

Commission on Post-Traumatic Stress Disorder and Traumatic Brain Injury (COPT) By-Laws

1. INTRODUCTION

1.1. Purpose

NH RSA 115-D establishes a Commission on Post-traumatic Stress Disorder and Traumatic Brain Injury (referred to more commonly as the Commission on PTSD/TBI or COPT). By statute, the COPT shall "develop, coordinate, and oversee the recommendations identified in the report submitted by the commission to study the effects of service-connected post-traumatic stress disorder and traumatic brain injury in the line of duty by members of the armed forces and veterans." (*)

2. COMMISSION ON POST TRAUMATIC STRESS DISORDER AND TRAUMATIC BRAIN INJURY STRUCTURE.

2.1. Officers

(a) Individuals elected to the position of Chair, Co-Vice Chair(s), subcommittee chair(s), secretary and financial liaison shall be members as appointed by RSA 115-D:2.

(b) The COPT chair shall have the overall responsibility for the functioning of the COPT.

(c) The COPT Co-Vice Chair(s) supports the COPT chair and the overall COPT as needed. The Co-Vice Chair{(s), in order of seniority} shall perform the duties, have all the powers, and be subjected to all the restrictions, of the chair in the event of the chair's inability or refusal to act on behalf of the commission and until vacancies are properly filled.

(d) The secretary shall maintain committee records, and perform the routine business of the commission.

2.2. COPT Executive Committee

(a) The COPT executive committee is comprised of the COPT chair, Co-Vice Chair(s), subcommittee chairs, secretary, and other selected members as identified by the chair. A quorum of the executive committee will consist of a simple majority of appointed executive committee members.

(b) The executive committee shall have the authority in the interim between meetings, in emergent situations, and with the advice and counsel of commission members to take such action as will be in the best interests of the COPT committee.

(c) The executive committee shall meet at the discretion of the chair.

2.3. Administration

The secretary will handle meeting administrative functions as well as coordination responsibilities. He or she will ensure that all meetings follow an agenda and record and distribute minutes. At specific designated meetings, subcommittee chairs/co-chairs shall furnish oral or written progress reports of their subcommittee actions and/or recommendations. Meetings shall be conducted in accordance with Roberts Rules of Order. All meetings are open to the public and subject to NH RSA 91-A (Access to governmental records and meetings). (*)

2.4. Membership

The COPT will consist of the following members at a minimum (as required by statute). (*)

(a) One member of the Senate, who is a member of the health and human services committee, appointed by the president of the senate. (*)

(b) Two members of the house of representatives, one of whom is a member of the health, human services, and elderly affairs committee, and one who is a member of the state-federal relations and veterans affairs committee, with consideration that one of the appointed members may

- represent the northern area of New Hampshire, appointed by the speaker of the house of representatives. (*)
- (c) The commissioner of the department of health and human services, or designee. (*)
- (d) The commissioner of the department of employment security, or designee. (*)
- (e) The director of the state office of veterans services, or designee. (*)
- (f) A representative of the National Alliance on Mental Illness, appointed by the alliance. (*)
- (g) The chairperson of the governor's commission on alcohol and drug abuse prevention, intervention, and treatment, or designee. (*)
- (h) A representative of the governor's commission on disabilities, appointed by the governor. (*)
- (i) A hospital administrator, appointed by the governor. (*)
- (j) The director of the White River Junction VA Medical Center, or designee. (*)
- (k) The director of the Manchester VA Medical Center, or designee. (*)
- (l) A representative of the New Hampshire Medical Society, appointed by the society. (*)
- (m) A representative of the New Hampshire Psychological Association, appointed by the executive director of the association. (*)
- (n) One representative of the Brain Injury Association of New Hampshire, appointed by such association. (*)
- (o) One representative of the Disabilities Right Center, appointed by the executive director of the center. (*)
- (p) Two representatives of veterans organizations who serve on the state veterans advisory committee, appointed by the chair of the state veterans advisory committee. (*)
- (q) A representative of the Disabled American Veterans, appointed by the adjutant general of the office of Disabled American Veterans. (*)
- (r) The commandant of the New Hampshire Veterans Home, or designee. (*)

- (s) The adjutant general of the New Hampshire National Guard or two designees representing the air and army branches of the New Hampshire National Guard, appointed by the adjutant general. (*)
- (t) A Representative of the Community Behavioral Health Association, appointed by the association. (*)
- (u) A representative of the New Hampshire Deployment Cycle Support Program, appointed by the governor. (*)
- (v) A VA veterans center team leader, appointed by the governor. (*)
- (w) A member of the peer support unit of the New Hampshire State Police, appointed by the governor. (*)
- (x) A representative of the university system of New Hampshire, appointed by the chancellor of the university system. (*)

2.5. Membership Term Limits

- (a) In accordance with NH RSA 115-D:3, Except for the members in sub-paragraphs (a) - (x), the term of office for members shall be two years or until a successor is appointed and qualified. (*)
- (b) The members in sub-paragraphs (a) - (x) shall serve terms coterminous with their terms of office. (*)
- (c) Member appointments shall be made with a priority given to persons who served on prior COPT "study" commissions. (*)
- (d) Vacancies shall be filled in the same manner, but only for the unexpired term. (*)
- (e) Members may serve unlimited consecutive terms. (*)
- (f) Based upon recommendations from the commission, the commission chair may appoint as many individuals as necessary to serve as adjunct members of each for a term of one year. (*)

2.6. Subcommittees

- (a) To assist the commission in the performance of its duties, the chairperson shall create committees. The chairperson shall initially create committees to address the following issues: (*)
 - (1) Stigma Reduction (*)
 - (2) Community Education and Training (*)
 - (3) Continuum of Care Development (*)
 - (4) Other special projects or areas of concern (*)
- (b) The chairperson shall appoint at least 2 commission members to serve on each committee and shall designate a chairperson or co-chairperson for each. (*)
- (c) Based upon recommendations from each committee, the commission chairperson may appoint as many individuals as necessary to serve as adjunct members of each to serve for a term of one year. (*)
- (d) Each committee shall: (*)
 - (1) Develop its goals and objectives based on the (study) report. (*)
 - (2) Identify program areas where improved military and civilian coordination is needed. (*)
 - (3) Focus on improving access to care and quality of care for veterans and service members. (*)
- (e) Subcommittees shall meet on at the discretion of the sub-committee chair.

3. MEETINGS - GENERAL PROVISIONS

3.1. General Guidelines

- (a) Meetings will be conducted monthly or as required to address items that cannot be delayed.
- (b) All meetings require 24 hour posted public notice that the meeting will occur. (*)

- (c) Meetings will be scheduled for 120 minutes, but may end earlier based on completion of the agenda items.
- (d) If there are no agenda items, the chair may cancel the meeting with notice provided within a minimum of one business day.
- (e) Meeting agendas and supporting documents will be distributed within 3 business days in advance of the meeting.
- (f) Committee members will be expected to review the action items and follow-up on their items before the next meeting or on the scheduled date agreed to during the meeting.
- (g) Meeting minutes will be distributed within [5 days (*)] after the meeting and will include agreed upon action items and decisions.

3.2. Amendments

- (a) By-laws may be amended at any meeting provided a written proposal of change is provided to voting membership a minimum of 30 days prior to the meeting.
- (b) By-law changes shall be passed upon a vote of a two-thirds majority of the membership.

3.3. Voting

- (a) Adjunct members who serve on the COPT who are not statutory members may not vote.
- (b) Fourteen members of the commission's voting members shall constitute a quorum. (*)