps and underserved populations.

(3) Make recommendations regarding the service array and monitor the development of additional services.

(4) Review and comment on the State budget for mental health, intellectual and developmental disabilities, substance use disorder, and traumatic brain injury services.

(5) Review and comment on contract deliverables and the process and outcomes of prepaid health plans in meeting these contract deliverables.

(6) Receive the findings and recommendations by local CFACs regarding ways to improve the delivery of mental health, intellectual and developmental disabilities, substance use disorder, and traumatic brain injury services, including statewide issues.

(7) Develop a collaborative and working relationship with the prepaid health plan member advisory committees to obtain input related to service delivery and system change issues.

ARTICLE 3. MISSION

The mission of the State CFAC shall be consistent with N.C.G.S. §122C-171, the activities of the State CFAC shall include, without limitation, the following:

- Support the development of consumer services by identifying needs and gaps in services and promoting services that are effective and meet high quality standards.
- Support CFAC growth and development at state and local levels.
- Support individual consumer and family participation at state and local levels.
- Promote activities related to consumer recovery, wellness, empowerment, and self-determination.
- Review, comment on, and monitor the implementation of North Carolina State Action Plan For People with Traumatic Brain Injury.

ARTICLE 4. SUPPORT TO THE STATE CFAC

The Secretary shall provide sufficient staff to assist the State CFAC in implementing its duties under subsection (c) of this section. The assistance shall include data for the identification of service gaps and underserved populations, training to review and comment on the Department Initiatives and departmental budget, procedures to allow participation in quality monitoring, and technical advice on rules of procedure and applicable laws. State CFAC members shall receive the per diem and allowances prescribed by G.S. 138-5 for State boards and commissions."

ARTICLE 5. MEMBERSHIP

The State CFAC shall be composed of 21 members. The members shall be composed exclusively of adult consumers (ages 18 and over) of mental health, intellectual and developmental disabilities, substance use disorder, and traumatic brain injury services and family members of consumers of mental health, intellectual and developmental disabilities, substance use disorder, and traumatic brain injury services.

Section 1. Recruitment of Members

Recruitment of committee members is the responsibility of the appointing authorities.

Section 2. Terms of Office / Appointing Authorities

The terms of members shall be three years, and no member may serve more than two consecutive terms. Past members may reapply after a one-year separation period. Vacancies shall be filled by the appointing authority. The members shall be appointed as follows:

(1) Nine members appointed by the Secretary. The Secretary's appointments shall reflect each of the disability groups. The terms shall be staggered so that terms of three of the appointees expire each year.

(2) Four members appointed by the President Pro Tempore of the Senate as follows:
   a. One member from the eastern region of the State.
   b. One member from the central region of the State.
   c. Two members from the western region of the State.
   The terms of the appointees shall be staggered so that the term of one appointee expires every year.

(3) Four members appointed by the Speaker of the House of Representatives as follows:
   a. One member from the eastern region of the State.
   b. Two members from the central region of the State.
   c. One member from the western region of the State.
   The terms of the appointees shall be staggered so that the term of one appointee expires every year.

(4) Four members appointed by the North Carolina Association of County Commissioners as follows:
   a. Two members from the eastern region of the State.
   b. One member from the central region of the State.
   c. One member from the western region of the State.
   The terms of the appointees shall be staggered so that the term of one appointee expires every year.

Section 3. Emeritus Membership

For members who are no longer eligible after completion of the two (2) term limits or expiration of a six-year period of membership. Upon request by the SCFAC to any Appointing Authority a member, pending their agreement, shall become an Emeritus member for a period of one (1) year.

Emeritus members shall have the privileges, responsibilities, and obligations of a regularly appointed member..

Emeritus membership does not expand and/or increase the Committee membership as set forth in § 122C-171(b).

Section 4. Attendance
SCFAC members shall attend:

- 9 meetings each fiscal year if 12 meetings are held
- 8 meetings each fiscal year if 11 meetings are held
- Members shall not miss 3 consecutive meetings at the end of or the beginning of the fiscal year.
- Meetings may be attended either in person or virtually (by videoconference or telephone) and provided the members are expected to participate fully in the meeting at all times except for periods during which the meeting is in recess or adjournment.
- SCFAC members shall make every effort to attend the majority of the meetings (barring hardship) held in a fiscal year.

After the second consecutive missed meeting, a courtesy letter will be sent certified mail by the Chair and/or Vice-Chair to determine whether that member wishes to continue serving or would like to submit a request for a Temporary Leave of Absence.

