

## BEAVERHEAD COUNTY MENTAL HEALTH LOCAL ADVISORY COUNCIL BYLAWS

### ARTICLE ONE

#### Creation

**Section 1. Statutory Authority.** The Beaverhead County Mental Health Local Advisory Council (MHLAC) is established under the mental health care system developed by the Department of Public Health and Human Services (DPHHS) pursuant to Montana Code Annotated, MCA Section 53-21-702, which provides for local advisory councils that shall report to and meet on a regular basis with the Mental Health Advisory Council (MHOAC) formed by DPHHS.

**Section 2. Resolution Creating the MHLAC.** The Beaverhead County Board of County Commissioners (County Commission) created the MHLAC by Resolution 2013-23 and the resolution was adopted on November 25, 2013.

### ARTICLE TWO

#### Purpose

**Section 1. Purpose.** The purpose of the MHLAC is to assist, in a manner it determines to be most productive, in strengthening public mental health services in Beaverhead County and to provide input and recommendations to the MHOAC, DPHHS and the Service Area Authority (SAA) serving the community.

**Section 2. Objective.** Specific objectives include some or all of the following related to public mental health services:

- a) Examine gaps in child and adult services.
- b) Identify potential additions to services within the community.
- c) Analyze and discuss local problems with local service providers, advocacy groups, public officials and the general public.
- d) Facilitate accurate and timely communications between the local community, MHOAC, DPHHS, the regional SAA, and the Beaverhead Commission.
- e) Assess the effectiveness of local mental health services and suggest ways of making services more affective.
- f) Serve as a catalyst and facilitator in solving local mental health service problems.
- g) Organize and coordinate needed services in the community.
- h) Educate the local community on mental health issues.

### ARTICLE THREE

#### Membership

**Section 1. Members.** The MHLAC is comprised of not more than 11 members, including consumers of mental health services equal to 51% of membership, and one member from each of the following entities:

- a) One (1) County Commissioner or Dillon elected official or their designee
- b) One (1) provider of adult or child mental health services
- c) One (1) representative from Barrett Hospital and Health Care
- d) One (1) representative from the University of Montana Western
- e) One (1) representative from the Community Health Center

Consumers of mental health services may include persons with serious mental illness who are receiving public mental health services, other recipients of mental health services, former recipients of mental health services, and immediate family members of recipients of mental health services. All members must be residents of Beaverhead County.

**Section 2. Members at Large.** Members at large (non-voting) may be included as determined by the MHLAC.

**Section 3. Terms.** Members, except elected officials, are appointed for four-year terms, the terms are staggered, with 50% of initial members serving two (2) year terms, and 50% serving four (4) year terms. Elected officials shall serve one (1) year terms, which shall be reviewed for appointment annually by each Commission.

**Section 4. Absenteeism.** The proper functioning of the MHLAC is seriously impaired by the absence of its members. If a member has three (3) unexcused absences from regularly scheduled meetings during a twelve (12) month period, the County Commission shall be informed and a replacement requested.

**Section 5. Vacancies.** Vacancies shall be filled by the County Commission for the unexpired portion of the term. Prospective vacancies shall be posted at least one (1) month prior to filling the vacancy.

**Section 6. Compensation.** Members are not entitled to salary or per diem, but will be reimbursed for mileage and expenses.

**Section 7. Conflict of Interest.** A transaction in which any member has a conflict of interest must be disclosed on the record. A conflict of interest may include but is not limited to, a financial stake in the outcome of the decision. That member may not participate in discussion of the matter or motion being considered, and shall not attempt to exert personal influence with respect to matter, either at or outside the meeting. Such non-participation may necessarily include leaving the meeting.

## **ARTICLE FOUR**

### **Meetings**

**Section 1. Regular Meetings.** The MHLAC shall meet on the second Friday of every month at 12PM in the Multipurpose Room, Beaverhead County Courthouse, 2 South Pacific Street, Dillon, Montana. The MHLAC may elect to travel to other locations for meetings.

