

**BYLAWS
MENTAL HEALTH, ADDICTIONS, AND DEVELOPMENTAL DISABILITIES
ADVISORY COMMITTEE**

**ARTICLE 1
Name**

The name of this organization shall be the Benton County Mental Health, Addictions, and Developmental Disabilities Advisory Committee (hereafter referred to as the "Committee").

**ARTICLE 2
Appointment**

The Board of Commissioners shall appoint a Committee acting as the mental health advisory committee and the local alcohol and drug planning committee. [ORS. 430.342(1)(a-b); ORS. 430.630(1)(7)]

Function

The Committee shall assist the Benton County Board of Commissioners and shall have the following powers and duties:

- (1) Advise the Board of Commissioners and the community mental health program director on community needs and priorities for mental health, developmental disabilities, alcohol and other addiction services citizens needing services who are involved in the criminal justice system.
- (2) Assist Health Department staff in the assessment of services in the areas of addictions, developmental disabilities, and adult and children's mental health.
- (3) Assist in identifying needs and priorities for community mental health and addiction plans and shall provide input and feedback in the development of these plans.
- (4) Assist in the development, preparation, review, comment and make recommendations for grants related to primary prevention of alcohol and drug use for local, state, and federal funds and will participate in periodic program reviews by State agencies. [ORS 430.350]
- (5) Encourage education and awareness of mental health, developmental disabilities, and addiction issues on the part of committee membership and the community at large.

**ARTICLE 3
Membership**

The membership of the Committee shall be broadly representative of the community, with a balance of age, sex, ethnic, socioeconomic, geographic, professional and participant interests represented. (Participant is defined as anyone who receives or has received services in one or more of the service elements represented by this committee) Membership shall include advocates for persons with mental or emotional disturbances, drug/alcohol abuse problems, mental or physical disabilities.

Section 1. Number and Selection.

The Committee shall consist of 15 members, of which, no less than 13 shall reside or own property in or work within Benton County. Members shall represent interests across mental health, addictions, and developmental disabilities services. A minimum of eight (8) members shall be participants/lay community members with at least three (3) being participants. The remaining seats shall include a broad array of representatives that may include:

- Student/Staff of Public Schools/Universities
- Medical practitioners
- Law Enforcement/Courts
- Local Advocacy Groups
- Business or Community Service Organizations/Associations
- Service Provider Representatives
- Allied Agencies/Department of Human Services Partners
- Other

Section 2. Terms of Office.

Terms shall be three (3) years. Any member may serve two (2) successive full terms if re-appointed by the Board of Commissioners. Members may not serve more than two (2) successive terms; partial terms shall not be counted toward the successive term limit. Terms begin on July 1 and end on June 30. Terms shall be staggered, with approximately one-third of the members' terms expiring each year.

Section 3. Responsibilities.

Committee members shall regularly attend meetings of the Committee and any meetings of the subcommittees to which they are appointed, and shall fulfill other duties as appointed by the Chair.

Section 4. Termination of Membership.

The Board of Commissioners may remove Committee members as follows:

- (1) Failure to attend three or more consecutive regular Committee meetings. The Board of Commissioners may declare a member's position vacant when the member has had three (3) unexcused absences in one year or no longer meets the residency requirement.
- (2) For cause following public hearing, for reasons including, but not limited to commission of a felony, corruption, intentional violation of open meetings law, failure to declare conflict of interest, or incompetence.
- (3) Without cause pursuant to Benton County Code chapter 3.035.

Section 5. Vacancies.

The Board of Commissioners shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

**ARTICLE 4
Officers**

Section 1.

The Chair shall be elected from the Committee membership during the regular meeting held in January by a vote of the members and shall serve for the following year. New offices may be created

and filled at any meeting of the Committee. Each officer shall hold office until his or her successor has been duly elected.

Officers shall work to ensure that the Committee addresses a balanced slate of agendas covering addictions, adult and child mental health, and developmental disabilities.

Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The Chair may not initiate a motion, but may second. The Chair shall vote only in cases in which his/her vote will break a tie. The Chair, or any other proper officer authorized by the Committee, may sign any instrument which the Committee has authorized to be executed; in general the chair shall perform all duties incident to the office of Chair and such other duties as may be prescribed by the Committee from time to time.

Vice-Chair: The Vice-Chair will be elected during the January meeting. The Vice-Chair shall be responsible for conducting Committee meetings and hearings in the absence of the Chair.

