



Governance Guidelines

ARTICLE I. Description and Purpose

Section 1. Consumer Council System of Maine (CCSM)

Is hereafter referred to as CCSM and describes the organization including the Statewide Consumer Council (SCC), the Local Councils (LC) and the Regional Meetings (RM).

Section 2. Duties of the CCSM

To assure that there is an effective, independent, consumer voice in the development of public policy and resource allocation including to:

- a. Provide one stop access for recommendations and the planning of issues affecting the lives of consumers. Advising the department, the Governor and other state agencies. This duty includes advising the department on the review, analysis and evaluation of adult mental health programs, policies, procedures, and service delivery systems administered or funded by the State and the hiring of personnel when appropriate.
- b. Assist the department in program design and implementation, including assessment of the quality of services and delivery systems and prioritizing of programming.
- c. Provide consumers with a recognized mechanism for collaboration with State Government, including addressing issues with persons and entities that provide services through contracts with department.
- d. Provide input regarding programs, evaluations, public policy and resource allocation and address issues and concerns that arise at the local level.
- e. Identify, research, and respond to issues of importance to consumers, including requesting information and data to facilitate informed decision making.
- f. Interact with state agencies, community entities and other organizations.
- g. Provide budget requests to fund the council system to the department for each biennial budget and each supplement budget.
- h. Make annual and interim recommendations to State Government and provide by May 31st of each year a report to the Governor and the Legislature. The report



must include analysis of State programs, policies, procedures, legislative and regulatory proposals, and recommendations for action by the State.

ARTICLE II. Statewide Consumer Council (SCC)

Section 1. Functions

The SCC will meet regularly as elected consumer representatives from the local councils to implement the following functions:

- a. The SCC elected representatives are the board of directors with all the legal and financial responsibilities for the organization.
- b. The council system is not considered an agency of the State for the purposes of budgeting, contracting, and purchasing.
- c. Provide guidance and influence public policy and address community issues effecting the lives of consumers of mental health services as prioritized by the CCSM:
 - i. Synthesize and disseminate the recommendations from the LC's to create statewide consumer input.
 - ii. Advocate for responses to local concerns that may have statewide impact.
 - iii. Research, identify and respond to issues of importance to consumers across the state, as prioritized by the SCC, which may include requesting information and data to make informed advice.
 - iv. Develop and maintain a mechanism for communications with DHHS personal assuring timely responses and interaction.
 - v. Provide consultation and advice on key DHHS internal program structures and hiring key positions.
 - vi. Ongoing participation in system development to include but not limited to aspects of evaluation, unmet needs, quality assurance and quality improvement, design of new program initiatives and prioritization of programming; this includes timely opportunities to review development of budgets.
 - vii. Interact with governmental departments, agencies, and community entities.
 - viii. Work collaboratively with the DHHS personnel to address issues with contracted providers.
 - ix. Maintain formal communication with the OBH leadership monthly, DHHS Commissioner regularly, DRM (Disability Rights Maine) and with the



Court Master to educate ourselves and our allies in the current status of the consent decree.

- d. Manage the CCSM including:
- i. Assure administrative, financial, and personnel resources for the effective operations of the CCSM;(refer to 4A and G3 of the Statute).
 - ii. Assure an effective communication process to assist well-informed consumer councils and facilitate effective communications.
 - iii. Maintain governance guidelines that reflect operating process for CCSM;(refer to Statute Sect 6C 1,2,3, 5 and Sect 6E.
 - iv. The SCC (especially the At-Large representatives) will assume responsibility for the development of LC's in unrepresented areas, in collaboration with CCSM Outreach staff.

Section 2. Structure

The Statewide Consumer Council Board of Directors (SCC) is comprised of:

- a. Coordinating Committee (CC) will act as a liaison to the Executive Director (ED) to assure that direction from the SCC is implemented.
- b. Committees to implement work as the SCC decides, such as but not limited to, issues sub-committee, Legislative sub-committee, and ad hoc committees.

Section 3. Terms

The elected Representatives of the SCC will be for 3 years. The SCC will maintain a rotation so that one-third of the SCC will retire each year with equal rotation across the geographic areas. In this manner the LC, will be prepared to hold elections for the SCC yearly or as needed for the representatives whose terms have expired.