**Section 2. Special Meetings.** The Chair of the MHLAC may convene a special meeting by written and public notice provided at least forty-eight (48) hours in advance.

**Section 3. Staff Support.** The Executive Assistant appointed by the County Commission (Executive Assistant) will serve as the Assistant to the MHLAC and will prepare, distribute, and store minutes of the meetings.

**Section 4. Quorum.** Six members constitute a quorum and must be present in order to conduct business and exercise powers and responsibility. Action may be taken by a majority vote of members present and voting. There is no proxy voting.

**Section 5. Voting.** Each MHLAC member has one vote.



**Section 6. Parliamentary Authority.** The most recent edition of Robert's Rules of Order, revised, governs all MHLAC meetings. The MHLAC may, by a vote of two-thirds of the quorum, suspend the Rules at any time.

**Section 7. Public Involvement.** All meetings of the MHLAC are open to the public in accordance with the Public Participation and Opening meeting's laws of the State of Montana, Title 2, section 3, Parts 1 and 2, Montana Code Annotated. Adequate notice and an opportunity for public comment on any matter not on the agenda shall be provided at each meeting.

**Section 8. Notice.** The Executive Assistant shall notify all members of all regularly scheduled meetings either in person, telephonically, electronically, or in writing. No special meeting shall be held unless diligent efforts have been made to notify all members. To comply with the spirit and intent of the Open Meeting Law, public notice shall be posted for all regular and special meetings at least forty-eight (48) hours in advance.

**Section 9. Agenda.** Agenda items shall be submitted to the Chair by the Monday before a meeting. The Chair shall post and publish the agenda forty-eight (48) hours prior to a regular or special meeting. An agenda item shall be included allowing public comment on any public matter that is not on the agenda and which is within the jurisdiction of MHLAC.

**Section 10. Minutes.** Minutes of all MHLAC meetings shall be kept by the Executive Assistant, and shall be signed by the Chair after approval at the next meeting. The Minutes need not have detailed reports of discussions but shall include the date, time and place of meetings, substance of all matters proposed, discussed, or decided, all motions and a vote summary, including the final vote on all actions and the vote of each member, as well as the names of members present, members absent, staff, and public present.

Minutes shall be disseminated to members at least one week prior to meeting and shall be kept available for inspection by the public. Minutes and any other Board records shall be preserved consistent with public records law and Beaverhead County policies.

## **ARTICLE FIVE**

### **Committee Structure**

**Section 1. Officers.** A Chair and Vice Chair will be elected by a majority of the members to serve a two (2) year term, and may be re-elected to a second term. Election of these two (2) positions will take place in January.

**Section 2. Duties.** The Chair is the parliamentary chair of the MHLAC; will preside over all meetings; and will set the agenda with the advice of the members. The Vice Chair shall perform the duties of the Chair in case of absence or disability.

**Section 3. Subcommittees.** To expedite business, the Chair may appoint subcommittees with the majority vote or consensus of the members.

**ARTICLE SIX**  
**Compensation**

Members shall serve without compensation but shall be reimbursed for mileage and expenses.

**ARTICLE SEVEN**  
**Amendments to the Bylaws**

MHLAC members will review the Bylaws each January and submit proposed amendments for action at the regular February meeting. Any section will become effective immediately following consent and approval by the County Commission.

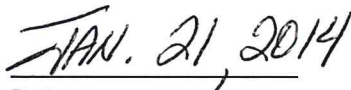
**ARTICLE EIGHT**  
**Approval of Bylaws**

These Bylaws were approved on January 10, 2014 by the MHLAC.

  
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Chair, MHLAC

  
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Date

  
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Chair, Beaverhead County Commission

  
\_\_\_\_\_  
Date

Copies:  
Beaverhead County Commissioners  
MHLAC  
County Attorney