The Chair and Vice-Chair will decide, on a case-by-case basis and after consultation with the members of SCFAC as a whole, whether to recommend a written request be sent to the member's appointing body to reconsider the appointment to the SCFAC by the affirmative vote of two-thirds of the membership. Furthermore, if any member fails to meet this attendance requirement during the 12-month fiscal year (July through June) shall be entitled to at least a fourteen (14) day notice in writing by certified mail of the meeting of the SCFAC at which his/her reconsideration is to be voted upon and shall be entitled to appear before and heard by the SCFAC at the meeting.

Section 5. Temporary Leave of Absence
There will be no differentiation of absences among health, personal, professional, work-related, or another basis for a member's absence. A member may request a "temporary leave" for any reason and not be considered absent during that period for attendance purposes. Such request will be in writing considered for consideration and decided by the Chair and Vice-Chair after consultation with the SCFAC as a whole. Requests may be granted up to a 3-month time-period in three month increments for a maximum of six months. With extenuating circumstances, further Temporary Leave of Absence requests may be considered.

Section 6. **Definition of Family Member**
For the purposes of State CFAC membership, a Family Member is defined as:

> "An individual who is a parent, sibling, spouse, grandparent, adult child, legal guardian, or primary caregiver of a person who is currently receiving or has previously received public mental health, intellectual and developmental disabilities, substance use disorder, or traumatic brain injury services in North Carolina."

Family Members must have direct lived experience in supporting or advocating for a consumer of services and should be able to represent the family perspective within the advisory and policymaking process.

ARTICLE 6. MEETINGS
Section 1. Regular Meetings
Members of the SCFAC will meet a minimum of 11 times a year (July through June) at the date, place, and time specified by the Chair for the purpose of transacting business and electing officers. A quorum is to be defined as a majority, a minimum of 51%, of the total number of active members. No proxies are permitted**.**

Section 2. DMHDDSUS Leadership Team Meetings
SCFAC Chairperson or their designee will meet with a minimum of one member of the DMHDDSUS Leadership Team on at least a quarterly basis. The Chair, in consultation with the members, may invite other committee chairs or members to attend to offer expertise or to report SCFAC activities.

Section 3. Meetings with the Secretary DHHS
At least annually in a regular meeting, the SCFAC shall meet with the Secretary of DHHS to present its position on the progress of the Division of MHDDSUS in meeting the goals of system reform and the outcomes identified in the Department Initiatives. The SCFAC will place the meeting with the Secretary on the agenda in the last quarter. Additional meetings with the Secretary of DHHS may be scheduled as necessary.

Section 4. Special Meetings
Special meetings may be called by the Chair or by at least 1/3 of the appointed member.

Section 5. Notice of Meetings
Notice of all regular meetings shall be made by email or mail at least 14 days before the meeting to the address designated for such contacts by each member. Special meetings require at least 5 days' notice. Notice of meeting date, time, and place shall be filed each month by the staff liaison with the Secretary of State in accordance with the law.

When canceling or rescheduling a SCFAC meeting due to inclement weather the 7-day rule of advanced notification from open meetings law does not apply a reasonable effort will be made to notify the public and committee members.

Section 6. Business to be Transacted
All meetings shall comply with North Carolina General Statutes Open Meetings § 143-318.10..

The Chair shall develop the agenda in collaboration with the staff liaison in advance of each meeting based on consultation with the Vice-Chair and committee chairs and member discussion at the previous meeting. Th agenda shall be distributed with the meeting notice.

Any business may be transacted at any SCFAC meeting provided it is listed on the agenda for that meeting. The agenda may be amended at the beginning of the meeting by a majority of the members present and voting. Agenda items designated for "action" may be discussed before a motion is made unless the chair rules otherwise.

Public comment – Public comment will be 3 minutes per person with ensuing discussion at the discretion of the Chair.

For special meetings, the Chair shall prepare an agenda to address the purpose of the special meeting. No other agenda item may be added to the agenda of a special meeting.

Minutes of all meetings will be taken by the staff liaison and distributed with the meeting notice.Minutes must be approved by the SCFAC at the next regular meeting.

Section 7. Voting
Except as set forth in Article 6, Section 2 (Election of Officers), each SCFAC member in attendance at a meeting is entitled to one vote on each matter submitted to a vote.

The SCFAC will strive to reach decisions by consensus. Where consensus in not possible, decisions will be made by a majority of the total appointed membership attending the meeting at the time of the vote.

