

Behavioral Health Division

**MULTNOMAH COUNTY  
Health Department  
BEHAVIORAL HEALTH DIVISION  
Behavioral Health Advisory Council**

**July 1, 2020**

**ARTICLE I - NAME**

The name shall be the Behavioral Health Advisory Council (BHAC).

**ARTICLE II - AUTHORITY**

BHAC will primarily advise the Local Mental Health Authority in Multnomah County as required by Oregon Statute 430.630 (7) and will function in parallel with the System of Care Collaborative and serve as the Local Alcohol Planning Committee as required by Oregon Statute 430.630 (7), and 430.342.

**ARTICLE III - PURPOSES**

The Behavioral Health Division (BHD) of the Multnomah County Health Department (MCHD) has convened the BHAC for the following purposes:

- a. To review and advise, as part of the Behavioral Health Division's strategic planning body, issues that affect the behavioral health system. Issues to address should include but are not limited to:
  1. Consumer/Survivor and Family employment, involvement and advocacy
  2. Peer Services for Mental Health and Recovery Mentors for Addictions.
  3. Delivery system configuration
  4. Delivery system capacity
  5. Accessibility and continuity of care
  6. Quality assurance/quality improvement
  7. Clinically appropriate utilization
  8. Service integration

## 9. Mental Health, Substance Use Disorder (SUD), and Corrections Issues

- b. To serve in an advisory/liason capacity for BHD programs, linking the BHD/Local Mental Health Authority with the community in two-way communication; to advocate and promote BHD activities in the community, and to seek input from residents of Multnomah County regarding mental health and addictions, specific concerns, and actions.
- c. To provide advice to MCHD and county commissioners for BHD concerns.
- d. To obtain relevant assistance from knowledgeable experts and to provide a forum for mutual information sharing on specific mental health /addictions and closely related community matters.

### **ARTICLE IV - MEMBERSHIP**

**IV - 1: MEMBERS.** The Council is composed of twenty-nine (29) members who live, work or receive services within Multnomah County. The Council shall have a minimum of nine (9) members. The membership shall work towards reflecting the ethnic and cultural diversity of Multnomah County, and be appropriately representative of either or both mental health and substance abuse relative to knowledge, experience and interest. The committee shall be composed as described below:

- a. 11 Persons who have self-identified as presently or have in the past received mental health or addiction services.
- b. 6 Family Members of persons who have presently or have in the past received mental health or addiction services, and advocates Whenever possible, advocates shall include
  - a veteran
  - a citizen affiliated with an advocacy group or local non-profit interested in behavioral health issues and not a member of the public service representative category.
- c. 12 Public Service Representatives in Multnomah County that may include:
  - Addictions Treatment Provider Outpatient service agency representative

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- Community Corrections representative
- Corrections Health representative
- Crisis response system representative
- Health Department representative
- Home Forward (Housing Authority of Portland) representative
- Hospital/sub-acute service agency representative
- Peer Provider representative
- Police department representative
- PSRB representative
- Sheriff's department representative

IV - 2: TERMS. To be nominated as a member an individual must attend at least three Council meetings within six months and submit an application. Election to the council will be for two-year terms. There is no limit to the number of terms someone may serve.

IV - 3: PUBLIC SERVICE MEMBER ALTERNATES. Public service representatives may appoint alternates who may act with voting privileges, in the place of the member in his or her absence. They must represent the agency the member is from.

IV - 4: STIPEND. Members may choose to receive a stipend for serving on the Council, the Executive Committee and ad hoc Committees, if they are attending as consumer/survivors, advocates, or citizens and are not being compensated through their employment. Otherwise, members shall receive no stipend for serving on the Council. Members must attend at least 75% of the meeting to receive their stipend.

IV - 5: RESIGNATION. Any member at any time may resign from the Council by submitting a written or electronic signed resignation to BHD supporting staff that will include the Office Assistant or assigned support staff. Whenever possible, the member's resignation should be submitted at least thirty (30) days prior to the effective date of the resignation.

IV - 6: VACANCIES. Vacancies midterm shall be filled from nominations submitted to the Executive Committee. The Executive Committee shall review nominations and place them on the ballot for the May or November election following the resignation. Public service representatives will be chosen by their respective agencies. New public service agency will also be elected twice a year.

IV – 7: VOTING. Elections for positions will be held twice a year in May and November for general elections. Nominations will be made by the prior meeting for the election. A person may be nominated one time for one category. Write-in nominations may be made on the day of the election.

IV – 8: REMOVAL. Any member or the Director of BHD can make a motion that any member be removed from the Council. At the discretion of the Director (or acting Director) of the BHD the vote can move forward. These motions can be made at any Council meeting or emergency meeting of the Executive Committee. If the motion is to remove a member who is acting as Co-Chair, that member cannot table the motion. The member can be given the option of resignation prior to being removed.

