

BYLAWS OF THE DELTA COUNTY OPIOID TASKFORCE COMMITTEE

Recommended: June 7, 2024

Adopted: June 18, 2024

Amended: April 1, 2025

The members of the Delta County Opioid Taskforce Committee are authorized by the Delta County Board of Commissioners, do hereby adopt, publish and declare the following bylaws and rules of procedure.

Article I - Name

1. The official name shall be the “Delta County Opioid Taskforce Committee”, herein referred to as “Taskforce”.
2. The official mailing address of the Taskforce shall be the same as the mailing address for the Delta County Administration Office.

Article II - Purpose

The purpose of the Delta County Opioid Taskforce Committee is to aid in oversight and community transparency as Delta County administers the Opioid Settlement Funds.

The Opioid Settlement Funds will be received on an annual basis, which began in March 2023 and will extend for 18 years. The individuals appointed to the Taskforce are tasked with maintaining familiarity with the Community’s needs in regards to long-term Strategic and Sustainable change. The Taskforce will also ensure Delta County’s compliance with the Opioid Settlement’s guidelines and regulations.

Additionally, the Taskforce shall attempt to geographically extend needed service to all impacted individuals throughout Delta County.

VISION STATEMENT: The mission of our Opioid Taskforce Committee is to address and combat the opioid crisis by implementing evidence-base strategies to prevent opioid abuse, expand access to effective treatment options, promote public awareness and education, and support individuals and communities affected by opioid addiction. We are committed to collaborating with healthcare professionals, government agencies, community organizations, and other stakeholders to develop comprehensive and compassionate solutions that prioritize the health and well-being of all individuals impacted by opioid misuse

Article III - Meetings and Quorum

1. Regular meetings of the Taskforce shall be held on the first Friday of every month at 10:00 am at the Delta County Service Center Boardroom. A meeting may be cancelled if there are no matters for the Taskforce to consider or there is not a quorum. Special meetings of the Taskforce may be held upon the call of the Chair, Vice-Chair, Secretary or at the request of a majority of the members of the Taskforce. Seven (7) days' notice of any special meetings shall be given to each member of the Taskforce.
2. To the extent determined appropriate by the Taskforce, the Taskforce shall employ electronic and other devices to permit members of the Taskforce not able to attend Taskforce meetings in-person to participate in the Taskforce meetings and to vote.
3. A majority of the total members of the Taskforce shall constitute a quorum. No official action shall be taken without a quorum present.
4. The meetings of the Taskforce shall be open to the public and shall proceed in accordance with provisions of the Open Meetings Act 1976 PA 267, MCL 15.261 to 15.275.
5. Only members of the Taskforce shall be given the floor to speak during any meeting except:
 - a. County officials who, with the consent of the majority of the Taskforce members present.
 - b. Any person who, with the consent of the majority of the Taskforce members present, may be given permission to speak in an appropriate place on the agenda for the purpose of addressing the Taskforce.
 - c. Any member of the public speaking at a meeting under the privilege of "Public Comment on Agenda Items" or "Public Comment" shall be limited by the following Board policy: Any individual wishing to address the Board will be allocated one three (3) minute period. The three minutes used by the individual are to make statements. There will be no question and answer session format.

Article IV - Membership and Attendance

1. There shall be 11 voting members of the Taskforce appointed by the Delta County Board of Commissioners. Members shall represent and advocate for what is best for Delta County as a whole, putting aside personal or special interests. These include members from various categories of local experts and knowledgeable community servants.
 - a. County Commissioners (2)
 - b. Recovering Addict or family member of (1)
 - c. Criminal Legal System (1), ex officio Delta County Prosecutor's Office
 - d. Law Enforcement (1), ex officio Delta County Sheriff's Department
 - e. Education community (1)
 - f. Youth and Family service providers (1)
 - g. Healthcare communities (1)
 - h. Mental health providers (1)
 - i. Treatment providers (1)
 - j. Non-profits and community group (1)
2. A designee may be selected or designate to represent a regular member of the Taskforce should the regular member be unable to fulfill her or his duties at a meeting. A designee shall be selected from the same category of the local experts the member is representing (See Section IV 2 (a-j)). A designee has all the privileges and responsibilities of the regular member.

3. Taskforce members are appointed by the Commissioners and accept a Board position with the understanding of an initial 1-2-year terms and moving to 3-year terms of commitment.
4. As Taskforce Members wish to step down, the Board of Commissioner's Secretary will assist the Commissioners in appointing new members to continue to meet the 11-voting member establishment.
5. Liaisons. Provide County officials the ability to participate in discussions with the Taskforce. Liaisons cannot vote, introduce motions, initiate any other parliamentary action, be counted for a quorum, or be expected to comply with attendance requirements. Liaison Taskforce members, are:
 - a. Delta County Administrator
6. Attendance. If any member of the Taskforce is absent from three unexcused consecutive, regularly scheduled meetings, then that member shall be considered delinquent. A designee's attendance does excuse a member's absence and will not be marked as delinquent. Delinquency shall be grounds for the Delta County Board of Commissioners to remove a member from the Taskforce for nonperformance of duty. The Administrator can notify the Delta County Board of Commissioners.

