

ALGER COUNTY OPIOID SETTLEMENT STEERING COMMITTEE BYLAWS

Recommended: December 2, 2025

Adopted By Alger County Board of Commissioners: December 15, 2025

The members of the Alger County Opioid Settlement Steering Committee, authorized by the Alger 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 "Alger County Opioid Settlement Steering Committee", herein referred to as "the Opioid Committee" or simply "Committee."
2. The official mailing address of this Committee shall be the same as the mailing address for the Alger County Clerk, 101 Court Street, Munising, MI 49862.

Article II - Purpose

MISSION STATEMENT: The Alger County Opioid Settlement Steering Committee is to guide how the county's opioid settlement funds are used. The committee will help support prevention, treatment, and recovery efforts that strengthen our community and assist those affected by addiction. Members include local leaders and residents dedicated to creating positive, lasting change in Alger County.

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

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

Article III—Meetings and Quorum

1. Regular meetings of the Opioid Committee shall be held quarterly at the Alger County Courthouse Conference Room. A meeting may be canceled if there are no matters for the Committee to consider. Special meetings of the Committee may be held at the request of a majority of its members. At least 18 hours' notice of any special meetings shall be given to each member of the Committee. Regular meetings shall be scheduled at the first meeting of each year.
2. The Committee serves as an advisory board and will make recommendations to the Board of Commissioners.
3. The meetings of the Committee 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.
4. Only members of the Committee shall be given the floor to speak during any meeting except:

Any member of the public speaking at a meeting under the privilege of "Public Comment" shall be limited by the following Board policy: Any individual wishing to address the Board will be allocated one two (2) minute period at the beginning of the meeting and one two (2) minute period at the end of the meeting. These two minutes are to make statements. There will be no question-and-answer session format.

Article IV— Membership and Attendance

1. There shall be seven (7) to eleven (11) members of the Steering Committee. Members shall represent and advocate for what is best for Alger County as a whole, putting aside personal or special interests.
2. These members shall include, but not be limited to, various categories of local experts and knowledgeable community servants. (All Committee members must reside in Alger County)
 - a. County Commissioners
 - b. A person recovering from substance use disorder
 - c. Criminal Legal System
 - d. Law Enforcement
 - e. Education community
 - f. Youth and Family service providers
 - g. Healthcare communities
 - h. Mental health providers
 - i. Treatment providers
 - j. Member(s) at large
 - k. Non-profits and community groups
3. Steering Committee members are appointed by the Commissioners and accept a position with the understanding of a 3-year term of commitment. As Committee Members wish to step down, the County Clerk will assist the Commissioners in appointing new members to maintain 7 to 11 members.
4. Attendance. If any member of the Committee is absent and unexcused from three 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 Alger County Board of Commissioners to remove a member from the Committee. The Committee Secretary will notify the Alger County Board of Commissioners in writing.

Section Article V— Officers, Elections, and Terms

1. The officers of the Committee shall be Chair, Vice-Chair, and Secretary. The officers shall be regularly appointed members of the Committee.
2. The Chair shall preside over the meetings of the Committee and exercise all powers usually incident to the office, retaining the full privilege of a Committee member. The Chair shall decide on all points of order and procedure subject to these bylaws. The Chair presents the recommendation from the Committee to the County Board of Commissioners. The Chair shall appoint any subcommittees found necessary to investigate any matters before the Committee.

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 an acting Chair for the meeting, who shall have full powers of the Chair during the absence of the Chair and Vice-Chair. The Chair shall sign documents on behalf of the Committee after they have been approved by the Committee.
4. The Secretary shall prepare the agenda, distribute the agenda to appropriate members, post said notice at the County Building through the County Clerk's Office, take/prepare and maintain accurate minutes of all meetings, and forward approved minutes to the Alger County Clerk's Office for filing. Any other requirements of the Committee as needed.
5. The Secretary or his/her designee shall prepare the agenda (Appendix I), organize relevant data and documents before the Committee. The Secretary shall maintain records of all meetings of the Committee and its subcommittees.
6. The officers shall be elected at the first meeting of each calendar year and shall assume office immediately. 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.
7. Vacancies in office shall be filled by appointment from the Alger County Board of Commissioners.

Alternate Board Members may be designated by the primary member for contribution and discussion. These members may be asked to participate in Majority Action votes when primary voting members are absent or abstain due to a conflict of interest.

Article VI — Responsibilities

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

1. Gather Information
 - a. Review needs assessments, analyses, 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 the sustainability of funding strategies, including braiding activities and funding
 - c. Choose strategies that are allowable and align with the needs of our community
 - d. Sustainability planning should account for polysubstance 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.

3. Monitoring and Accountability

- a. It is essential to provide transparency and accountability for the spending process. Attending a Board of Commissioners 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, and processs of strategy selection and dollar amount determinations, and other relevant information as the Board of Commissioners deems necessary.

Article VII — Conflict of Interest

The Committee shall disclose any conflicts of interest by completing an Alger County Opioid Steering Committee Conflict of Interest Disclosure Form.

Article VIII —Amendments

The Committee may recommend to the Alger County Board of Commissioners an amendment to these By-laws and Rules of Procedure by majority vote of *the* total membership at any regular or special meeting of the Opioid Settlement Steering Committee. A copy of the proposed amendments must be transmitted to the Alger County Board of Commissioners for approval or comment. Said changes, if approved, shall take effect fourteen (14) calendar days after approval by the Alger County Board of Commissioners.

APPENDIX I

Agenda Template

OPIOID SETTLEMENT STEERING COMMITTEE REGULAR MEETING

Alger County Courthouse Conference Room

Month, Day, Year, Time

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