

Bylaws of the
GENESEE COUNTY
Opioid Settlement Steering Committee

Adopted: October 29, 2025

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I. Name

The authorization for the Genesee County Opioid Settlement Steering Committee, hereinafter referred to as “Committee”, derives from the Genesee County Board of Commissioners’ Opioid Settlement Steering Committee Policy, adopted **October 29, 2025**.

II. Purposes and Function

a. Introduction

In 2021, Genesee County elected to join the nationwide settlement agreements to resolve all Opioid litigation brought by States and local governmental units against pharmaceutical manufacturers, distributors and pharmacies. Genesee County is eligible to receive a direct share from the original defendants as well as subsequent defendants, hereinafter referred to as “National Opioid Settlements”. Genesee County will receive a direct distribution of settlement funding with amounts subject to the *Michigan State-Subdivision Agreement* and settlement agreements with each individual company.

The Committee’s work shall comply with State of Michigan statutes, Genesee County policy, and provisions of applicable individual settlement agreements.

b. Responsibilities

i. Procedural Responsibilities

The Committee shall follow the following procedural responsibilities:

1. Elect annually a Chair, Vice Chair, and Secretary;
2. Comply with the Open Meetings Act, MCL 15.261 et seq.
3. Follow these Bylaws as established by the Board of County Commissioners.

ii. Planning Responsibilities

The Committee is responsible to the Genesee County Board of Commissioners, hereinafter referred to as “Board”, and shall provide input, advice, and recommendations on the disbursement of Genesee County government revenues received as a result of the opioid settlements.

The Committee shall produce documents which, at a minimum, shall include:

1. The manner in which documents are completed.
2. A community needs assessment which reviews priority areas for services in alignment with Exhibit E, the list of allowable or approved uses.
3. A recommended spending plan.

The Committee may, at its discretion, initiate document updates to respond to environmental changes, significant events, and other circumstances in the interim as needed.

iii. Implementation Responsibilities

The Committee shall review and make recommendations to the Board pertaining to projects to be funded by any opioid settlements funding, consistent with the current documents and prioritized approved uses, in accordance with applicable contracting laws.

The Committee shall monitor the service delivery and administration of all programs under the Committee's jurisdiction and funded by the opioid settlements.

By May 31st of each year, the Committee shall provide to the Board an annual report for the preceding calendar year of National Opioid Settlements funded projects.

III. Organization

a. Membership

Appointments to the Committee shall be made by the Board through its regular appointment process. The Committee shall consist of eleven (11) members who reflect the diversity of the Genesee County community.

The Committee should have members from each of the categories below:

1. One (1) individual from the Genesee County Board of Commissioner
2. One (1) individual who has professional expertise in substance use disorder
3. One (1) individual who has professional expertise in behavioral health
4. One (1) individual who has professional expertise in healthcare, including hospitals
5. One (1) individual who has professional expertise in public safety
6. One (1) individual who has professional expertise in the judicial system
7. Two (2) individuals with lived experience with substance use disorder
8. Three (3) individuals who reflect local priorities and/or lived experience.

b. Term of Office

Members shall serve without compensation for three (3) years, with terms beginning on October 1st and ending on September 30th, or until a successor is appointed. To provide for the organizational stability that comes with staggered terms, initial appointments should be staggered as the Board sees fit, except for the Board of Commissioners' members, who shall be appointed annually, all other subsequent re-appointments shall be for three (3) years.

Vacancies will be filled within sixty (60) days by the Board.

c. Officers of the Committee

The Board shall elect a Chair, Vice-Chair, and a Secretary by majority vote of the Committee membership. Such an election will be held at the first meeting of each new calendar year. Officers will hold their office for one (1) year or until a successor is elected.