Section 4. Orientation

All SCC Representatives shall be given adequate orientation and training concerning the CCSM statutes, functions, duties, and responsibilities. Orientation will be held in November of each year after elections and is open to new and existing representatives. This is the responsibility of the CC to ensure that it is done. All new members will be offered a mentor from existing SCC members.

Section 5. Coordinating Committee (CC) of the SCC

The CC of the SCC is comprised of the four officer positions and responsibilities include:



- a. Coordinating Committee (CC) will act as liaison to the Executive Director (ED) to assure that direction from the SCC is implemented.
- b. Establish committees to implement the work as the SCC decides, such as, but not limited to, Issues sub-committee, and Legislative sub-committee. The CC shall appoint a chair and rotate that chair to grow leadership skills. The CC shall also call ad hoc committees into being for the purposes of work (time limited). For example, Governance Guidelines, Hiring, etc. The CC will also appoint members to these ad hoc committees. If the member who was appointed misses 3 meetings the CC may choose to replace the member.
- c. Ensure the development and implementation of the organizational strategic plan and to assure successful progress in meeting those goals.
- d. Work collaboratively with ED to carry out the mission and function of the CCSM as an organization/business.
 - i. Will assure seamless working of the organization in the absence of the ED. There should always be an active written contingency plan in place in the event of extensive ED absence.
 - ii. Will be the ambassadors of the CCSM to our allies, State Government, and the broader community.
- e. Any elected SCC Representative who has actively engaged for at least six months and/or previously served may fill out an application of intent to run for a CC. The CC applications will be available 90 days prior to the December elections. Completed applications must be submitted to the CCSM office 7 days prior to the December meeting, where elections will take place.
- f. The CC of the Statewide Consumer Council (SCC) shall be elected by the membership of the SCC in December annually. The positions will be: Chairperson, Vice-Chairperson, Secretary and Treasurer.
- g. Officers shall serve a one-year term. Officers are eligible for reelection to the same position for an additional one-year term upon a vote of confidence from the board. It is intended that the Vice-Chairperson proceed to the Chairperson position in the third year upon a confirmation vote by the SCC.
- h. The CC shall assure that an agenda is prepared and disseminated within 10 calendar days of the next SCC meeting. The Chair may sign all letters, reports and other communications, and is generally responsible for coordinating and communicating the affairs of the Council. This duty may also be delegated by the CC or SCC to the ED.
- i. The Vice-Chair in the absence of the Chairperson or vacancy, shall have all the powers and duties of the chair and may assume other responsibilities at the direction of the Chairperson. The vice-chair may serve as a member on any committee as requested by the Chair.



- j. The Secretary shall assure that proper records of all SCC meetings are kept, stored, and posted. The Secretary will assure minutes are disseminated 10 calendar days in advance of the next SCC meeting.
- k. Treasurer shall assure that the fiscal resources are tracked, and the information is regularly available to the full SCC. The treasurer will work collaboratively with the ED and CC in all budgetary matters.
- l. Vacancies in officer positions: A vacancy in any CC position for any reason shall be filled by a vote of the full SCC with one month's notice for the un-expired portion of the term.

Section 6. Termination of SCC Representatives/CC Officers

The SCC may request the removal of an SCC Rep for certain causes regarding action and behaviors of a representative which adversely affects the ability of the SCC and CCSM to carry out the mission of the CCSM.

- a. *Cause:* Missing two consecutive, regularly scheduled SCC/LC meetings in any calendar year with/without notice would be considered good cause (such as sickness/death). Other cause may be described by the members of the SCC such as, but not limited to, not fulfilling the job description of a representative, repetitive, disruptive meeting conduct, emerging conflicts of interest after discussion and not presenting the CCSM in a positive light. Cause may also include knowledge of adverse actions inside or outside of the organization by SCC reps/CC Officers and failure to disclose to the CC and/or ED to protect the organization.
- b. *Informal Resolution:* When an SCC member has missed 2 consecutive SCC/LC meetings, the CC will try to communicate with that Representative and hopefully resolve the issue informally. After each missed meeting Staff and CC will be reaching out to SCC Rep to inquire. If those efforts are not successful (no communication with said rep), the matter shall appear on the next regular agenda of the SCC to discuss and decide formal removal process, with a formal letter being sent to the affected SCC rep and LC Chair.
- c. *Formal Removal:* of a Statewide Council representative requires the following sequential steps: If the above informal efforts are not successful, the matter shall appear on the next regular agenda of the SCC to discuss and decide.
 - i. A simple majority vote at a regular Statewide Council meeting is required for the removal of a SCC Rep.
 - ii. Written statement of cause shall then be sent to the elected representative. A copy of this notice shall be sent at the same time to the Local Council Chair that the individual represents.
 - iii. The LC is entitled to replace the removed SCC Rep for the remainder of the term.



