

Passed January 7, 2010

NAMI North Carolina Consumer Council (NAMI-NCCC)
Operating Procedures

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Article I: Name.

The name of this organization is the NAMI North Carolina Consumer Council, hereafter referred to as NAMI-NCCC.

Article II: General Purpose.

The NAMI North Carolina Consumer Council is formed to advance the activities and involvement of those NAMI-NC members who have personally experienced a serious mental illness, hereafter referred to as consumer members, at the local and state levels by actively participating in advocacy issues and program development. This will be achieved by:

- Supporting the mission of NAMI-NC.
 - Communicating the mission of NAMI-NC through active participation in the consumer movement.
 - Advising the NAMI-NC Board of the perspectives of their consumer members.
 - Working to enhance the respect, dignity and human rights of mental health consumers.
 - Empowering and educating mental health consumers to address their issues around care, treatment, services, mutual support and consumer rights.
 - Maintaining a productive and accountable Council.
 - Disseminating information and providing skills training for consumers attending the Annual NAMI-NC Conference.
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Article III: NAMI Code of Ethics.

All NAMI North Carolina Consumer Council members including officers agree to be familiar with and abide by the NAMI Code of Ethics while serving in official capacities.

Article IV: Business Year.

The business year of the NAMI North Carolina Consumer Council shall begin on the first day of July of each year.

Article V: Membership.

Section 1. Qualification, Selection, and Term of Office.

All members of the NAMI-NCCC must be members in good standing of NAMI-NC and the local NAMI Affiliate, and have personally experienced a serious mental illness. The NAMI North Carolina Consumer Council shall consist of one Voting Representative per Affiliate, selected according to the bylaws or other formal process of each NAMI-NC Affiliate, one Alternate likewise selected by the Affiliate, and any and all consumers who wish to participate in the NAMI-NCCC and who qualify for membership. It is recommended that Voting Representatives will be elected by the consumer members of each Affiliate. Voting Representatives shall serve terms consistent with the bylaws of their Affiliate, but it is strongly suggested that the term be two years, if possible. Alternates will stand in for Voting Representatives in the event that the Voting Representative is unable to attend the business meeting.

Section 2. Credential and Appointment.

Each NAMI-NC Affiliate shall certify to NAMI-NC 30 days prior to the annual NAMI-NC meeting the name of the Voting Representative and the Alternate from that Affiliate.

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Section 3. Resignation, and Leave of Absence.

Voting Representatives may resign from the NAMI North Carolina Consumer Council by informing the NAMI-NCCC Chair in writing. In the event of a resignation of a Voting Representative, the Affiliate NAMI will fill the vacant position. In the event of disability or other circumstance that prevents a member from discharging the duties of the position, the NAMI-NCCC Executive Committee may grant a leave of absence not to exceed three (3) months. During a leave of absence by a Voting Representative, the Alternate will fulfill the duties of the Voting Representative.

Section 4. Duties of the Representatives.

The Representatives shall have the duties as determined by the NAMI-NCCC Executive Committee.

Article VI: Meetings.

Section 1. Meetings and Notice of Meetings.

The annual business meeting of the NAMI-NCCC will be held at the annual NAMI-NC Conference. Other regular meetings may be called at the discretion of the NAMI-NCCC Executive Committee. A written notice will be mailed to each member at least 14 days prior to the date of such other regular meeting. Emergency meetings may be called at the discretion of the Executive Committee Chair or 3 voting members of the Executive Committee. Emergency meetings shall be called with 72-hour telephone notice.

Section 2. Quorum.

A quorum shall consist of a simple majority of Voting Representatives and is necessary to conduct any and all business of the NAMI North Carolina Consumer Council. In the event of less than a quorum, the members may adjourn the meeting to another time or use a phone call-in to establish a quorum as determined by NAMI-NCCC Executive Committee. Another option would be to use phone, mail or email voting to conduct necessary business as determined by the Executive Committee.

Section 3 Voting.

Only Voting Representatives may vote, provided the assembled voting members represent a quorum. Alternates may vote in the absence of the Voting Representative for a given Affiliate. Voting necessary to pass a motion or conduct items of business will be a simple majority of all present voting members if a quorum is present.

Article VII: Officers of the NAMI North Carolina Consumer Council.

The North Carolina Consumer Council Executive Committee shall conduct the business of the NAMI-NCCC between general meetings.

Section 1. Officers, Election and Term of Office.

The NAMI-NCCC Executive Committee consists of the Chair, Vice-Chair and seven (7) at large members, for a total of nine (9) members. All Officers are elected by majority vote at the NAMI-NCCC Business Meeting if a quorum is present at the Annual Conference. All Officers must be Voting Representatives, Past Representatives, Alternates, or past Alternates of the NAMI-NC Consumer Council.