The duties of each of the above-mentioned officers will be as follows:

1. Chair - The Chair shall preside at all meetings of the Committee and shall create temporary sub-committees deemed necessary to conduct business. The Chair shall be an Ex-Officio member of all sub-committees.
2. Vice-Chair - In the absence of the Chair, the Vice-Chair shall preside at Committee meetings.
3. Secretary - The Secretary shall sign the approved minutes, which shall be kept on file as a permanent record in the Community Engagement and Justice Services Office of the Board of Commissioners. The Secretary shall be responsible for all correspondence and notice of meetings. This will be done in accordance with the Open meetings act. In the absence of both the Chair and Vice-Chair at any Committee meeting, the Secretary shall preside.

d. Sub-Committees

The Committee Chair shall have the authority to create and designate temporary sub-committees to implement and effect the aims and purposes of the Committee. Membership may consist of Committee members and non-members, as needed. Sub-committees report directly to the full Committee. Sub-committee progress reports should include a review of the agenda and member attendance at meetings.

IV. Rules and Regulations Governing the Committee

a. Meetings

Committee meetings shall be open to the public, in accordance with Michigan's Open meetings act.

All Committee members shall receive notice of regular meetings and all other meetings at least one week before the designated meeting date.

Meetings will be held at least quarterly on dates and times established by the Committee. These meetings shall be publicized and the public will be encouraged to attend. Special meetings of the Committee may be held in compliance with Michigan's Open meetings act.

b. Quorum

A quorum shall consist of a majority (fifty percent plus one [50% + 1]) of the current number of members of the Committee.

All decisions of the Committee must be arrived at by a majority vote. A roll-call vote will be taken whenever a funding decision is being made (i.e. allocation, de-funding, etc.).

Alternate members are entitled to vote on matters before the Committee in the absence of the appointed member.

Decisions made by a quorum of the Committee cannot be challenged by a dissenting Committee member.

c. Attendance

In order to maintain Committee membership, members must attend at least fifty percent (50%) of meetings in a calendar year and cannot have more than three (3) unexcused absences from Committee meetings.

Members not meeting these minimum standards may be recommended for dismissal from the Committee. The member will be notified in writing by the Chairperson of any failure to meet the minimum standards. The letter will request a response regarding the member's continued interest in remaining on the Committee. The Committee will advise the Board of the need to dismiss a member who fails to maintain attendance. In the event that a member submits a resignation to the Committee, a copy of the resignation will be forwarded to the Office of the Clerk of the Board of Commissioners.

d. Minutes

The Minutes of the Committee meetings shall be kept on file as a permanent record in the Community Engagement and Justice Services Office of the Board of Commissioners. The Minutes shall include:

1. Time and place of meetings
2. Names of members present and absent
3. Subjects considered at the meeting
4. Brief description of actions taken
5. Vote result of any item voted upon. A roll call vote is needed if voting on funding recommendations; or, if voice vote is not unanimous.

V. Conflict of Interest

Members of the Committee shall abstain from any discussion or vote regarding the awarding of monies or any contract or budget modifications if they have a direct or indirect financial interest. Any member may raise the question of a perceived Conflict of Interest on the part of another member.

Committee members will be asked to evaluate, on a yearly basis, or as needed, their personal relationship with any County/private agency which conceivably could apply for funding which utilizes the Committee funding allocation process. An annual "Conflict of Interest Member Statement" will be kept on file in the Genesee County Administration Office.

VI. Adoption of Bylaws and Amendments

a. Certification

The Bylaws become effective immediately upon adoption by the Board.

b. Amendments

The Bylaws shall be reviewed every three (3) years to determine continued relevancy to Committee goals and objectives and amended, as necessary.

Proposed amendments to the Bylaws will be submitted in writing to the Committee at a regular scheduled meeting. A majority vote of the Committee at the meeting shall be required to adopt the amendment. Before final adoption, the amendment must receive approval from the Board.

VII. Parliamentary Authority

Rules and procedures not specified in these Bylaws shall be by those provided in the most recent edition of Robert's Rules of Order.

Adoption

These Bylaws were reviewed by Genesee County's Legal Counsel on **October 16, 2025**, and revisions, if any, were incorporated per County Legal Counsel's advice.

The Genesee County Opioid Settlement Steering Committee Bylaws are adopted by the Genesee County Board of Commissioners meeting held on **October 29, 2025**.

Clerk of the Board of Commissioners

Board of Commissioners