Section 8. Conduct of Meetings
The Chair shall preside over each meeting of the members. The Vice-Chair shall preside in the Chair's absence. The priority of authority for conduct of procedure will be the SCFAC Rules of Procedure (see Addendum B) and issues not covered will reference *Suggested Rules of Procedure for Small Local Government Boards* (A. Fleming Bell, 1998), and finally Robert's Rules of Order.

All members shall make certain that discussion at meetings is applicable to the business and issues being considered by the SCFAC at that time, is consistent with SCFAC's statutory mission, and is conducted within reasonable time limitations. The Chair, or other presiding member, shall set guidelines for the topics and length of any individual comment or group discussion and all members will abide by such limitations.

ARTICLE 7. OFFICERS AND THE ELECTION OF OFFICERS

Section 1. Number

The officers of the SCFAC shall be the Chair and Vice-Chair. The same person may not hold both offices. The SCFAC may elect other officers with powers and duties consistent with these Bylaws and as determined by the SCFAC.

Section 2. Election Term of Office, and Qualifications

A Nominating Committee comprised of three (3) members shall be chosen by SCFAC members during the April meeting of each fiscal year.

Candidates for the position of Chair and Vice-Chair shall be presented by the Nominating Committee at the May meeting for subsequent election at the June meeting.

Any SCFAC member may self-nominate for Chair or Vice-Chair by contacting the current Chair no later than 1 week prior to the June meeting.

The Chair shall be elected for a term of 1 year and may serve a maximum of 2 terms.

The Vice-Chair shall be elected for a term of 1 year with a maximum of 2 terms. The Vice-Chair may subsequently be elected Chair.

The Election of Officers shall be held at the June meeting, provided a 2/3 quorum of current members is present at that meeting, either in-person or by telephone conference. Members attending the full meeting by telephone conference may vote only by contacting designated SCFAC staff, by email, or as otherwise directed by SCFAC staff, during the time period voting is being conducted at the meeting site. If a quorum is not present, either in-person or by telephone conference or chosen platform (WebEx, Teams…), at the June meeting, the election shall take place at the July meeting and the term of the Officers shall begin at that time.

It is anticipated that SCFAC members will make every effort to attend the meeting for the Election of Officers in person. If any SCFAC member is unable to attend the June meeting (or the meeting designated for the Election of Officers), the member may contact the Chair or Vice-Chair prior to the call-to-order of that meeting and indicate the basis for requesting a vote without attending the meeting. The Chair and Vice-Chair will decide, on a case-by-case basis, whether the member may vote in the election. If allowed, such members' votes will be communicated to SCFAC staff only and not be disclosed prior to balloting. This method of voting is not to be considered for purposes of determining a member's attendance and is not to be included in the requirement for a 2/3 quorum as set forth above.

The member with the highest number of votes for each position is deemed elected to that position. A majority of votes cast is not required.

Section 3. Vacancies

In case an office becomes vacant, the majority (provided there is a 2/3 quorum) of the appointed members of the SCFAC shall elect an officer at the next meeting to fill the vacancy for the remainder of that term.

Section 4. Chair

The Chair shall preside at all meetings of the SCFAC. He/she shall generally have charge and supervision of the affairs of the SCFAC, shall be responsible for the development of the meeting agenda, and shall perform such other duties as may be assigned by the SCFAC.

The Chair shall be the official representative of the SCFAC in all situations where representation is appropriate and shall reflect the will or intention of the Committee rather than his/her own opinion if those should differ.

The Chair is the primary liaison with support staff and with the Division of MH/DD/SAS.

If a Standing Committee does not elect a chairman as set forth in Article 7, the Chair shall appoint a chairman after consultation with members of the SCFAC.

Section 5. Vice-Chair
At the request of the Chair, or in the event of the Chair's absence or incapacity, the Vice-Chair shall perform the duties and possess the power of the Chair and shall have such other powers as the SCFAC may assign.

Section 6. Removal of Officers
Any officer may be removed from office by the affirmative vote of two-thirds of all of the appointed members of the SCFAC at any regular or special meeting called for that purpose, for conduct detrimental to the mission and purpose of the Committee, violation of the Code of Conduct (see Addendum A), and/or for refusal or inability to fulfill the responsibility of the Office. Any officer proposed to be removed shall be entitled to at least fourteen days' notice in writing by mail of the meeting of the SCFAC at which removal is to be voted upon and shall be entitled to appear before and be heard by the SCFAC at the meeting. Any officer may resign from office by giving written notice to the Chair and/or Vice-Chair of the SCFAC.