A member can be removed for conduct that poses a risk physically or mentally to another person, or for being disruptive to the meeting. The member shall upon the first offense be told by one of the Co-Chairs or staff about the conduct and instruct them that any future events shall be grounds for immediate removal. For a member to be removed, the motion about that member's removal must be approved by a two thirds vote (2/3) of the members voting.

## **ARTICLE V - MEETINGS**

V - 1: GENERAL MEETINGS. Advisory Council, Executive Committee and Ad-hoc Subcommittee meetings shall be held monthly at a mutually agreed upon time and place, with the exception of one summer month off. For good cause and upon giving at least three days-notice to all members, the Co-Chairs may change the date, time, or place of a regular meeting. The monthly meeting is open to the public, and attending participants. Invited guests will be included on the posted agenda.

Meetings are in an ADA accessible location and will provide limited accommodations with a seven-day notice that includes but not limited to personal hearing devices, interpretation services, large print, accessible facilities are available. Individuals seeking accommodation must cooperate in the interactive process by providing the county support staff with information necessary to make a decision regarding the request for accommodation.

V - 2: SPECIAL MEETINGS. A special meeting can be called for good cause by the members of the Executive Committee or Director, or Acting Director of the County BHD. Council members shall be given at least one week's notice to attend a special meeting if possible.

V - 3: ATTENDANCE. Members are required to attend 75% of the Council meetings. Any member who misses two consecutive regularly scheduled Council meetings, will be contacted by a member of the Executive Committee or appointed County staff. A letter will be sent to the member to advise them of the potential forfeiture of their membership. If a member fails to attend 3 consecutive meetings or 4 meetings within one year, they are automatically removed from the Council unless the Executive Committee votes to retain the member. The individual member can appeal the decision to the Council, which will result in a vote to determine retention. Attendance and quorum will be recorded in all meeting minutes. A member can request up to a 120 day leave of absence.

V - 4: QUORUM AND VOTING. A voting quorum for the Council meetings shall consist of 51% of members Consumer, Survivor, Family, Advocate, and Citizen members present, and 51% of the Public Service Representative members present.

#### V- 5: ABSENTEE BALLOT AND QUORUM

For purposes of voting on a motion or slate, a member can submit an absentee ballot if they have received a written copy (including email) of the exact motion or ballot they are voting on 30 days prior. All members voting by absentee ballot will be counted toward quorum. Members can submit absentee ballots by email, post, or hand delivered to County staff. Absentee ballots cannot be applied to any motion or slate that has been amended 30 days after it has been sent to the members.

V - 6: MEETING FORMAT. A modified version of Robert's Rules of Order shall govern all motions and voting processes of all regular and special meetings.

### Article VI: COMMITTEES

#### VI – 1: EXECUTIVE COMMITTEE

Elected members of the Executive Committee shall meet monthly at an agreed upon time and place. Executive Committee members may invite additional guests for a specific purpose. Members interested in submitting their names for future election of Executive Committee members may request attendance as a guest at Executive Committee meetings by contacting one of the Co-Chairs.

VI- 2: STANDING COMMITTEES AND SUBCOMMITTEES. The meeting shall be held monthly at a mutually agreed upon time and place. All subcommittee

meetings are open to the full membership and to members of the public. All participants who are not getting compensated through a job are eligible for stipends. Stipends shall follow the policy set in these by-laws section IV-4.

## **ARTICLE VII - EXECUTIVE COMMITTEE**

**VII – 1: MEMBERS.** The Executive Committee is composed of nine (9) members including the (2) Co-Chairs, (1) Membership Liaison, (1) Community Relations Liaison and (5) members-at-large.

### **VII – 2. POSITIONS**

#### **a. Co-Chairs**

The Co-Chairs shall preside at all meetings and shall be the primary liaisons regarding matters of concerns between members and BHD during the interim between general meetings. During the course of the two-year term of office, each Co-chair shares monthly responsibilities for meetings. In the absence or in the event of the Co-Chairs inability to perform, the Membership Liaison shall perform all duties of the absent Co-Chairs. If the Membership Liaison can not perform those duties the Community Relations Liaison shall perform the duties. If neither of them can fulfill this requirement then a person chosen from the Executive Committee members at large shall perform the duty for that meeting.

#### **b. Membership Liaison**

The Membership Liaison is responsible to serve as a point of contact for members of BHAC, and for the public addressing general questions concerning BHAC. The Membership Liaison shall also be responsible for the sign-in sheet for purposes of attendance.

#### **c. Community Relations Liaison**

The Community Relations Liaison is responsible for outreach to the community for recruitment purposes for the subcommittee and the general committee meeting. They will provide guidance for the application and stipend process. The person in this position will specifically outreach to communities who are underrepresented on the committee.

#### **d At –Large Committee Members**

At-Large Executive committee members are to participate in the Executive Committee meetings.

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VII – 3: TERMS. Officers may be re-elected for one additional term in the same position. If there is no other interest in a position the incumbent can serve for an additional term if voted in.

