

SCHOOL SAFETY AND MENTAL HEALTH COMMISSION BYLAWS

Article I – Name

The name of this body shall be the School Safety and Mental Health Commission, hereafter referred to as the Commission. The Commission is created within the Michigan Department of Education.

Article II – Mission and Purpose

Section 1. Mission

The Commission shall act in an advisory capacity to the Governor and to the State of Michigan legislature.

Section 2. Purpose

- A. The Commission shall do all the following:
1. Collaborate to provide recommendations to reduce youth suicides and strengthen the mental health of school-aged children, adolescents, and their families through a comprehensive, statewide approach.
 2. Seek input from educational professionals, mental health professionals, and organizations from across this state to suggest approaches to identify and support students at risk of behavioral health issues.
 3. Collaborate with the Michigan suicide prevention commission on recommendations regarding youth suicide.
 4. Create and maintain an online community through which best practices and resources can be shared, host professional trainings, and engage in public awareness efforts regarding mental health issues and resources.
 5. Review possible uses of and make recommendations for the use of funds received by districts and nonpublic schools under section 97.
 6. Convey recommendations to the Department of Licensing and Regulatory Affairs and the Bureau of Construction Codes within the Department of Licensing and Regulatory Affairs concerning building construction that is consistent with school safety needs.

Section 3. Legislation

- A. The Commission shall make policy statements with regard to issues of concern to school safety and mental health and shall take positions on specific pieces of legislation in line with these policy statements.
- B. The Chair and the Commission shall communicate Commission positions to the Legislature and shall take such action as necessary in representing the Commission's point of view.

Article III – Commissioners

Section 1. Membership

- A. The commission must consist of all of the following Commissioners who must be appointed by the governor as follows:
1. One member from a list of 3 or more names submitted by the minority leader of the house of representatives who has experience in school mental health.
 2. One member from a list of 3 or more names submitted by the speaker of the house of representatives who has a background in law enforcement.
 3. One member from a list of 3 or more names submitted by the speaker of the house of representatives who is a parent.
 4. One member from a list of 3 or more names submitted by the senate minority leader who is a school psychologist or psychiatrist.
 5. One member from a list of 3 or more names submitted by the senate majority leader who is a prosecutor.
 6. One member from a list of 3 or more names submitted by the senate majority leader who is a teacher.
 7. One member who has a background in school administration.
 8. One member who has experience in school-threat assessments.
 9. One member who has experience in the provision of inpatient treatment to children under age 18.
 10. The director of the department of health and human services or the director's designee may be a Commissioner.
 11. In addition, the following department heads or their designees that are from within their respective departments or agencies may be nonvoting, ex officio Commissioner:
 - a. The director of the department of state police.
 - b. The superintendent of public instruction.

Section 2. Terms

- A. The governor shall appoint 5 of the first Commissioners to 2-year terms and 4 of the first Commissioners to 4-year terms.
- B. After the first appointments, the term of a Commissioner is 4 years or until a successor is appointed following Article III, Section 1, whichever is later.
- C. If a vacancy occurs on the Commission, an individual must be appointed in the same manner as prescribed under Article III, Section 1 to fill the vacancy for the balance of the term.

Section 3. Removal

The governor may remove a Commissioner for incompetence, dereliction of duty, malfeasance, or nonfeasance in office, or any other good cause.

Article IV – Officers and Staff

Section 1. Officers

The Commission may select from its members a chair and vice chair.

Section 2. Term of Office

The chair and vice chair shall serve for the term of their appointment.

Section 3. Staff

The Commission may hire an executive director and staff.

Section 4. Duties and Selection of Officers

- A. Chair. The Chair shall call all Commission meetings. The Chair shall preside at all Commission meetings.
1. The Chair is always recognized as the Commission spokesperson. The Chair also represents the Commission at all functions unless, in the Chair's absence, another member is asked by the Chair to represent the Commission on his/her behalf.
 2. The Chair is responsible for maintaining order during meetings, including public comment, and conducting Commission business.
 3. The Chair shall serve as ex-officio member of all committees; appoint the chairs and the Commissioners of all standing and ad-hoc committees; and designate individual Commissioners or groups of Commissioners to represent the Commission.
 4. The Chair shall vote only to break ties, except in the case of a secret ballot.
 5. The Chair shall sign the minutes of meetings after approval by the Commission.
- B. Vice Chair. The Vice Chair shall preside at any Commission meeting in the absence of the Chair and shall have all the powers of the Chair at such meetings.