The appointing authority has the authority to remove members. Therefore, the SCFAC must submit a written recommendation to the appointing authority to remove for a cause that must include justification with specific reason(s).

ARTICLE 8. COMMITTEES

In order to fulfill its statutory obligations pursuant to NCGS §122C-171, et seq., the SCFAC shall maintain the following Standing Committees (Sub-Committees):

1. Membership Committee
2. Community Collaboration Committee
3. Legislative& State Budget Committee
4. Contract Deliverables Committee
5. Gaps /Needs & Optimization Committee
6. Executive Committee (Members to include the Chair, Vice-Chair, and Chairmen of all Standing Committees)

Members of Standing Committees will choose or elect their own chairman or co-chairman.

Standing Committees are expected to meet regularly as needed with a minimum of bi-monthly meetings. Meetings may be either in-person, conducted at a designated time at monthly SCFAC meetings, or by telephone conference. Standing Committees shall present a written summary of all meetings to the SCFAC for possible further discussion.

Additional Ad Hoc Committees, such as a Nominating Committee as set forth in Article 7, may be created at the direction of the Chair or by a majority of members. In the establishment of anyAd Hoc Committee, the Chair will identify the specific tasks for the Ad Hoc Committee and

the time frame to accomplish such tasks. The Chair will appoint the chairmen of the Ad Hoc Committees, including the Nominating Committee.

All Standing Committees and Ad Hoc Committees shall be focused on meeting the statutory obligations of the SCFAC as set forth in NCGS §122C–171.

All SCFAC members will serve on one or more Standing Committees of their choice. If a specific Standing Committee or Ad Hoc Committee is deemed by the Chair to be underserved to meet its responsibilities, the Chair will appoint members to such Committee after consultation with SCFAC members.

ARTICLE 9. AMENDMENTS

The SCFAC shall have the power to make, alter, amend, and repeal the Bylaws by the affirmative vote of two-thirds of the appointed members of the Committee. The action shall be adopted at a regular or special meeting of the Committee provided the proposed amendments have been sent to all members at least ten (10) calendar days before the meeting.

ARTICLE 10. REFERENCE TO ADDENDUMS/APPENDICES

The State Consumer and Family Advisory Committee adopts a **Code of Conduct (Addendum A)** and **Rules of Procedure (Addendum B)** as governing documents that shall be reviewed annually and amended as needed by majority vote of SCFAC. These Addendums are hereby incorporated by reference into these Bylaws.

Section 1. Code of Conduct (Addendum A)

The SCFAC Code of Conduct is included as Addendum B. This code outlines the ethical expectations, behavioral standards, and responsibilities of SCFAC members to uphold integrity, respect, and accountability within the committee.

Section 2. Rules of Procedure (Addendum B)

The SCFAC Rules of Procedure are included as Addendum A. These rules shall govern the conduct of SCFAC meetings, decision-making processes, and procedural guidelines, ensuring transparency and efficiency in committee operations.

Section 3. Bylaws History (Appendix A)

A record of amendments and revisions to the SCFAC Bylaws, including dates of adoption and major changes, shall be maintained as Appendix A.

ARTICLE 11. MEMBER ATTESTATION

All SCFAC officers and members shall, during onboarding, review and sign an attestation agreement acknowledging that they have received, read, and agreed to abide by the SCFAC Bylaws, Code of Conduct, and any other governance policies adopted by the Committee.
The signed attestation form (see Addendum C) shall be maintained in the official SCFAC records and updated as needed.

ADDENDUM A
NC State Consumer and Family Advisory Committee (SCFAC)
Code of Conduct

I. Commitment to Purpose & Strategic Focus

- Attend all SCFAC meetings to support continuity, collaboration, and progress. Notify the staff liaison in advance if an absence is unavoidable.
- Follow the agenda to maintain strategic direction, ensure focused discussions, and achieve desired outcomes.
- Address one topic at a time to promote clarity, meaningful engagement, and effective decision-making.
- Keep discussions aligned with SCFAC's mission to improve system-wide planning, advocacy, and service delivery.

II. Respect for Time & Productive Contributions

- Begin and end meetings on time to respect participants' time and maintain momentum.
- Prepare in advance by reviewing materials and identifying key points for contribution.
- Keep comments concise, relevant, and purposeful, contributing to actionable and mission-aligned outcomes.
- Maintain focus on the issue at hand and avoid unnecessary tangents.