Article V - Officers, Elections and Terms

1. The officers of the Taskforce shall be a Chair, Vice-Chair, and Secretary. The officers shall be regularly appointed members of the Taskforce.
 2. The Chair shall preside over the meetings of the Taskforce and exercise all powers usually incident of the office, retaining the full privilege of a Taskforce member. The Chair shall decide on all points of order and procedure subject to these bylaws. The Chair presents the recommendation from the Taskforce to the County Board of Commissioners. The Chair shall appoint any subcommittees found necessary to investigate any matters before the Taskforce.
 3. The Vice-Chair shall, in the absence of the Chair, perform all the duties incumbent upon the Chair. In the absence of the Chair and Vice-Chair, the members present may elect for the meeting an acting Chair who shall have full powers of the Chair during the absence of the Chair and Vice-Chair.
 4. The Secretary shall execute, or delegate to the Administrator execution of, documents in the name of the Taskforce and shall perform such duties as the Taskforce may determine.
 5. The Administrator or his/her designee shall serve, ex officio without a vote, as the Administrator for the Taskforce. The Administrator shall prepare the agenda (appendix I), organize relevant data and document before the Taskforce. The Administrator shall keep and maintain record of all meetings of the Taskforce and its subcommittees. The officers shall be elected at the first meeting of each calendar year and shall assume office immediately.
 6. The officers shall serve for a period of one year, serving until a successor has been elected and assumes office. All officers shall be eligible for re-election for 1 additional year. After serving 2 consecutive years in a particular officer position, the Taskforce member will not be eligible for re-election to that particular officer position until a 1-year hiatus from the officer position.
 7. Vacancies in office shall be filled by appointment from the Delta County Board of Commissioners.
- Alternate Board Members* may be designated by primary member for contribution and discussion regularly. These members may be asked to participate in Majority Action votes when primary voting members are absent or not to abstain, due to a conflict of interest present.

Article VI - Responsibilities

The Taskforce shall be responsible for recommending the following to the Board of Commissioners:

1. Gather Information
 - a. Review needs assessments, landscape analyses, gap inventories, reports plans and other information from stakeholders
 - b. Identify if additional information on community priorities needs to be gathered
 - c. Determine the specific needs of our community, consider new and existing programming
2. Determine the process moving forward
 - a. Identify where to start (multi-sector strategic planning, strategy selection, spending plan development, etc.)
 - b. Determine where capacity to support spending is present and sustainability of funding strategies, including braiding activities and funding
 - c. Chose strategies that are allowable and align with the needs of our community
 - d. Sustainability planning should account for poly substance use and the need to adapt strategies to address the changing drug use and overdose environment
 - e. Ensure equity and lived experience with substance use disorder and people who use drugs are at the core of planning design
3. Monitoring and Accountability
 - a. It is essential to provide transparency and accountability for the spending process. Attending a Board of Commissioner meeting to update the community and public officials on the progress when deemed necessary by the Board of Commissioners
 - b. All budgets, programs and strategies need approval by the Board of Commissioners
 - c. Create impact and/or financial reports; these reports may include the amount of funds spent, strategies and programs funded, impact of programs funded, process of strategy selection and dollar amount determinations and other relevant information as the Board of Commissioner deem necessary.

Article VII - Conflict of Interest

1. Before engaging in a matter on which a Taskforce member may have a conflict of interest, the member shall disclose the potential conflict of interest to the Taskforce when the agenda allows such declaration. Failure of a member to disclose a potential conflict of interest as required by these bylaws constitutes malfeasance in office.
2. Conflict of interest shall be defined as by the State of Michigan Public Acts including but not limited to PA 96 2014 and PA 318 1968.
3. If there is a question whether a possible conflict of interest exists, the Taskforce member's participation in the matter shall be put before the Taskforce. Whether the Taskforce member should participate or not shall be determined by a majority vote of the remaining members of the Taskforce.
4. When a conflict of interest exists, the member of the Taskforce, or subcommittee, shall do all of the following immediately, upon first knowledge of the topic and determining that a conflict exists:
 - a. declares a conflict exists
 - b. cease to participate at the Taskforce or subcommittee meetings, with the

exception for direct questions5. c. Upon majority vote of Taskforce members, during deliberation of the agenda item before the Taskforce or subcommittee, leave the meeting or remove one's self from the front table where members of the Taskforce sit, until that agenda item is concluded.

5. If a member of the Taskforce is appointed to another office, which is determined by the Delta County Board of Commissioners as an incompatible office with membership on the Taskforce, the member must decide immediately upon which office they want to serve.

Article VIII - Amendments

The Taskforce may amend these By-laws and Rules of Procedure by majority vote of the total membership at any regular or special meeting. A copy of the proposed amendments must be transmitted in writing to each member of the Taskforce at least fourteen (14) calendar days in advance of the meeting at which action is scheduled.

APPENDIX I

Agenda Template

TENTATIVE AGENDA
DELTA COUNTY OPIOID TASKFORCE
REGULAR MEETING
Delta County Service Center Boardroom
Month Day, Year
10:00 a.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- SPECIAL ORDERS OF BUSINESS:**
- IV. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
- V. APPROVAL OF AGENDA
- VI. GENERAL PUBLIC COMMENT ON AGENDA ITEMS
- VII. PRESENTATION OF WRITTEN COMMUNICATIONS
 - a. COMMUNICATIONS RECEIVED
 - b. COMMUNICATIONS FORWARDED
- VIII. GENERAL ORDERS OF BUSINESS
 - a. UNFINISHED BUSINESS
 - b. NEW BUSINESS
- IX. GENERAL PUBLIC COMMENT
- X. MEMBER'S COMMENTS
- XI. MEETING SCHEDULE
- XII. ADJOURNMENT