

Washington County

BEHAVIORAL HEALTH COUNCIL

BYLAWS

Article I – Name

The name of this organization shall be the Washington County Behavioral Health Council in accordance with ORS 430.630 (7).

Article II – Authority

Behavioral Health Council (BHC) shall serve under the authority of the Washington County Board of Commissioners, the Local Mental Health Authority ORS 430.630 (9). BHC shall serve under the authority of the Washington County Behavioral Health Division, the Community Mental Health Program (CMHP) ORS 430.610.

Article III – Purpose

To serve as an advisory Council to the Behavioral Health Division and to the Washington County Board of Commissioners. BHC addresses prevention, intervention, and treatment issues of Adults and Children with mental health, alcohol, drugs, other substances, problem gambling, or other program areas related to behavioral health.

To foster and strengthen diversity, equity, and inclusion in decision-making on matters related to behavioral health in Washington County.

To serve as the Local Alcohol & Drug Planning Committee (LADPC) ORS 430.342.

Article IV – Duties and Responsibilities

The duties and responsibilities of this Council shall consist of but not be limited to:

- Identify needs and establish priorities for behavioral health service delivery.
- Participate in the selection of service providers and promote a well-trained service workforce that represents the County's diverse community.
- Participate in the evaluation of services to assure quality, efficiency, effectiveness and advise on improvements to the system.
- Provide an informed and independent opinion to the Board of County Commissioners regarding Department directions, decisions, and proposals including budget, and recommend funding priorities.
- Actively seek knowledge from people about their lived experiences, services, and programs for whom we advocate.
- Provide a link to advocacy, public information, and education services to the community.
- Promote the provision of services to individuals without regard to age, race, sex, color, disability, sexual orientation, gender identity, political or religious beliefs, national origin, marital status, or ability to pay.

Article V – Membership

Section 1

All members are appointed by and serve at the pleasure of the Washington County Board of Commissioners and shall:

1. Be members of the residential or business communities and reflect the diversity of Washington County.
2. Be appointed for terms of up to three years with reappointment at the pleasure of the Board of Commissioners.
3. Be appointed by March 1 for up to a term of three years. Each term to begin March 1 and expire on the last day of February. No person shall serve more than six consecutive years. The Department of Health and Human Services shall be able to recommend exemptions to this term limit. Exemptions would need to be approved by the Board at the time of member appointment.
4. Agree to follow Washington County Administrative Policies and Practices in all capacities where they function as a member of the Council.

Section 2

1. Membership on the Behavioral Health Council is limited to no more than 15 voting members with 4 alternate members. The Behavioral Health Council may operate with fewer than 15 members.
2. Persons employed by contracted providers of human services will not be eligible applicants for appointment unless they are nominated by an association of providers to represent provider group.
3. For the Behavioral Health Council, the following shall constitute the minimum numbers of representatives from each stakeholder group:
 - A. Provider representation on the Behavioral Health Council shall not exceed four members and must include representatives for adult mental health, children’s mental health, adult alcohol and drug and youth alcohol and drug programs.
 - B. Additionally, Membership shall include at least:
 - One adult consumer of mental health services
 - One family member of a child recipient of services
 - One family member of an adult recipient of services
 - One representative of a child-serving social service agency
 - One K through 12 school representative
 - One representative of prevention programs and services
 - C. Remaining members shall be representative of advocates, professionals in the field, key referral sources, and lay community members in balanced representation. Membership shall also reflect the age, sex, ethnic, and socioeconomic makeup of Washington County.

- D. Alternate Members are non-voting Council members who can only be appointed to at-large positions if there is a mid-year vacancy. Alternates may serve on workgroups and subcommittees in a non-voting capacity.

Section 3

Members shall regularly attend meetings. 24 hour advance notice of absence is required.

Unreported absences will result in:

- A. First unreported absence: Member will receive notification of attendance policy and member's responsibility to the BHC.
- B. Second unreported absence: Council will request that the member resign.
- C. Third unreported absence: Council will vote to remove the member and appoint an alternate.

If consistently absent with advance notice notwithstanding, the Chair may request the Board of Commissioners declare a vacancy and appoint a replacement.

Section 4

Members may request a leave of absence by written request to the Chair. A leave of absence may not be longer than three (3) months per year.