III. Collaboration & Inclusive Participation

- Foster an environment where all members feel encouraged to participate and share ideas.
- Ensure discussions are inclusive—no single member should dominate conversation.
- Thoughtfully consider all perspectives, especially those reflecting diverse lived experiences.
- Promote consensus-building and align group decisions with SCFAC's strategic goals.

IV. Professionalism & Respectful Engagement

- Treat all members with dignity and respect, even in disagreement.
- Set aside personal agendas in favor of SCFAC's collective objectives and shared mission.
- Speak one at a time, as recognized by the Chair; avoid side conversations and interruptions.
- Remain engaged throughout the meeting—actively listen, contribute meaningfully, and silence phones or other devices.

V. Constructive & Forward-Thinking Communication

- Maintain a professional and solution-focused tone throughout all discussions.
- Avoid profanity, sarcasm, hostile humor, or disruptive language that detracts from a productive atmosphere.
- Offer feedback that is respectful, actionable, and contributes to SCFAC's advisory, planning, and policy work.
- Focus on building shared understanding and moving discussions toward consensus and resolution.

VI. Accountability & Meaningful Follow-Through

- Clearly define action items and next steps before adjourning each meeting.
- Assign responsibilities with specific deadlines to ensure accountability and sustained progress.
- Provide updates on assigned tasks at subsequent meetings to track implementation and impact.
- Address only verified, credible information during meetings; anonymous concerns will not be considered.

ADDENDUM B
SCFAC RULES OF PROCEDURE

Action by the SCFAC: The committee shall take action by motion (except for elections and appointments).

Motions

a. Any SCFAC member may make a motion.
- The Chair does not make motions.
- The Chair votes only to break a tie vote.
- The Chair shall have the following powers (in addition to those conferred in the by-laws):
- To rule motions in or out of order;
- To determine whether a speaker has gone beyond reasonable bounds of courtesy;
- To rule on objections from members on this ground (these may be appealed pursuant to Suggested Rules of Procedure);
- To rule on parliamentary questions;
- To call a brief recess; and
- To adjourn in an emergency.

b. **Seconding**: Required for all motions.

c. **One motion only pending at one time**, except procedural motions.

d. **Adoption of motion**: By those present or pre-arranged proxy.

e. **Abstentions**: Will be allowed.

g. **Procedural motions** are used to manage the flow of debate and decision-making. They take precedence over substantive motions and must follow the order of priority established.
- May be made while a substantive motion is pending.
- Only those procedural motions listed in the *Suggested Rules of Procedure*, current edition, may be made in the order of priority listed.
- Calling the question is not in order unless at least 15 minutes have been allowed for debate.
- No member shall be prevented by time from speaking once.

h. Withdrawal of motion: Allowed before a vote is taken or the motion is amended, whether debated or not.

i. These powers may be appealed pursuant to *Suggested Rules of Procedure*.

Debate:
- The person who made the motion will be entitled to speak first.
- A member who has not spoken shall be recognized before one who has already spoken.

Public Comment:
- Must include 15 minutes for public comment.
- There will be a sign-up sheet for first-come, first-served, with at least 3 minutes per person.

Behavior: Governed by the SCFAC Code of Conduct, adopted May 14, 2025.

Canceling/Rescheduling Meetings:
- If a regular meeting is canceled, it will not be rescheduled.
- Meetings may not be canceled for any reason other than weather or good cause.
- The Chair, after consulting with the Vice-Chair, may cancel any regular meeting and, with the help of staff, use all available means to contact members.

SCFAC Duty vs. Personal Role:
- SCFAC members should be vigilant to avoid conflicts of interest.

Vote of No Confidence in Leadership:
- A motion of **No Confidence** in the Chair or Vice-Chair may be introduced by any SCFAC member.

- The motion must be seconded and placed on the agenda for the next regular meeting.
- A two-thirds majority vote of those present is required for passage.
- If passed, the Chair or Vice-Chair will be removed from their leadership role, but not from SCFAC membership.
- The Vice-Chair will assume the Chair's duties if the Chair is removed until a new election is held.
- If the Vice-Chair is removed, a new Vice-Chair will be elected at the next regular meeting.

Procedures/Rules Questions:

- For anything not covered in these rules, the issue will be resolved by consulting *Bell's Suggested Rules of Procedure for Small Local Government Boards*, current edition.
- If the *Suggested Rules of Procedure* cannot answer the question, *Robert's Rules of Order Newly Revised (RRONR)* is the final arbiter.

