

**OPERATING PROCEDURES OF
THE NAMI TEXAS CONSUMER COUNCIL
National Alliance on Mental Illness of Texas
October 2011**

Article I: Name and Location

The name of this organization is the NAMI Texas Consumer Council (NAMITXCC). The principal office of this organization shall be determined by the Texas Consumer Council Executive Committee (NAMITXCCEC).

Article II: General Purpose

The NAMITXCC is formed to advance the activities and involvement of the consumer membership of NAMI at the local, state and national levels by actively participating in advocacy issues and program development. This will be achieved by:

- Promoting recovery and enhancing the quality of life of those affected by mental health issues.
- Working actively to support the mission of NAMI Texas.
- Working to preserve the respect, dignity and human rights of mental health consumers.
- Providing information dissemination and skills training for consumers attending the annual NAMI state conference.
- Advising the NAMI Texas Board of the perspectives of their consumer members.
- Communicating the mission of NAMI Texas through active participation in the statewide consumer movement.
- 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.

Article III: NAMI Texas Code of Ethics

All NAMITXCC members, including officers, agree to be familiar with and abide by the NAMI Texas Code of Ethics while serving in official capacities.

Article IV: Fiscal Year

The fiscal year of the NAMITXCC shall coincide with the NAMI Texas fiscal year.

Article V: Membership

Section 1: Selection, Qualification, and Term of Office

The NAMITXCC shall consist of a voting Delegate and a nonvoting Alternate selected as per the bylaws or other formal process of each active affiliate within NAMI Texas. All Delegates and Alternates must be members in good standing of NAMI at the local, state, and national level and have identified themselves as a mental health consumer.

Delegates and Alternates shall serve terms consistent with the bylaws of their affiliate. Term limits will be left to the discretion of the local affiliate.

Section 2: Credential and Appointment

Affiliates will verify who their Delegate and Alternate are by submitting a credentialing letter to the NAMITXCCEC at least thirty (30) days before the annual conference. Last minute Delegate/Alternate changes at the Convention may be made if they are certified by the affiliate's board before the annual business meeting at the conference is called to order.

Section 3: Vacancy, Resignation, and Leave of Absence

All discussions regarding the status of Delegates, Alternates or Officers of the NAMITXCC are to occur in executive session and not in open meetings.

Delegates or Alternates may resign from the NAMITXCC by informing the Consumer Council Chair. In the event of a resignation of a Delegate, the affiliate Alternate will assume the position and duties. In the event of a resignation of an Alternate, the local NAMI affiliate will fill the vacant position per their bylaws or other formal process.

In the event of disability or other circumstance that prevents a member from discharging the duties of the position, the NAMITXCCEC may grant a leave of absence not to exceed three (3) months. During a leave of absence by a Delegate, the Alternate will assume the Delegate's duties.

Section 4: Duties of the Delegates and Alternates

The Delegates and Alternates shall have the duties as determined by the NAMITXCCEC approved post description. Expectations of a Delegate include, but are not limited to:

- a) Participate actively in meetings, both in person and by phone;
- b) Be an engaged member of a council sub-committee;
- c) Reply to emails that are sent;
- d) Report on issues in your affiliate;
- e) Bring back information to your affiliate.

Article VI: Meetings

Section 1: Meetings and Notice of Meetings

The Annual Business Meeting of the NAMITXCC will be held at the Annual NAMI Texas Conference. Other regular meetings may be called at the discretion of the NAMITXCCEC. A written notice will be mailed (either traditional or electronically) to each member at least seven (7) days prior to the date of any regular meeting. Emergency meetings may be called at the discretion of the NAMITXCCEC Chair or three (3) members of the NAMITXCCEC. Emergency meetings shall be called with 48-hour telephone or electronic notice.

Section 2: Quorum

A quorum at the annual business meeting shall consist of at least ten (10) NAMITXCC members, two (2) of whom are on the NAMITXCCEC. Quorum for conference calls or other forms of virtual meetings will be at least seven (7) members with motion carrying by simple majority. A Quorum is necessary to conduct any and all business of the NAMITXCC. In the event of less than a quorum, the members may adjourn the meeting to another time or use technological means to establish a quorum as determined by the NAMITXCCEC. In the absence of a quorum for voting purposes, a form of mail-in or virtual ballot can be used to conduct necessary business/elections as determined by the NAMITXCCEC.

