

## BYLAWS

### Behavioral Health Advisory Committee

#### For Benton and Franklin Counties

Effective July 29, 2022

#### **ARTICLE I: NAME**

The name of the committee shall be the Behavioral Health Advisory Committee (BHAC).

#### **ARTICLE II: PURPOSE**

##### **Section 1: Establishment**

The committee was established on March 1, 2022, by joint Resolution of the Board of County Commissioners of Benton and Franklin Counties. Resolutions 2022-147 and 2022-043 respectively. The purpose of the BHAC is to make recommendations to both Boards of County Commissioners on:

- The need for new or expanded behavioral health services in the region
- Behavioral health services that are not effective, not utilized, or need to be adjusted
- Contracts to be awarded for the provision of behavioral health services including advising on selection of providers and on-going monitoring of the services proposed under those contracts
- Design and construction of behavioral health facilities under the jurisdiction of the counties

The BHAC is not an independent body. BHAC members act at the direction of, and for the benefit of, the Benton and Franklin County Boards of County Commissioners.

##### **Section 2: Strategies**

To fulfill their purpose the BHAC will serve the Boards of County Commissioners of Benton and Franklin Counties by being an independent voice representing the citizens of Benton and Franklin Counties in these ways:

- Provide objective views on existing and emerging behavioral health issues
- Advise the Boards on recommended action to improve behavioral health services in the community
- Implement or advocate for Board approved actions

##### **Section 3: Actions**

To implement their strategies the BHAC will do the following:

- Identify and communicate community behavioral health needs to both Boards
- Receive input and comments from members of the behavioral health community and the general public
- Serve as a quality assurance council for behavioral health services being provided with County funds or by providers contracted to the Counties

**ARTICLE III: MEMBERSHIP**

**Section 1: Representation**

The BHAC shall be representative of the diverse population and broad geographic scope of Benton and Franklin Counties. Pursuant to Resolutions of the Benton and Franklin Boards of County Commissioners (2022-147 and 2022-043 respectively) the BHAC consists of 16 voting members, appointed by the Boards of County Commissioners, from the following community sectors in the numbers stated:

Law Enforcement or Corrections	One by Benton County, One by Franklin County
Fire Department or Emergency Medical Responders	One by Benton County, One by Franklin County
Hospitals	One by Benton County, One by Franklin County
Mental Health Experts	One by Benton County, One by Franklin County
Substance Use Disorder Experts	One by Benton County, One by Franklin County
Persons with Lived Experience	One by Benton County, One by Franklin County
Members of the Public	Two by Benton County, Two by Franklin County

The seventeenth voting member, representing persons with lived experience, shall be nominated by the committee members appointed by the Boards of County Commissioners and subsequently appointed by Resolution of each Board of County Commissioners.

The BHAC shall also include seven non-voting members whose purpose is to provide technical information, guidance to the voting members, and to participate in BHAC discussions. The non-voting members shall be selected as follows:

- One person representing Benton County (County Administrator or designee)
- One person representing Franklin County (County Administrator or designee)
- One person representing Benton County Human Services (Human Services Manager or designee)
- One person representing the Benton-Franklin Health District (Executive Director or designee)
- One person representing Adult and Juvenil Drug Court (Superior Court Administrator or designee)
- One person representing Mental Health and Veterans Court (District Court Administrator or designee)
- One person representing the Benton-Franklin Recovery Coalition

**Section 2: Terms**

Members of the BHAC are appointed by the Boards of County Commissioners for three-year terms and may serve up to a maximum of three terms. Re-appointment may occur without the need to evaluate new applicants.

When a member vacates their appointment prior to term completion the Board of County Commissioners who appointed that member shall appoint a new sector representative for the remainder of that term. In the event the seventeenth voting member vacates their position the remaining committee members will forward a name to take that member's place to the Boards of County Commissioners for appointment.

### **Section 3: Member Solicitation**

At the end of a normal term for voting members the Board of County Commissioners will issue a call for applicants for any positions that are open. The County Commissioners will review all interested applicants and select a new member to appoint for each open position.