Section 7. Elections

- a. *Applications:* Any consumer wishing to fill a vacant seat as a SCC Rep must fill out the required application and present it to the CCSM office 7 calendar days in advance of the election. Applications are readily available from the Chair of any LC or are found on the CCSM website for download. A person can also call the CCSM office for a hard copy to be sent to them. Applications are not confidential and will be shared with members to help them decide when voting. An election will move forward even if the candidate is not in attendance at the meeting. All elections will take place in the October business meeting. If there is an election at a different time (for an unanticipated vacancy or for a new local council) applications are due to the CCSM office, no later than 5pm 7 days prior to the election. It is up to each candidate to make sure their application is at the CCSM office by the deadline. During the changes in the CCSM structure, the current term shall be extended until the regular October elections.
- b. *Timeline:* All LC's will have elections in October of each year. This will include SCC seats that are open as well as LC chair and secretary. Open positions will be announced and posted in August and applications will be due 7 days prior to the October meeting to the CCSM office.

Section 8. Voting

Statewide Consumer Council Representatives shall be entitled to only one vote at all regular and special meetings held on each issue or motion to come before the Council. Minority and majority reports may be submitted and will be accepted and recorded. Voting will be allowed either in person, via phone or video. Proxy voting and absentee ballots are not permitted.

Section 9. Conflict of Interest

No voting member shall cast a vote on any matter that would provide direct/indirect financial benefit to that member or otherwise give the appearance of a conflict of interest under state law. Any member with a potential conflict must announce it at the time and excuse themselves from the room while it is being discussed. If you, your significant other, any member of your household or family is up for any vote this is a clear conflict of interest and you shall not vote. Please refer to the full conflict of interest policy.

Relational Board of Directors Representatives: No family, household members or significant others can serve on the board of directors at the same time.

Section 10. Quorum

No SCC decision making (votes) for advice and recommendations shall be taken without a quorum. The quorum for SCC meetings shall occur when a minimum of 2/3 of the voting members are present. The chairperson will announce the existence of a



quorum or absence of a quorum at each meeting. If a quorum is not present after waiting a reasonable period, the Chairperson will call the meeting to order, announce the absence of a quorum. In the absence of a quorum, discussion and notes are allowed and should be taken. If a quorum exists during any part of the meeting the entire meeting is considered to have a quorum even if the participant level drops below the required minimum of 2/3 voting members. At any time during the meeting that a quorum is reached the entire meeting is valid and business can be conducted.

Section 11. Leave of Absence and Substitute Representatives

Regular attendance at SCC/LC meetings, creates the best environment for good communication, and well-developed decisions. For this reason, substitute representatives are not allowed.

- a. If you must be gone for more than 3 months, we ask that you communicate this to the LC that you represent and the SCC. At this time, we ask that you explore options that will ensure proper representation of all consumers and LC's. You are encouraged to re-engage when you can fully fulfill the duties and responsibilities.

Section 12. Compensation

The CCSM shall reimburse SCC Reps for reasonable and necessary expenses, such as but not limited to:

- a. Travel, childcare for their own children, substitute care for dependent adults and telephone costs for completing their meeting assignments by submitting completed reimbursement forms and receipts in a timely fashion.
- b. The SCC shall set rates of reimbursement and stipends for CCSM-approved meetings. These rates shall be applied consistently statewide.
- c. If you are employed, it is expected that you are not being paid by your employer while attending meetings of the CCSM to avoid any perceived conflict of interest.

Section 13. Discrimination

No person shall be excluded or discriminated against as a member of the CCSM by reason of race, creed/ religion, color, gender, sexual orientation, age, marital status, homelessness, national origin, or disability category.

Section 14. Reasonable Accommodations

Interpreters and other necessary services and facilities will be provided at all Local Council meetings for members or participants upon receiving 3 weeks advanced notification of the need.