Section 3: Voting

Each Delegate of the NAMITXCC has one (1) vote, provided the assembled voting members represent a quorum. In the absence of a Delegate, the Alternate shall be considered the voting member for that affiliate. In the absence of the Delegate and Alternate, a proxy must present a written letter from the respective affiliate president attesting to the proxy's voting status and his/her ability to meet criteria for membership for the NAMITXCC. If a quorum is established, the affirmative vote of a simple majority of the members present will be sufficient to pass a motion.

Article VII: Officers of the Consumer Council

The NAMITXCCEC shall conduct the business of the NAMITXCC between general meetings.

Section 1: Officers, Election and Term of Office

The Officers of the Consumer Council are the Chair, Vice-Chair, two At-Large Officers, the National Consumer Representative (NCR) and the State Consumer Representative (SCR). The NCR and SCR are elected by majority vote by members of NAMI Texas at the Annual NAMI Texas Conference. The Chair, Vice-Chair, and At-Large Officers are elected by majority vote by NAMITXCC members at the Annual NAMITXCC Business Meeting at the Annual Conference, if a quorum is present. All Officers must be a Delegate, Alternate, Designated Proxy, Past Delegate, Past Alternate, or Past Officer of the NAMITXCC in good standing who identify themselves as a mental health consumer. All Officers serve a two (2) year term. Officers

may not serve more than two (2) consecutive full terms in any one office. The NAMITXCCEC positions will be re-elected in a staggered manner (the NCR, vice-chair and one at-large in odd years and the SCR, chair and one at-large in even years) to allow for continuity. The NCR and SCR may not be the Chair, Vice-Chair, At-Large Officer, Delegate, or Alternate.

Nominations for election to office for the NCR and SCR positions will follow the same procedures as the NAMI Texas Board of Directors. The rest of the NAMITXCCEC positions will be nominated from the floor at the annual business meeting of the NAMITXCCEC, with proper credentials listed above. Candidates may only run for a single position on the NAMITXCCEC prior to balloting to allow all elections on a single ballot.

All officers will be elected by a majority vote. If multiple ballots are needed to reach majority, the individual with the fewest votes will be eliminated from the next ballot. If a tie occurs between lowest votes a supplementary ballot will be used to determine elimination. If two (2) consecutive ballots result in a tie after the use of supplementary ballots, a coin toss will be used to determine the outcome.

If there are vacancies that need to be filled on the NAMITXCCEC, the chair may nominate a current or past member of the NAMITXCCEC to fill that position. The NAMITXCCEC will vote on whether or not the individual will fill the remainder of that term. Any person filling an unexpired term may be elected to run for two (2) full terms.

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

If an officer fails to respond to two written notices (either traditional or electronically) by the NAMITXCCEC to contact him/her, or does not discharge duties assigned within a reasonable time period, the NAMITXCCEC has the option to request a meeting with the officer to discuss this. The NAMITXCCEC will give the officer a one (1) week written notice of the meeting. After the meeting to discuss this issue, the NAMITXCCEC may decide by majority vote to: 1) continue the officer in that position, 2) grant a temporary leave of absence not to exceed three (3) months during which time a replacement can be appointed by the CCEC, or 3) vote for removal from office of the officer. All discussions concerning the status of an officer of the NAMITXCCEC are to occur in executive session and not in an open meeting.

Section 3: Voting and Quorum

The voting officers of the NAMITXCCEC include the Chair, Vice-Chair, two At-Large Officers, the NCR, and the SCR. A quorum shall consist of a majority of currently filled positions of the voting members of the CCEC.

Section 4: Duties of the NAMITXCCEC

The expectations of officers of the NAMITXCCEC include, but are not limited to:

1. Attend and participate in regular teleconference calls with other NAMITXCCEC

- members;
2. Respond in a timely way to email with NAMITXCC members and consumers in NAMI Texas;
 3. Chair one of the council sub-committees and organize regular committee meetings with purposes and goals;
 4. Attend and participate in calls with entire Consumer Council;
 5. Attend and participate in annual conference and state trainings (if applicable);
 6. Attend and participate in NAMITXCCEC strategic planning meeting;
 7. Serve as a consumer leader in NAMI Texas, demonstrate respect for council members and staff, and help NAMI Texas achieve consumer focused goals;
 8. Be willing to take on and follow-through on a variety of assignments;
 9. Be willing to take on other responsibilities as they arise over time.