- a. Elections for the Executive Committee will be held in May. In the event of a mid-term vacancy, an election will be held to fill the vacant position for the remainder of the term.
- b. Election to the offices of Co-Chairperson shall be for a period of two (2) alternating years. When there are two positions open at the same time for the Co-Chairs one position will be for a one (1) year term and the other one will be for a two (2) year term. The newest Co-Chair will be offered the two (2) year position.
- c. Election to the office of Membership Liaison and Community Relations Liaison shall be for a period of two (2) years.
- d. Election to the offices of Members-at-large shall be for a period of two (2) years.

VII – 4: VACANCY. Nominations shall occur one month prior to the meeting the general election occurs. Nominations may also be taken from the floor the day the election occurs, except for Co-chairs. A vacancy created during a regular term of office shall be filled by a special election. The special elections shall be held at the first regularly scheduled meeting 30 days or one month (whichever is less) after the position is open if there is a quorum at that meeting. If that meeting does not have a quorum, then the election will be held at the next regularly scheduled meeting that has quorum.

VII - 5: ATTENDANCE. Any Executive Committee member who misses two consecutive Executive Committee meetings will be contacted by a member of the Executive Committee or appointed County staff. If an executive member fails to attend 3 unexcused consecutive Executive Meetings or 4 unexcused Executive Meetings within one year, they are automatically removed from the Executive Committee unless the Executive Committee votes to retain the member. The individual member can appeal the decision to the Council, which will result in a vote to determine retention. Attendance and quorum will be recorded.

VII – 6: QUORUM AND VOTING. Executive Committee members shall not conduct any business requiring quorum or voting. All matters will be adopted by consensus of the group to be brought to the Council for a vote.

### **ARTICLE VIII - PURPOSE OF THE EXECUTIVE COMMITTEE**

The following shall be the purposes and functions of the Executive Committee:

- a. Establish the agenda for meetings
- b. Conduct Council business between meetings, including review of previous month's meeting minutes
- c. Solicit representation for new members
- d. Establishes need for Ad-hoc meetings and participants
- e. Act as a liaison between the BHD, BHAC members, and other community members

### **ARTICLE IX – DIVISION AND DEPARTMENT RESPONSIBILITIES**

IX—1 BHD Responsibilities. BHD, as staff to the Local Mental Health Authority, will:

- a. The Office of Consumer Engagement will send a representative to all regularly scheduled meetings to share relevant information to membership
- b. Attend all Council and Executive Committee meetings
- c. Solicit representation for new Council members as requested
- d. Bring relevant issues and/or questions to the attention of the Council
- e. Provide oral and written information as needed/requested in a timely fashion
- f. Provide written minutes of all meetings, and reports generated by the Council to its members, and to the public upon request.
- g. Whenever possible, provide written materials to members two weeks prior to the Council meeting.

### **ARTICLE X - CONFLICTS OF INTEREST**

Members shall avoid conflicts of interest, manage potential conflicts of interest, and not vote on an issue which the conflict pertains to. An interest resulting in a personal, organizational, or professional gain does not include services received by a member as a client of an agency or organization which has received, or may seek, or is eligible for funds from a county agency. This exception does not apply



if a member is an officer, employee, or consultant to any provider receiving funding by a county agency. The Co-Chair(s) are responsible for reminding members of their responsibility.

## **ARTICLE XI - BHAC ADDRESS**

The mailing address of the BHAC shall be in the care of:

Multnomah County Health Department  
Behavioral Health Division  
209 SW 4th St., Suite 520  
Portland, OR 97204

## **ARTICLE XII - AMENDMENTS**

The Executive Committee shall review the bylaws every 2-3 years and amend as needed to ensure articles, policies, and procedures are not outdated.

Amendments to be considered at a regular meeting must include a full statement of each proposed amendment in written form at least 30 business days prior to the regular meeting to be placed on the agenda for the regularly scheduled meeting.

These Bylaws may be amended by an affirmative vote of fifty-one (51) percent of the members present. Members may vote by signed proxies, mailed, which are received by the BHD prior to the meeting at which the voting will occur.

## **GLOSSARY**

ADA- American Disabilities Act as defined by the Federal Government.

Advocate – Any individual who is a resident of Multnomah County and belongs to an advocacy organization.

BHAC - Behavioral Health Advisory Council

Citizen – Any individual who is a resident of Multnomah County and is unaffiliated with community contractors or other community affiliates.

Consumer – any individual who is a resident of Multnomah County and is receiving or has received any behavioral health services at any point in their adult life.

Public Service Representative -is a person who aids the users of services and facilities of a governmental agency by providing specialized information and services, explaining and applying rules, policies, procedures, and programs.

Proxy- A person authorized by the member to vote on issues when the member can not attend. This option is only open to Public Service Representatives.

Quorum- Minimum number of members to conduct business or vote on a motion or in an election.