Section 5. Membership and Committees

- A. The Commission shall establish and assign any member to any committees or subcommittees it deems necessary.
- B. All committees and subcommittees shall be limited to serving in an advisory capacity to the Commission and shall be prohibited from making public policy decisions on behalf of the Commission.

Article V – Meetings

Section 1. Regular Meetings

- A. The Commission shall meet at least monthly.
- B. A majority of the Commissioners constitutes a quorum for transacting business.
- C. A vote of the majority of the Commissioners serving is required for any action of the Commission.
- D. The Commission shall conduct its business in compliance with the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275.

- E. A meeting of the Commission cannot be held unless public notice is given consistent with the Open Meetings Act. Public notice of Commission meetings must contain the Commission's name, number, and address, and must be posted at the principal office of the Department of Education and any other locations the Commission considers appropriate.
 - 1. Given an appropriate reason and with the concurrence of the majority of the Commissioners, the Chair may cancel a regularly scheduled meeting. Appropriate reasons may include but are not limited to exigent circumstances related to health, safety, weather, or other events affecting the state or the meeting location.
- F. Public notice requirements are specific to the type of meeting and shall at a minimum, consist of the following:
 - 1. Regular meetings - Public notice for regular meetings of the Commission shall be posted within ten (10) days after the first meeting of the Commission in each calendar year and state the dates, times, and places of its regular meetings.
 - 2. Change in schedule of regular meetings - Public notice for a change in schedule of regular meetings shall be posted within three (3) days after the meeting at which the change is made and state the new dates, times, and places of its regular meetings.
 - 3. Rescheduled regular or special meetings – Public notice for rescheduled regular or special meetings shall be posted at least eighteen (18) hours before the meeting and state the date, time, and place of the meeting.
 - 4. Meetings recessed for more than 36 hours – Public notice of meetings recessed for more than 36 hours shall be posted at least eighteen (18) hours before the meeting may be reconvened and shall state the date, time, and place of the reconvened meeting.
- G. Commissioners must participate at Commission meetings in-person and are expected to attend every properly scheduled meeting. In the event of an unforeseen conflict, the Chair may excuse a member from attending a scheduled meeting or permit one or more Commissioners to attend and participate a scheduled meeting using telecommunication or other electronic communication in manner consistent with the Open Meetings Act. In the event it becomes apparent that more than six Commissioners will be absent from a scheduled meeting and will result in the absence of a quorum, the Chair shall have the authority to cancel or reschedule the meeting if the Commission remains able to meet at least monthly.
- H. At the first meeting, the Commission must set the dates, times, and places of the Commission's regular meetings. The Commission shall have the authority to cancel or reschedule its meetings if the Commission remains able to meet at a minimum of monthly.
- I. If a situation arises which requires prompt Commission action which cannot wait until the next scheduled meeting, the Chair or a majority of the Commissioners may call a special meeting for the purpose of such action, provided that proper public notice is given.
- J. Commission meetings will be conducted in an efficient, effective, and timely manner.