At the end of a normal term for the “seventeenth voting member”, described above, the BHAC will issue a call for applicants for the open position. The BHAC voting members will review all interested applicants and select a name to forward to the Boards of County Commissioners for appointment.

### **Section 4: Removal of Members**

A member is subject to removal for any reason, including but not limited to, the following:

- Failure to attend meetings as outlined in Article IV, Section 3.
- Engaging in unprofessional conduct at meetings. Unprofessional conduct includes but is not limited to; interrupting or talking over others, demeaning other members, guests or invited speakers, name calling, or making threats
- Engaging in conduct that negatively impacts or tarnishes the image of the committee or either County
- Engaging in conflicts of interest
- Using their committee membership for personal gain. Personal gain shall include benefitting the member, their friends, family or business interests or the interests of their employer.
- Speaking to the media as a representative of the BHAC without prior authorization from the Boards of County Commissioners as provided in Section 9.

Any member, voting or non-voting, may raise a concern that another member has engaged in conduct that may warrant their removal. Concerns will be presented to the Chairman of the BHAC and may be done so on an anonymous basis. All concerns presented must be in writing and contain sufficient detail to document the supposed behavior.

On receiving a concern, the Chairman will present the issue to the other BHAC officers. The officers will conduct an investigation, including an interview with the accused member if necessary. After the investigation is completed, the Chairman will present the accusation, and the findings of the investigation, to the BHAC membership. The BHAC members will take a vote to determine if they believe the accusation warrants the removal of the accused member.

On finding that a member has engaged in conduct that warrants their removal the BHAC will forward a recommendation for removal of that member to the Boards of County Commissioners. Members may only be removed by action of the Board of County Commissioners that appointed them. In the case of the seventeenth member, appointed jointly, both Boards must agree to remove that member.

### **Section 5: Voting**

Each voting member gets one vote. A quorum of the BHAC shall be present to conduct business. A quorum is considered a minimum of nine (9) voting members in attendance at a meeting. The act of a simple majority of voting members present shall constitute the action of the entire BHAC.

## **Section 6: Alternates**

Each voting member and non-voting member may pick one person, within the same County and sector as the member, to serve as their alternate. Alternates shall have the same authority and responsibilities as the member. When an alternate and a member are attending the same meeting, both may speak on topics, but only the member has a vote.

When an alternate is selected, the member shall forward the name of their alternate to the Chairman of the BHAC who will maintain a record of the appointed alternates. It is the intention of the Committee that each member have only one alternate. However, in limited circumstances, that the regular alternate is unable to attend a meeting, the member may ask that another alternate come in their place. It is the responsibility of the member to notify the Chairman of any changes to alternates.

## **Section 7: Compensation**

Members shall serve without compensation. The Board of County Commissioners of each County may determine that certain training, travel and other expenses are authorized for their BHAC members.

## **Section 8: Conflicts of Interest**

Membership in the BHAC is not an opportunity for marketing, campaigning or developing personal or business interests. Members are prohibited from utilizing their position on the BHAC for personal or business gain, either directly or indirectly.

If a member believes that they may have a conflict of interest with a particular BHAC discussion or action the member must disclose the potential conflict of interest to the other committee members prior to discussion beginning. Once the potential conflict of interest is disclosed the other BHAC voting members must determine whether or not the conflicted members should:

- Vote on the matter
- Participate in debate/discussion
- Be present in the room during the debate and voting

If a member fails to disclose a conflict of interest, that is later discovered, that may be grounds for removal of the member from the BHAC.

If a member has a conflict of interest that is significant or likely to prevent the member from regularly participating in discussions and actions the member should consider resigning from the BHAC or the remaining members of the BHAC may ask that that member be removed.

## **Section 9: Media Relations**

Members may not independently represent the activities of the BHAC to the media. All requests for information from the media should be forwarded to each Board of County Commissioners for a response. The Boards of County Commissioners may, from time to time, direct the Chairman of the BHAC to represent the BHAC in interactions with the media.