ARTICLE III. Local Council (LC)

The LC's will meet regularly, at least a minimum of 4 times a year to conduct business. The functions of the LC are to:

Section 1. Functions

- a. Research, identify and respond to issues of importance to local consumers including requesting information and data to make informed advice.
- b. Based upon a statewide design, implement a local role in meaningful quality assessment systems.
- c. Advocate/advise for local response to local issues.
- d. Reach out to all consumers in the local community to inspire participation in the LC.
- e. Provide multiple methods for stimulating local consumer advice and to learn concerns, needs and ideas within the local area including beyond the attending membership.
- f. Report via elected representatives to the SCC.
- g. Receive and transmit information that pertains to consumers from the wider community to the SCC and/or to consumers in the local area. Send informed representatives from the LC to the SCC.

Section 2. Participate in Regional meetings when gathered.

Section 3. Membership of a LC

Membership on the LC should strive to include individuals with diverse experience or characteristics.

- a. A "Consumer Participant Member" is anyone identifying as a consumer of mental health services (current or past), and 18 years or older. Their input is included as a valuable voice to educate and inform public discussion. All Consumer Participant Members may cast one vote on all issues that come before the LC.
- b. "Non-Consumer Participants" are welcome to attend LC meetings. Their input is included as a valuable voice to educate and inform public discussion. They do not participate in the voting process of the LC.

Section 4. Leadership

LC's may be designed by each LC to meet their own needs, to include at least a Chairperson and Secretary (takes the minutes and manages LC records).



Section 5. Term of Office

Officers will serve a one-year term. Officers can serve for two consecutive year long terms at which time a minimum of one-year rotation out of service in order to give the opportunity to another member to serve and be mentored.

Section 6. Chairperson Duties

The Chairperson shall create an agenda assure it is disseminated within 10 calendar days of the next meeting.

Section 7. Secretary Duties

Keep proper records of all LC meetings and assure they are kept and stored. The Secretary will assure minutes are disseminated 10 calendar days in advance of the next LC meeting.

Section 8. Termination of LC Officers

The LC may request the removal of a LC Officer for certain causes regarding actions and behaviors of an officer which adversely affects the ability of the LC to carry out the mission of the CCSM.

- a. *Cause:* Missing two consecutive, regularly scheduled meetings in any calendar year with/without notice would be considered cause such as sickness/death). Other cause may be described by the members of the LC such as, but not limited to, not fulfilling the job description of an officer, repetitive, disruptive meeting conduct, emerging conflicts of interest after discussion and not presenting the LC or CCSM in a positive light.
- b. *Informal Resolution:* When potential cause for removal arises, the Chairperson or SCC Rep (in case of Chairperson removal) will make an effort to communicate and hopefully resolve the issue informally with the LC Officer. The Outreach Coordinator will call LC officer after each missed meeting to inquire. If those efforts are not successful, the matter shall appear on the next regular agenda of the LC to discuss and decide whether to begin the formal removal process.
- c. *Formal Removal:* of a LC Officer requires the following sequential steps If the above informal efforts are not successful, the matter shall appear on the next regular agenda of the SCC to discuss and decide.
 - i. A simple majority vote at a regular LC meeting is required for the removal process.
 - ii. Written statement of cause shall then be sent to the Local Officer. A copy of this notice shall be sent at the same time to the SCC.
 - iii. The LC is entitled to replace the removed officer for the remainder of the term.



Section 9. Orientation

All LC members shall be given adequate orientation and training about CCSM functions, duties, and responsibilities. All new members will be offered a mentor from existing LC members.

Section 10. Leave of Absence and Substitute Representative

Regular attendance at SCC/LC meetings creates the best environment for good communication and well-developed decisions. For this reason, substitute representatives are not allowed. If you must be gone for more than 2 months, you must communicate this to the LC and resign your seat. You are encouraged to re-engage when you can fully fulfill the duties and responsibilities.

Section 11. Elections

- a. *Applications:* Any consumer wishing to fill a vacant seat as a LC Chair or Secretary must fill out the required application and present it to the LC 7 days in advance of the voting process which may elect them. Applications are readily available from the Chair of any LC or as found on the CCSM website for download. Applications will be shared with members to help them make a decision when voting. An election will move forward even if the candidate is not in attendance at the meeting.
- b. *Timeline:* All LC's will have elections in October of each year. This will include SCC seats that are open as well as LC chair and secretary. Open positions will be announced and posted in August and applications will be due 7 days prior to the October meeting to the CCSM office.

Section 12. Vacancies in Officer Positions

A vacancy in any office for any reason shall be filled by a vote of the LC for the unexpired portion of the term. If the unexpired term is less than 6 months, they will be eligible to run for that office again. Please follow the same application process as you would for all positions.

