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# Deschutes County Clerk

## Certificate Page





DESCHUTES COUNTY BEHAVIORAL HEALTH ADVISORY BOARD

**BYLAWS**

**Article I**

NAME

The name of this organization is Deschutes County Behavioral Health Advisory Board (the Advisory Board) as mandated by Oregon Revised Statute ORS 430.630 (7).

**Article II**

APPOINTMENT

The Board of County Commissioners (BOCC) shall appoint members to the Advisory Board.

**Article III**

PURPOSE

We serve as a bridge of communication and advocacy between our community and the BOCC to improve the quality of current and future behavioral health services.

**Article IV**

FUNCTIONS

The core functions of the Behavioral Health Advisory Board are:

1. To listen to and learn from people with lived experience of behavioral health services in Deschutes County. Then, to share what we learn with Deschutes County Health Services leadership and County Commissioners.
2. To enhance community awareness of the Advisory Board
3. To participate in periodic program reviews and site visits by State agencies and grantors
4. To integrate the Regional Health Improvement Plan into Advisory Board work
5. To consistently learn about Deschutes County Health Services budget and strategic plan
6. To consistently learn about behavioral health legislation that significantly affects the community

**Article V**

**MEETINGS**

Section I: Meeting Notice

All members shall be given notice of time, date, location, and agenda of the meetings via e-mail at least seven (7) days before a regular Advisory Board meeting.

Notice of meetings will be provided for the public who have requested in writing that they be given copies of official meeting notices. Meetings are public, where deliberations of the Advisory Board will take place, and opportunities for public comment will be provided.

Section II: Regular Meetings

Board meetings are held monthly or, at minimum, once per calendar quarter. The Board Chairperson, in consultation with the Department Director, may call other meetings as necessary. Meetings are via video conferencing or in a conference room accessible to Board members and the general public

Section III: Special Meetings or Work Sessions

Special meetings or work sessions may be called by the Advisory Board Chairperson. Public law requires that members of the Advisory Board and the press receive written or verbal notice at least 24 hours prior to holding such a meeting.

Section IV: Quorum

A majority of the Board members shall constitute a quorum necessary for the transaction of any and all business of the Board.

Section V: Voting

Each Advisory Board member shall have one vote. Any matter coming before the Board shall be decided by a majority of voting members, either physically or telephonically present. The Chairperson shall refrain from voting except to break a tie.

Section VI: Minutes

Staff for recording the minutes of the Advisory Board shall be provided by the Department. Staff shall keep minutes of the Advisory Board meetings, including, without limitation, a recording of all motions and subsequent actions.

Section VII: Agenda

The chairperson, with the assistance of Co-Chairperson shall prepare the agenda requiring Advisory Board consideration or action and shall add items of business as may be requested by individual Advisory Board members and/or the Commissioners or County Administrator.

**Article VI**

**MEMBERSHIP**

Section I. Qualifications and Representation

1. The membership of the Advisory Board shall be broadly representative of the community.
2. The Board shall be composed of at least nine (9) and not more than fifteen (15) individuals. These persons shall be qualified by interest, training, or experience to review and make recommendations.

Section II. Nominations

1. The Advisory Board shall recruit, interview, and make nominations for membership on the Advisory Board to the Deschutes County BOCC for approval and appointment. Nomination recommendations shall be made jointly by the Advisory Board Chairperson and the Director of the Department.
2. The Director of the Health Service Department and the Deputy Director will be EX-officio members of the Board. Ex-officio members do not have voting rights. The Board may appoint other Ex-officio members as appropriate.

Section III. Duties and Responsibilities

1. Members shall carry out the mission, purpose and functions of the Advisory Board.
3. Terms begin on January 1 and end December 31. The selection process shall be staggered, with approximately one-third of the members' terms expiring each year.
4. Advisory Board members shall endeavor to attend all meetings. If a member is unable to attend a meeting, the member will notify the Department prior to the meeting. Participation in meetings is essential, and the Chairperson shall contact any member whose attendance has become a concern. Three (3)



consecutive unexcused absences shall constitute grounds for removal.

Section IV Nominations and Terms of Office

1. Unless extended pursuant to Article VII.2, the membership term shall be three (3) years. The term of any member appointed mid-year shall expire December 31 of the third full year of service. After a member finishes their initial term, they may apply for nomination for a second term. Members may serve two (2) successive terms if re-appointed by the Commissioners.
2. A member appointed to serve the unexpired term of another member shall begin their membership on the first day of the month immediately following the date it is approved.
3. When a vacancy occurs on the Board, a sub-committee will be convened to select a replacement to complete the unexpired term, if term is incomplete, and recommend appointment of such replacement to the Board by the BOCC.