If a BHAC member is contacted by the media and wishes to speak, the member is obligated to make clear that they are speaking only for themselves as an individual and may not purport to speak for the BHAC group.

## **ARTICLE IV: MEETINGS**

### **Section 1: Regular Meetings**

Regular BHAC meetings shall be held on the second Thursday of each month at 2:00PM at a location as determined by County Administrative Staff.

### **Section 2: Special Meetings**

Special meetings may be called as necessary by the Chairman of the BHAC or by either Board of County Commissioners.

### **Section 3: Attendance**

Regular attendance at BHAC meeting is required. A BHAC member who does not attend more than two consecutive meetings will be subject to removal from the BHAC. Sending their alternate does not constitute attendance of a meeting for the member.

Meetings may be in person, virtual or both. Members participating remotely are counted as attending and may vote on all BHAC matters. The availability of virtual attendance options may be limited by the technology available at the meeting location and cannot be guaranteed.

### **Section 4: Open Public Meetings**

All BHAC meetings are open to the public and are subject to the requirements of the Open Public Meetings Act (RCW 42.30)

## **ARTICLE V: OFFICERS**

### **Section 1: Officers**

The BHAC will select the following officers from the voting members:

- Chairman
- Vice Chairman
- Secretary

### **Section 2: Duties of Officers**

Chairman – The Chairman shall attend and run all BHAC meetings, make reports to each Board of County Commissioners on BHAC actions and recommendations, guide the BHAC in proposing activities and be the primary point of contact for the Boards of County Commissioners and County staff.

Vice Chairman – The Vice Chairman collaborates with the Chairman to learn the role of the Chairman, become familiar with the Committee and each County’s governance, and develop and facilitate officer transition. The Vice Chairman also acts as the Chairman in their absence.

Secretary – The Secretary is responsible to attend meetings and prepare minutes for each BHAC meeting.

### **Section 3: Nominations, Elections, Terms**

At the first regular meeting of each calendar year the BHAC members will make nominations for each officer position. Members may nominate another member, or they may nominate themselves.

Elections will occur at the same meeting. Officers are elected by a simple majority vote of BHAC voting members present. In the event that more than one member is nominated for an officer position a “blind” vote will be conducted to determine the winner.

Each officer shall serve for a term of one year. Although rotating of officers is encouraged there is no limit to the number of terms a member may serve in any officer position.

## **ARTICLE VI: STAFFING AND WORKING GROUPS**

### **Section 1: Staff**

The BHAC is not specifically assigned any staff. The non-voting members assigned to the BHAC will assist with a number of tasks including:

- Providing orientation to each voting member
- Develop and maintain an internet and social media presence for the BHAC
- Work with BHAC Chairman to develop meeting agendas and support setting up meetings
- Work with BHAC secretary to develop and post meeting minutes
- Facilitate communication between the BHAC and each Board of County Commissioners

### **Section 2: Working Groups**

The BHAC may at any time create a working group to evaluate specific topics and make recommendation or report to the entire body. Working groups may be created for a limited time for specific topics or may be standing for topics that are on-going issues.

All members (voting and non-voting) are encouraged to be active in working groups when needed. Members will request assignment to a working group, which will be confirmed by the Chairman. In no case will a working group include more than five voting members. Alternates may not serve as regular members of working groups.

The Secretary shall maintain a listing of all working groups, their current status (active or inactive) and the members currently assigned to each group.

Working groups have no decision-making capacity and shall not act independent of the full BHAC.

## **ARTICLE VII: PARLIAMENTARY AUTHORITY**

The rules contained in the most current version of *Robert’s Rules of Order, Newly Revised*, shall govern all rules of this body, in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of this body.

## **ARTICLE VIII: BYLAW AMENDMENTS**

The bylaws may be amended at any regular meeting by a simple majority of the entire voting membership of the BHAC. A minimum of 21 working days notice must be provided to all BHAC voting members for any meeting that will act on amending the bylaws.

**ARTICLE IX: LIABILITY AND INDEMNIFICATION**

Indemnification for acts or omissions within the scope of their duties and authority is provided to BHAC members by the appointing County.