Section 2. Removal.

Any officer elected by the Committee may be removed by the Committee whenever, in its judgment, the best interests of the Committee will be served thereby.

Section 3. Vacancies.

Vacancies in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Committee for the unexpired portion of the term.

**ARTICLE 5
Subcommittees**

Section 1. Creation of Subcommittees.

The Committee, with the concurrence of the Health Department, shall have the power to create and dissolve subcommittees with such responsibilities as the Committee membership directs.

Section 2. Naming of Subcommittees.

The Chair, with the concurrence of the Health Department, shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Committee concerning the work of the subcommittee.

**ARTICLE 6
Advisors**

The Committee and the subcommittees may call on lay citizens and professionals as advisors without voting rights to provide technical assistance, participate in deliberations, and attend meetings to the extent deemed appropriate by the Chair.

ARTICLE 7

Meetings

Section 1. Regular Meetings.

Meetings of the Committee shall be held quarterly or more frequently when called by the Chair of the Committee.

Section 2. Special Meetings or Work Sessions.

Special meetings or work sessions may be called by the Chair or by the Board of Commissioners by giving the members of the Committee and the Press written, e-mail, or verbal notice at least 24 hours before the meeting.

Section 3. Quorum.

At all meetings of the Committee at which a quorum is present, all business can be conducted and decisions made by a vote of the majority of the members present at the meeting (Ordinance No. 99-0145). A quorum shall consist of 50% plus one member. Meetings held by electronic or telephonic communication shall be conducted in accordance with ORS 192.610 to 192.690 (ORS 192.670 (1)). When telephone or other electronic means of communication is used, the County shall make available to the public at least one place where the public can listen to the communication at the time it occurs by means of speakers or other devices. (ORS 192.670 (2)).

Section 4. Voting.

Each Committee member shall have one vote. The Chair shall refrain from voting except to break a tie.

Section 5. Staffing.

Staff for recording the proceedings of the Committee shall be provided by the county.

Section 6. Notice.

All members shall be given written notice of time, date, location, and purpose of the meetings at least seven (7) days before a regular Committee meeting. In the event a member is provided with less than seven (7) days written notice of a regular meeting and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting called with adequate notice.

The notice shall also be provided to the Press at least three (3) days before a regular Committee meeting, and shall state that the meeting is a public meeting where deliberations of the Committee will take place and that any person may discuss relevant issues with the Committee at that time.

Section 7. Waiver of Notice.

Whenever any notice is required to be given under the provisions of the Bylaws, attendance and participation in a decision about any matter shall be deemed a waiver of notice in the absence of express objection.

Section 8. Minutes.

Staff shall keep Minutes of the Committee meetings, recording all motions and subsequent actions including the number of yes or no votes on each issue. In addition, all conflicts of interest shall be noted. The Health Department shall maintain minutes of all meetings. Staff shall also see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law, keep a register of the preferred mailing address of each member which shall be furnished to Staff by such

member, and in general support the activities of the Committee as may be prescribed by the Committee Chair from time to time.

Section 9. Agenda.

The Chair, with the assistance of the Mental Health Director or his/her designee, shall prepare the agenda of items requiring Committee action, and shall add items of business as may be requested by individual Committee members and/or the Board of Commissioners.

**ARTICLE 8
Public Records and Meeting Law**

The committee is a public body for the purposes of ORS Chapter 192, and is subject to the statutory procedures related to public records and meetings.

**ARTICLE 9
Parliamentary Procedure**

The current edition of Robert’s Rules of Order shall govern the committee where not inconsistent with these bylaws or any special rules of order the Committee shall adopt.

**ARTICLE 10
Conflict of Interest**

A conflict of interest shall be declared by any member who has a conflict of interest as defined by Oregon law prior to taking the appropriate action on the matter pursuant to ORS Chapter 244.

**ARTICLE 11
Bylaw Amendments**

The Board of Commissioners may amend these bylaws upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three (3) days before the regular meeting.

Adopted this 18th day of June, 2019.

Signed this 18th day of June, 2019.

BENTON COUNTY BOARD OF COMMISSIONERS

Annabelle Jaramillo, Chair

APPROVED AS TO FORM:

Pat Malone, Commissioner

Vance Croney, County Counsel

Xanthippe Augerot, Commissioner