Article VI – Officers

Section 1

The officers of the Council shall be a Chair and a Vice Chair. Nominations for officers shall take place in September the year prior. Voting shall take place in December. The term of office shall begin in January. Chair and Vice Chair may serve no more than two consecutive terms in each position. The Council shall vote on second terms in January or as soon after January as is practical. The Vice Chair shall automatically become Chair when Chair's term expires or in the event the Chair resigns or is unable to fulfill obligations.

Section 2

The duties of the Chair shall be to preside at all meetings of the Council; to act as liaison to County staff, public agencies, and the Board of Commissioners; to appoint all Workgroups and Subcommittees and assign tasks and duties to the respective Workgroups and/or Subcommittees. The Vice Chair shall perform these duties in the absence of the Chair. Chair and Vice Chair are voting members.

Section 3

Officers shall be elected from among the Council membership in accordance with Decision Making of these Bylaws.

Article VII – Rules of Procedure

Section 1

Conducting Business

Quorum – For the transaction of business at any Council meeting, a quorum constitutes half of the appointed Behavioral Health Council members plus one member.

Decision Making – Meetings that do not have a quorum will not vote. Council may vote in meetings that are conducted virtually. Council may vote at a regular meeting to approve voting via email on a single item (ORS 192.620). No proxy or absentee votes will be accepted. Members will abstain from voting if Section 3 (Conflict of Interest) applies.

Minutes – Minutes must be taken at all Council meetings. Minutes shall be reviewed and approved at each regular Council meeting. Minutes shall be stored and retained in accordance with Oregon Public Records Law (ORS 192-650) and Oregon Retention Requirements (ORS 166-350 10). Minutes shall be made public.

Records – Washington County Behavioral Health Division shall remain the sole custodian of all records created by the Washington County Behavioral Health Council and any associated workgroups or subcommittees.

Section 2 – Open Meetings

The Council shall conform to the procedures outlined in the Open Meetings Law of the State of Oregon (ORS 192.610).

Section 3 – Conflict of Interest

There shall be open discussion of situations which might involve conflict of interest on the part of Council members. A member will abstain from voting on a particular issue where there is a potential of direct benefit to the member or their agency.

Section 4 – Public Statements

No member of the Behavioral Health Council is authorized to speak on behalf of the Council until the Council takes a position by formal action. This does not prevent any member from making public statements regarding personal or agency views on an issue if identification of membership on the Council is not involved.

Section 5 – Recommendation and Action

Subsection 1 – Meeting Schedule

Council meetings shall be scheduled on a regular basis and take place at least six times a year. Other meetings of the Council shall be called as needed with one week's notice being given by phone, mail or email.

Subsection 2 – Agenda Formation

Establishing the agenda shall constitute part of each meeting of the Council. The Council may consider any item submitted from any source. All issues of substance shall be brought before the Council. Preliminary agenda formation for the next meeting shall be collaboratively developed by the Chair with the Behavioral Health Division Manager and include agenda items solicited from the Council.

Subsection 3 –Subcommittees and Workgroups

Council Chair may appoint ad hoc Subcommittees/Workgroups to address specific issues within specified time duration. Any Council member may request a Subcommittee/Workgroup be appointed to address a specific issue.

Subcommittees/Workgroups shall provide periodic informational updates to the Council. Subcommittees/Workgroups shall report final findings and recommendations to Council. Subcommittees/Workgroups are advisory only.

Meetings shall be scheduled with a mutually agreed upon date, time and location to accommodate participation. Meetings shall be held in compliance with public meetings law, Council Bylaws and procedures. In the absence of consensus, a facilitator or Council Chair may institute processes to enable further decision making and move the work forward.

Subcommittees/Workgroups are open to any Council member or Alternate wishing to serve. Council Chair and Vice Chair shall serve as ex-officio members of Subcommittees/Workgroups.

Subsection 4 – Recommendations

The Council may vote to refer matters to the Board of Commissioners with or without recommendations.

Subsection 5 – Rules of Order

Council shall follow Robert’s Rules of Order until Washington County adopts an alternative.

Article VIII – Board of Commissioners Membership

One elected member of the Washington County Board of Commissioners shall serve on the Behavioral Health Council as a non-voting but fully participatory member and attend all regularly scheduled meetings of the Council.

Article IX - Amendments

The Washington County Board of Commissioners approves all bylaws and amendments thereto. Recommendations for amendments to these bylaws to the Board of Commissioners may be made by an affirmative vote of two-thirds of the quorum at a meeting of the Council after special notification thirty days prior to the date of the meeting.

APPROVED BY BHC on 2/28/24