Section V Board Removal

1. Grounds for removal from the Board include without limitation, taking a position that is in conflict with the mission of the Board and/or Health Services Department.
2. Any member may be removed whenever the best interests of the Health Services Department or the Board will be served. The member whose removal is in question shall be given prior notice of their proposed removal and reasonable opportunity to appear and be heard at a meeting of the Board. A member may be removed pursuant to this section by not less than two-thirds (2/3) of the total number of members then serving on the Board, or by majority vote of the BOCC.

**Article VII**  
**OFFICERS**

1. Officers of the Advisory Board consist of the Chairperson and the Co-Chairperson.
2. Officers are nominated from the Advisory Board membership.
3. Duties of the officers are as follows:
  - a. Chairperson shall:
    - i. Set the agenda.
    - ii. Conduct the meeting in accordance with Robert's Rules of Order and Oregon's Public Meeting Law.

- iii. Call special meetings of the Advisory Board as necessary.
  - iv. Act as the signature for board related documentation.
  - v. Serve as an ex-officio member of all committees.
- b. Co-Chairperson shall:
- i. Assist the Chairperson as needed.
  - ii. Serve as the Chairperson in official duties.
  - iii. Be willing to consider serving as Chairperson if nominated.
4. Terms of Office
- a. Chair shall serve for 2 years.
  - b. Co-Chair shall serve for 2 years
  - c. Member shall serve for 1 to 3 years.

## **Article VIII**

### **COMMITTEES**

**Section I: Executive Committee:**

Shall be comprised of a minimum of the Chairperson and Co- Chairperson and have the authority to act on behalf of the entire Board for matters of routine business and will report to the entire Board its actions as reflected in minutes.

**Section II: Membership & Onboarding Committee:**

Duties will include:

- a) Review applications for Advisory Board membership and make recommendations to the Chairperson and Director
- b) Recommend Board members for nominations as Advisory Board officers
- c) Orientate new Board Members of the of By-Laws
- d) Provide overview of services that are provided by DCBH
- e) Educate on how motions and actions are approved.

**Section III: Community Outreach:**

Shall be comprised of Board members and is responsible for identifying and organizing community outreach events such as Health Fairs etc.

**Section IV: Ad Hoc Committees:**

Will be formed as needed and will complete the assigned projects and provide informational reports and documentation of meetings to the full Advisory Board.

**Article IX**

**PUBLIC RECORDS  
AND MEETING LAW**

The Advisory Board is a public body for the purpose of ORS Chapter 192 b., *Authority to Make Recommendations to a Public Body*, and is subject to the statutory procedures related to public records and meetings.

**Article X**

**CONFLICT OF  
INTEREST**

A conflict of interest is defined in ORS Chapter 244. Any members declaring a conflict of interest may not participate in discussion of or vote on matters for which the conflict exists. The BHAB Chair has the authority to excuse the member(s) during discussion and/or voting should the Chair consider their presence to influence the process and/or outcome.

No Board member shall be an employee of Deschutes County Health Services Department or an immediate family member of an employee. An exception is allowed for individuals who serve in an on-call, temporary, or limited duration capacity with the Department.




**Article XI**

**AMENDMENTS**

Recommendations to amend the bylaws may be made by a majority of the full membership or Executive Committee. The Commissioners may also amend these Bylaws upon their own motion. Amendments are ratified by adoption by the Commissioners.

Adopted this 9<sup>th</sup> day of August, 2023

Deschutes County Board of Commissioners

Phil Chang, Commissioner

Patti Adair, Commissioner

Anthony DeBone, Commissioner

ATTEST:



Recording Secretary





## BOARD OF COMMISSIONERS

# AGENDA REQUEST & STAFF REPORT

**MEETING DATE:** August 9, 2023

**SUBJECT:** Approval of Deschutes County Behavioral Health Advisory Board Bylaws

**RECOMMENDED MOTION:**

Move approval of Board signature of the Deschutes County Behavioral Health Advisory Board Bylaws.

**BACKGROUND AND POLICY IMPLICATIONS:**

The Deschutes County Behavioral Health Advisory Board is a public body for the purpose of ORS Chapter 192 b., Authority to Make Recommendations to a Public Body, and is subject to the statutory procedures related to public records and meetings. Meetings are held the third Friday of every month.

The core functions of the Behavioral Health Advisory Board (BHAB) are to serve as a bridge of communication and advocacy between the community and the Board of County Commissioners to improve the quality of current and future behavioral health services. BHAB members are required to have lived experience and help guide the County's work by understanding the Health Services budget and strategic plan, continuously learning about behavioral health legislation that significantly affects the community, participating in periodic program reviews and site visits by state agencies and grantors, and bringing awareness to the community about BHAB.

**BUDGET IMPACTS:**

None.

**ATTENDANCE:**

Holly Harris, Deputy Director, Behavioral Health