- N. The Chair recognizes each presenter and on behalf of the Commission expresses gratitude to the presenter for his/her presentation.
- O. Debate will be allowed so that each member can express his/her opinion or question the presenter. The Chair may summarize or conclude discussion with relevant comments prior to conducting a voting poll of the other Commissioners. The Chair recognizes participants seeking the floor and calls for the votes of Commissioners in order to address issues and facilitate closure with a clear decision.
- P. The Chair establishes the agenda items for each Commission meeting in coordination with the other Commissioners.
- Q. The agenda shall include scheduled time for public comment.
 - 1. Public comments can be made in-person or sent electronically and are to be limited to three minutes per comment as spoken or when read aloud, subject to the discretion of the Chair. Individuals wishing to make public comments to the Commission, either in-person or electronically, shall identify themselves by name and address and may indicate the organization to which they belong, if any. In those instances, in which a person is representing an organization, the presenter should indicate whether the presentation represents the official views of the organization.
 - 2. All written and verbal public comments shall be appropriate and respectful.
 - 3. Commissioners shall listen to public comments but will not respond. However, the Chair may respond on behalf of the Commission if public comment warrants clarification of issues raised. A Commission member may ask a question for clarification after being granted the floor from the Chair.
 - 4. The public participation segment of the meeting shall have a limitation of one hour.
 - 5. Depending on the number of persons wishing to address the Commission and with the imposition of the minimum three minutes limitation, the one hour limitation in such instances may be extended by a majority vote of the Commissioners present to permit every person to present views to the Commission.
- R. All matters of concern to Commission members must be directed to the Chair or, with the Chair's approval, to others as appropriate. Any Commissioner may include something on the agenda.
- S. The Commission Staff are responsible for all of the following:
 - 1. Ensuring that necessary documents are prepared, disseminated, or both for the Commission's review and discussion during meetings. This includes, but is not limited to, the agenda for meetings and meeting minutes.
 - 2. Recording Commission actions and other tasks related to the duties of the Commission.
 - 3. Any other duty assigned by the Commission or the Chair.
 - 4. The Executive Staff shall distribute minutes and other documents for consideration on the agenda in a format meeting the needs of each individual member at least one week prior to the scheduled meeting, or later as the document(s) are received by the Executive Staff for distribution.

- T. Prior to the meeting, if available, all agenda items will be supported by accessible documentation in advance so the Commissioners can be well informed and respond to issues as expeditiously as possible. Any item may be discussed at a Commission meeting whether or not prior documentation is available.
- U. All printed information for Commission action must be submitted to the Executive Staff before the next meeting in order to be placed on the agenda. This will enable the Commissioners adequate time to review any reports, documents, or other information prior to the Commission meeting and make informed decisions about the Commission's official business as well as promote good discussion between the Commissioners.

Section 2. Voting

- A. Each member is an eligible voting member of the Commission. A member may cast only one vote on a particular matter.
- B. Any prevailing majority vote shall represent the Commission's decision in the recording of each vote.

Section 3. Writings

- A. A writing that is prepared, owned, used, possessed, or retained by the Commission in performing an official function is subject to the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

Article VI: Commission and Expenses

Section 1. Compensation

A Commissioner is not entitled to compensation for service on the Commission, but the Commission may reimburse a member for actual and necessary expenses incurred in serving.

Section 2. Expenses

- A. Commissioners may receive reimbursement for actual and necessary travel and expenses according to relevant statutes and the rules and procedures of the Michigan Civil Service Commission and the Department of Technology, Management and Budget, subject to available funding.
- B. Travel expenses may be authorized for Commission members conducting official Commission business. The following are examples of official Commission business meetings for which travel expenses may be authorized:
 - 1. Travel to and from regularly scheduled Commission meetings.
 - 2. Travel to and from meetings which Commission members have been requested to attend by the Chair.
 - 3. Travel to and from meetings which Commission members have requested and been granted permission to attend.
- C. Mileage reimbursement will be based on State approved rates.
- D. No travel expenses shall be reimbursed unless prior authorization has been obtained for said member from the Chair.

- E. In accordance with applicable state contracting and procurement procedures, the Commission may make or enter into contracts necessary or incidental to the exercise of the powers of the Commission and the performance of its duties, including the hiring or retention of contractors, consultants, or agents, as the Chair deems advisable and necessary.
- F. The Commission may accept donations of labor, services, or other things of value from any public or private agency or person. Any donations shall be expended in accordance with applicable laws, rules, and procedures.

Article VII – Parliamentary Authority

The most recent edition of *Robert’s Rules of Order Newly Revised* shall govern this Commission in all cases to which it is applicable and in which it is not inconsistent with these bylaws and any special rules of order the Commission may adopt.

Article VIII - Amendment

Amendments to these bylaws may be proposed in writing no later than thirty days prior to any Commission meeting for approval of the Commission.

Article IX – Dissolution

In the event of dissolution or final liquidation of the Commission, all remaining assets and property of the Commission shall, after paying or making provision for the payment of all the liabilities and the obligations of the Commission and for the necessary expenses thereof, be returned to the State of Michigan. In no event shall any of the assets or property be distributed to any Commissioner, officer, or any private individual.