Section 13. Voting

LC members shall be entitled to only one vote at all regular and special meetings held on each issue or motion to come before the LC or any Committee of the LC. Minority and majority reports may be submitted and will be accepted and recorded. Voting will be allowed either in person, via phone or video. Proxy voting and absentee ballots are not permitted. At any LC, the chair shall not cast a vote unless there is a tie in the vote, in which the chair will cast the vote to break the tie.

Section 14. Conflict of Interest



No voting member shall cast a vote on any matter that would provide direct/indirect financial benefit to that member or otherwise give the appearance of a conflict of interest under state law. Any member with a potential conflict must announce it at the time and excuse themselves from the room while it is being discussed. If you, your significant other, any member of your household or family is up for any vote this is a clear conflict of interest and you shall not vote. Please refer to the full conflict of interest policy.

Relational Board of Directors Representatives: No family, household members or significant others can serve on the board of directors at the same time.

Section 15. Types of Local Councils

- a. *Recognized Local Council:* A council that has been formally recognized by the SCC and is meeting their minimum membership attendance requirements and functions. Representatives are paid a stipend, mileage and have a vote on the SCC.
- b. *Lapsed Local Council:* A council that is still meeting and has not met a minimum quorum for a period of 2 out of 4 or 50% of the business meetings in a calendar year will go into a probationary period. During this time, they will work with the Outreach Coordinator, retain their vote, stipend, and mileage. If after that year they cannot meet quorum for 2 out 4 or 50% of the business meetings they will become lapsed.

For example, after the first calendar year of not meeting a quorum, the LC would be on probation for another year for a total of two years before they would become officially lapsed. During this time, they would work with the Outreach Coordinator to rebuild. If by the end of year two they have not met the minimum requirements, then they will be considered lapsed. During these two years reps would continue to receive stipends and mileage and be able to vote at SCC meetings.

To become recognized again, a lapsed council must meet with a minimum quorum of 5 voting members for 3 business meetings in the following 24 months. If this does not happen, then they will be closed. If there are no current elected representatives, it should be dissolved. If there are elected representatives, they have a year from the date that they last had a quorum to re-qualify in order to be recognized again. If they come to a SCC meeting, they will receive mileage, but no stipend and they cannot vote at the SCC. They can speak at the SCC meeting.

- c. *Temporary Councils:* Councils that are meeting but have not received recognized status. Temporary councils need to become recognized with a minimum quorum of 5 voting members for 3 out of the 3 business meetings. If not accomplished, a plan must be presented to the SCC for a vote on to whether they may continue to meet.

Section 16. Process for Creating a Recognized LC



The method of LC application to be recognized will be based on a format and application approved by the SCC. Five consumer members present for three months and then submit application to SCC.

Section 17. Discrimination

No person shall be excluded or discriminated against as a member of the CCSM by reason of race, creed / religion, color, gender, sexual orientation, age, marital status, homelessness, national origin, or disability category.

Section 18. Reasonable Accommodations

Interpreters and other necessary services and facilities will be provided at all Council meetings for members or participants upon receiving 3 weeks advanced notification of the need.

Section 19. LC Records

Each LC shall submit records as stated below:

- a. *Official Minutes:* Minutes shall be kept on all regular and special meetings, emailed to Council members 10 calendar days prior to the next meeting, and made available to the public on request via mailings or web postings. On special request paper copies may be mailed.
- b. *Notices of Meetings:* In order for LC membership to grow, meetings will be held on the same day, time, and location each month. This is to ensure meeting consistency so that anyone interested in participating in a LC can easily find a meeting in their area. Weather and other emergency cancellations will have a process designed by each LC.
- c. *Agenda:* Any member may place items on the agenda by contacting either the chairperson, or staff assigned to support that LC.

Section 20. Quorums

LC decision making (votes) for advice and recommendations shall be taken with a quorum. For Local Council meetings this shall occur when a minimum of 5 voting members are present. The chairperson is considered a counted member. The chairperson (or facilitator at a LC) will announce the existence of a quorum or absence of a quorum at each meeting. If a quorum is not present after waiting a reasonable period of time, the Chairperson will call the meeting to order, announce the absence of a quorum. In the absence of a quorum, discussion and notes are allowed and should be taken. If a quorum exists during any part of the meeting the entire meeting is considered to have a quorum even if the participant level drops below the required minimum of 5 voting members. At any time during the meeting that a quorum is reached the entire meeting is valid and business can be conducted.