ADDENDUM C
SCFAC MEMBER ATTESTATION AGREEMENT

Member Information

Full Name (Print Clearly): _____
Position (Member/Officer): _____
Date of Onboarding: _____

Acknowledgment
I acknowledge that I have received and reviewed the following SCFAC governance documents:

- SCFAC Bylaws
- SCFAC Code of Conduct
- [Other applicable policies]

By signing this agreement, I affirm that:

- ✓ I have read and understand the SCFAC Bylaws and Code of Conduct.
- ✓ I agree to abide by all provisions and responsibilities outlined therein.
- ✓ I understand that adherence to these standards is a condition of my service as a member or officer of SCFAC.

Signatures

Member Signature	**Date Signed**
_____	_____
Received by SCFAC Chair	Date Received
_____	_____
Received by Staff Liaison	Date Received
_____	_____

This Attestation Agreement is a required part of the SCFAC onboarding process. It will be reissued to all members in the event of major amendments to the Bylaws, Code of Conduct, or governance policies.

APPENDIX A
Bylaws History

This history summarizes key changes in the North Carolina State Consumer and Family Advisory Committee (SCFAC) Bylaws from their initial structure in 2004 through the latest approved revisions in 2025. It highlights significant amendments made to committee composition, governance, duties, and operational procedures.

- Reviewed and Amended: October 14, 2004
- • Original amended version with detailed structure.
- • Defined 21-member composition, geographic representation, nomination details.
- • Outlined robust support for members (stipends, respite, travel).
- • Emphasized diversity and LME representation.
- Reviewed and Amended: October 25, 2006
- • Streamlined purpose and duties section.
- • Removed some operational details from support provisions.
- Revised June 14, 2007 and Approved July 12, 2007
- • Added attendance policy and follow-up procedures for unexcused absences.
- • Formalized officer resignation and removal protocols.
- • Clarified closed session requirements with staff liaison duties.
- • Set hierarchy for meeting procedures (Rules > Suggested Rules > Robert's Rules).
- Revised April 10, 2008 and Approved June 12, 2008
- • Clarified appointing authorities' role in recruitment.
- • Defined excused absences (e.g., illness, emergencies).
- • Authorized Co-Chairs and Co-Vice Chairs.
- • Reaffirmed closed session documentation rules.
- Revised November 12, 2009 and Approved
- Revised September 9, 2010 and Approved November 4, 2010
- Revised March 14, 2013 and Approved March 14, 2013
- Revised May 8, 2014and Approved July 10, 2014
- Revised August 10, 2014 and Approved September 10, 2014
- Revised March 11, 2015and Approved October 4, 2015
- Revised March 9, 2016 and Approved April 13, 2016
- Revised June 14, 2017 and Approved August 9, 2017
- • Updated membership structure to reflect institutional regions.
- • Established standing committees and Executive Committee.
- • Formalized election procedures and terms of Chair and Vice-Chair.
- • Codified procedures for closed sessions, public comment, and meeting agendas.
- Revised October 10, 2018 and Approved November 14, 2018
- • Increased clarity on voting procedures and officer resignation.
- • Formalized communication with Secretary of DHHS and leadership team.
- Revised February 9, 2022 and Approved March 9, 2022
- Revised June 8, 2022 and Approved July 14, 2022
- • Expanded scope to include traumatic brain injury services.
- • Strengthened collaboration with Medicaid prepaid health plan (PHP) advisory committees.
- • Revised attendance and Temporary Leave of Absence policies.
- Revised May 10, 2023 and Approved June 14, 2023
- • Added new standing committees (e.g., Contract Deliverables Committee).
- • Clarified virtual meeting participation and voting rules.
- • Updated officer election procedures and quorum definition.
- Revised May 8, 2024 and Approved June 14, 2024
- • Added Emeritus membership option for former members.
- • Clarified eligibility, responsibilities, and quorum status of Emeritus members.
- • Updated amendment procedures requiring 10-day notice before adoption.
- • Refined language for consistency and statutory compliance.
- Revised May 4, 2025 and Approved May 14, 2025
- • Added Addendum A: SCFAC Code of Conduct and Addendum B: SCFAC Rules of Procedure.
- Revised Article 7 Section 6 – Removed "members"
- • Amended Definition of a Family Member
- • Added Attestation Agreement