All Officers serve a two-year term, with the exception of the Chair, who serves a three-year term. Officers may not serve more than two consecutive terms in any one office. Nominations for election to office will be accepted by NAMI-NC Board of Directors in written form at least sixty (60) days prior to the election by submitting a resume of relevant experience and other supporting data with a letter of nomination from 1) the Affiliate President or State Executive Director or 2) a NAMI-NCCC Voting Member. Nominations will also be accepted from the floor, with proper credentials listed above.

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The Immediate Past Chair assumes this position upon leaving the office of Chair and maintains the position until the next Chair leaves that position. The Immediate Past Chair is available to provide advice and information on past and present NAMI-NCCC matters. The mechanism and grounds for removal are identical to those of the position of Chair.

Section 2. Removal, Resignation and Leave of Absence of Officers.

If an Officer is not carrying out the duties of his office, either from disability or other circumstances, the Executive Committee notifies the Officer by mail of a meeting to discuss the problem. The Officer must receive the written notification at least two weeks prior to the meeting. After the meeting to discuss the issues, the NC Consumer Council Executive Committee may decide by majority vote to 1) continue the officer in that position, 2) grant a leave of absence not to exceed three (3) months during which time a replacement will be appointed by the Executive Committee, or 3) vote to remove the Officer from office. If the Executive Committee votes to remove the Officer, he may first be given the opportunity to resign by submitting a written resignation. An officer may resign by informing the Chair in writing. The Chair may resign by informing the Consumer Council Executive Committee and the NAMI-NC Board of Directors in writing.

All discussions concerning the status of an Officer of the NAMI NC Consumer Council are to occur in Executive Session only, not in an open meeting. These discussions are to be kept confidential.

In the event of removal from office, the motion must be ratified within sixty (60) days by a majority vote of the NAMI-NC Consumer Council.

Section 3. Voting and Quorum.

The voting officers of the NAMI-NCCC Executive Committee are the Chair, two Vice-Chair and 3 at large members. A quorum shall consist of three voting officers of the NAMI-NCCC Council Executive Committee. The Immediate Past Chair is a nonvoting member of the NAMI-NCCC Executive Committee.

Section 4. Duties of the Chair.

The Chair has supervision over the affairs of the NAMI-NCCC and presides over Consumer Council and Executive Committee meetings. The Chair is an ex-officio member of all other committees, standing and ad hoc. The Chair will serve as the official spokesperson for the NAMI-NC Consumer Council. The Chair will represent the NAMI North Carolina Consumer Council as delegate to the NAMI (national) Consumer Council.

Section 5. Duties of the two Vice-Chairs and the Secretary.

- a. The Vice-Chairs shall be elected to two-year terms; such terms will be staggered so there will always be an officer available to take over in case of illness or resignation.
- b. The 7 at large members shall be elected to a two year term and be responsible for keeping records of the NC Consumer Council's actions.

Article VIII: Committees.

Section 1. NC Consumer Council Executive Committee.

The NC Consumer Council Executive Committee shall conduct the business of the NAMI-NC Consumer Council between general meetings and consist of the officers listed in Article VII.

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Section 2. Standing Committees.

The NC Consumer Council Executive Committee may create standing committees as deemed necessary and designate a Chair for that committee. Standing committees may include but are not limited to: Operating Procedures and Web Design.

Section 3. Ad Hoc Committees.

The NC Consumer Council Executive Committee may also designate ad hoc committees to address important issues as they arise. Ad hoc committees will be terminated upon completion of the task. The Chair of the NAMI-NCCC will designate a Chair for any such ad hoc committee.

Article IX: Funding.

The NAMI-NC Consumer Council recognizes its responsibility to work with NAMI-NC to raise funds to support programs and activities of interest to the NAMI-NC Consumer Council and NAMI-NC.

Article X: Amendments.

These operating procedures shall be adopted by majority vote and amended by a majority vote cast at any business meeting of the NAMI-NC Consumer Council if a quorum is present. Notice of proposed changes in the Operating Procedures shall be sent with notice of the business meeting.

Article XI: Rules of Procedure.

The rules contained in the current edition of Robert's Rules of Order, newly revised, shall govern this council in all cases to which they are applicable and in which they are not inconsistent with the NAMI-NC bylaws and these NAMI-NCCC Operating Procedures, as well as any special rules this Council may adopt.

[Passed as amended by majority vote at the NAMI-NC Consumer Council, January 7, 2010]