Section 5: Duties of the Chair

The Chair has supervision over the affairs of the NAMITXCC and presides over NAMITXCC and NAMITXCCEC meetings. The Chair is an ex-officio member of all sub-committees, standing and ad hoc. The chair also ensures that accurate reporting and documentation is made available for NAMI Texas board meetings and provides relevant information to members of the NAMITXCC.

Section 6: Duties of the Vice-Chair

The Vice-Chair shall assume all duties assigned by the NAMITXCCEC in absence of the chair. The Vice-Chair also chairs a subcommittee and serves as the unofficial secretary of the NAMITXCC and NAMITXCCEC.

Section 7: Duties of At-Large Officers

At-Large members' primary responsibilities are to Chair remaining sub-committees. They also work to maximize the efforts and meaningfulness of the NAMITXCC membership and act as leaders and mentors to the membership. At-Large Officers work with the rest of the NAMITXCCEC as a team to insure that the functions and responsibilities of the NAMITXCC are met. They also promote the concepts of recovery, wellness, and hope, and keep that message in the forefront of all NAMITXCC activities.

Section 8: Duties of the National Consumer Representative

The NCR serves as the Texas Representative to the NAMI National Consumer Council. The NCR serves as an ambassador to and voice for the NAMITXCC on the national level of NAMI. Further responsibilities, processes, and description of this position are outlined in the NAMI Texas bylaws as well as the state's Policies and Procedures.

Section 9: Duties of the State Consumer Representative

The SCR will serve as the official spokesperson for the NAMITXCC on the NAMI Texas

Board of Directors. The SCR also serves as the state alternate to the NAMI National Consumer Council. Further responsibilities, processes, and description of this position are outlined in the NAMI Texas bylaws as well as the state's Policies and Procedures.

Article VIII: Ex-officio Member

The ex-officio position of the NAMITXCC is the most immediate past Chair, NCR or SCR who does not currently hold another position within the NAMITXCC. This person assumes this position upon leaving the office of Chair, NCR or SCR of the NAMITXCC, and maintains the ex-officio position until the next Chair, NCR or SCR leaves that position and assumes the ex-officio role. The ex-officio is available to provide advice and information on past and present NAMITXCC affairs. This member can also be brought in to vote as a tie-breaker for any NAMITXCC matter.

Article IX: Subcommittees

Section 1: Executive Subcommittee

The NAMITXCCEC shall conduct the business of NAMITXCC between general meetings and consists of the officers listed in Article VII and, when needed, one (1) ex-officio nonvoting member listed in Article VIII.

Section 2: Standing Subcommittees

The NAMITXCCEC may create standing subcommittees as deemed necessary and designate a Chair and Vice-Chair for each committee. The purpose of standing subcommittees are to further support the operations and development of programs, projects and other initiatives that directly affect NAMI Texas consumer members.—

Section 3: Ad Hoc Subcommittees

The NAMITXCCEC may also designate ad hoc subcommittees to address important issues as they arise with the expectation that these committees will disband when its work is completed. The NAMITXCCEC will also designate a Chair and Vice-Chair for each subcommittee.

Article X: Funding and Development

The NAMITXCC recognizes its responsibility to work with the NAMI Texas board's standing committees regarding funding, development, education, and outreach to support programs and activities of interest to the NAMITXCC, subject to the approval of the Board of Directors of NAMI Texas.

Article XI: Review and Amendment of Operating Procedures

The Operating Procedures shall be reviewed and modified, if necessary, a minimum of once every two years. Amendments to these Operating Procedures shall be adopted by a simple majority of votes cast at any business meeting of the NAMITXCC if a quorum is present. Notice of proposed changes in the Operating Procedures shall be sent with notice of the business meeting.

Article XII: Rules of Procedure

The NAMITXCC shall act in accordance with these Operating Procedures, in all cases to which they are applicable and in which they are not inconsistent with the NAMI Texas bylaws. In any case where there are questions of protocol, the rules contained in the current edition of Robert's Rules of Order, newly revised, shall govern this council.

These are the current Operation Procedures by majority vote of the voting membership of the NAMITXCC at their annual business meeting held on October 22, 2011.

_____, NAMITXCC Chair _____, NAMI Texas President

Adopted April 10, 2011; Ratified April 16, 2011; Amended October 22, 2011