Section 21. Decisions

Except as specified elsewhere, all decisions of the LC shall be made only upon a simple majority vote. Each LC will provide for minority or majority reports so that the community will benefit from alternative ideas and options.

Section 22. Compensation

Each LC may reimburse LC Leadership members for reasonable and necessary expenses, such as travel, childcare for their own children, substitute care for dependent adults, telephone costs for completing their meeting assignments and performing duties. Rate of reimbursement or stipend for each LC must be approved by the SCC and be consistent across the state.

ARTICLE IV. Regional Meetings (RM)

Section 1. Regional Meetings

Will be scheduled in designated areas of need for the purpose of:

- a. Provide training and outreach to develop LC's.
- b. Elect representatives to the SCC in underrepresented areas where no LC's exists.
- c. Respond to the needs of an LC for regional planning or for other needs to gather as a region such as training or information dissemination.

Section 2. Elections

- a. The SCC will identify geographical areas that lack representation and initiate the planning of regional meetings.
- b. All consumers present from the identified geographical area will have one vote for each elected position.
- c. The CCSM will assure application and nomination of a slate of qualified candidates that will provide representation for identified areas. Please see the SCC Representative Job description for a list of qualifications.
- d. *Applications:* Any consumer wishing to fill a vacant seat as a SCC Rep must fill out the required application and present it to the LC 7 days in advance of the voting process which may elect them. Applications are readily available from the Chair of any LC or as found on the CCSM website for download. Applications will be shared with members to help them make a decision when voting.

Section 3. Voting

LC members shall be entitled to only one vote at all regular and special meetings held



on each issue or motion to come before the LC or any Committee of the LC. Minority and majority reports will be accepted and recorded. Voting will be allowed either in person, via phone or video. Proxy voting and absentee ballots are not permitted.

Section 4. Conflict of Interest

No voting member shall cast a vote on any matter that would provide direct/indirect financial benefit to that member or otherwise give the appearance of a conflict of interest under state law. Any member with a conflict must announce it at the time the conflict is being discussed and excuse themselves at that time. If you, your significant other, any member of your household or family is up for any vote this is a clear conflict of interest and you shall not vote. Please refer to the full conflict of interest policy.

Section 5. Discrimination

No person shall be excluded or discriminated against as a member of the CCSM by reason of race, creed / religion color, gender, sexual orientation, age, marital status, homelessness, national origin, or disability category.

Section 6. Reasonable Accommodations

Interpreters and other necessary services and facilities will be provided at all Regional meetings for members or participants upon receiving 3 weeks advanced notification of the need. Every effort to notify the SCC of changes in accommodations is expected.

Section 7. Quorum

No RM voting shall be taken without a quorum. The quorum for Regional Meetings shall occur when a minimum of 5 voting members are present during the meeting/election.

Section 8. Compensation

The Statewide Consumer Council will have the following compensation guidelines for RM's: for SCC representatives only in their region will receive a stipend for full attendance and all attending members are eligible for mileage reimbursement for attending a RM in their area.

Section 9. Orientation

Council members shall be given adequate orientation and training about CCSM functions, duties, and responsibilities. All new members will be assigned a mentor by the CC from existing SCC Members.



ARTICLE V. Amendments to Guidelines for Governance

- a. Governance Guidelines may be amended at any meeting by a two-thirds vote of those present and consisting a quorum of the SCC. The person or committee proposing the amendment must place the item on the Agenda prior to the meeting. A copy of any proposed amendment to the Governance Guidelines must be sent to the membership of the SCC thirty days prior to its consideration. These Governance Guidelines and any subsequent amendments there to shall become effective on the date approved by the Statewide Consumer Council. Any time a change occurs within these Guidelines a new Governance Guidelines document will be created, dated, and disseminated.
- b. *State of Emergency Clause:* If at any time during which the Governor has declared a State of Emergency for Maine, the Coordinating Committee will work with the Executive Director to give specific guidance to the SCC and LC's and if certain policies and procedures could be changed or put them on hold. No binding votes would occur without direction from staff and Coordinating Committee. If the Statewide Council and/or LC's are able to be part of the discussion and decision making, then that is the first and foremost choice.

ADOPTED AND APPROVED by the Statewide Consumer Council: 01/22/2021