

**BYLAWS OF THE
CLALLAM COUNTY
BEHAVIORAL HEALTH ADVISORY BOARD**

ARTICLE I. NAME

The name of this organization shall be the Clallam County Behavioral Health Advisory Board hereafter referred to as Behavioral Health Advisory Board.

ARTICLE II. PURPOSE

The purpose of the Behavioral Health Advisory Board is to advise and make recommendations to the Board of County Commissioners (hereafter referred to as BOCC) on the implementation and the future funding from the 1/10 of 1 percent sales tax authorized by RCW 82.14.460 passed in 2005 by the Washington State Legislature Session and by Clallam County Ordinance number 791 adopted March 28, 2006 and by Clallam County Code Chapter 5.05. In addition the Behavioral Health Advisory Board will advise and make recommendations to the BOCC on provision of services in Clallam County to be funded by the sales tax. The Behavioral Health Advisory Board does not have the authority to enforce policy or create rules outside its jurisdiction.

The Behavioral Health Advisory Board provides an important link between the public and the BOCC. Committee members provide important information about community needs and opinions that can affect Clallam County policies and lead to improved services for county citizens with substance use disorders or mental health issues.

The Behavioral Health Advisory Board's main purposes and responsibilities are:

- **Planning and Goal Setting:**
Planning the expenditure of available funding based on goals set as a part of the community needs.
- **Communication with the BOCC:**
Behavioral Health Advisory Board advises the BOCC on various issues of concern to people with substance use disorders or mental health issues.
- **Oversight Role:**
Behavioral Health Advisory Board performs an Oversight Role regarding the work of the Behavioral Health Advisory Board in assisting the County, providing oversight of the services and programming offered through the 1/10 of 1 cent sales tax revenues. It also provides an avenue for various community members to voice their concerns and suggestions for services to people with substance use disorders or mental health issues. The Behavioral Health Advisory Board is also responsible for exploring long-range issues and recommending initiatives to respond to them.

- Inform and Educate Community Members:
Members of the Behavioral Health Advisory Board assist HHS staff in monitoring and evaluating the various programs that receive money from the 1/10 of 1 percent fund.
- In addition, members of the Behavioral Health Advisory Board will:
Promote both diversity and unity in discussions and decisions.
Take responsibility for educating themselves about the needs and preferences of people with substance use disorders and mental health issues.
Listen to the community for information that may be of value to the work of the County and communicate that information to the Behavioral Health Advisory Board and/or HHS staff.

ARTICLE III. REPRESENTATION

Membership: The Behavioral Health Advisory Board shall consist of no more than 18 members. The membership shall consist of the following:

- Four standing members with unlimited terms and 14 categorical members with staggered three year terms.
- Non-voting members are:
 - Deputy Director of Clallam County Health & Human Services (standing)
 - Designated representative of Juvenile Services (standing)
 - Designated representative of the Therapeutic Courts (standing)
 - Designated Sheriff’s Office representative (standing)
- Categorical voting members
 - Designated Hospital Districts’ representative
 - Designated representative of cities’ law enforcement
 - Designated Tribal representative
 - Designated representative from the Department of Children, Youth and Family Services
 - Designated representative from an agency that delivers subsidized mental health services
 - Designated representative from an agency that delivers subsidized substance use disorders services
 - A private provider of mental health services not contracting for funding under RCW 82.14.460 (often referred to as “Hargrove” funding).
 - A private provider of substance use disorders services not contracting for funding under RCW 82.14.460 (often referred to as “Hargrove” funding).
 - An advocate for substance use disorders/mental health services
 - A consumer/past consumer of substance use disorders services
 - A consumer/past consumer of mental health services

- Two community at-large positions
- A representative of services for the homeless
- All non-voting members are not counted for purposes of establishing a quorum. Voting members must be residents of Clallam County or represent services in Clallam County. Additional representation by HHS staff may be part of the board in a non-voting capacity.

Appointment: Members of the Behavioral Health Advisory Board are appointed by the BOCC. When notified by HHS, BOCC will announce openings on the Behavioral Health Advisory Board through press releases and HHS email distribution lists. Persons wishing to serve as a member of the Behavioral Health Advisory Board will send an application to Clallam County Human Resources. The application will be forwarded to HHS and BOCC for Behavioral Health Advisory Board and staff review. Recommendations for appointment by the Behavioral Health Advisory Board will be forwarded to the BOCC. Final authority for such appointments will rest with the BOCC.

Terms: Appointed members shall serve for three-year terms. Members may serve more than one term, including consecutive terms. All suitable applicants, including the incumbent may be considered for the open position. If no suitable replacement applies for membership, members may apply to extend their service on the board for another term. Terms may be adjusted as necessary to maintain staggered expiration dates.

Incumbents: Incumbent members desiring to serve another term must so indicate by submitting a written request and application to HHS staff and BOCC, confirming their desire for reappointment. No appointments will be made automatically.

Alternates: Each non-voting member to Behavioral Health Advisory Board may designate an alternate. Alternates must be designated in writing by a letter addressed to the HHS staff and chair.

Vacancies: When a vacancy occurs, the vacancy shall be published in an official county newspaper by means of a press release naming the type of vacancy, where to pick up an application and the closing date for accepting applications. Vacancies will also be advertised via HHS email distribution lists. If no applications are received by the expiration of the application period, or if applicants fail to receive majority support of the Behavioral Health Advisory Board, the BOCC may solicit individuals to serve and may appoint members without another open application period.

Filling Mid-Term Vacancies: Should a mid-term vacancy occur for any reason, the BOCC may appoint a replacement member to complete the remainder of the term.

Qualifications: Behavioral Health Advisory Board members shall be appointed on the basis of representation from groups as indicated in the section on representation.

Absences: Behavioral Health Advisory members shall notify the HHS staff liaison in advance if unable to attend any regular meeting of the Board. Examples of excused absences are illness, vacation, work out of town, and furlough days. Unexcused absences examples are no communication with CCHHS staff liaison and not attending meeting. Standing and appointed members may be removed from membership by action of the BOCC for lack of attendance. Lack of attendance is considered any of the following:

- 3 excused absences in a calendar year,
- 2 unexcused absences in a calendar year or
- 2 consecutive unexcused absences

The Behavioral Health Advisory Board shall recommend to the BOCC for action to be taken to remove a member, as per the bylaws.

Removal of Members: The BOCC, by majority vote, may remove any member of the Behavioral Health Advisory Board without cause. Members removed by the BOCC shall be so notified.

ARTICLE IV. OFFICERS

Chairperson: The presiding officer of the Behavioral Health Advisory Board shall be the Chair. The Chair shall be elected from members of the Behavioral Health Advisory Board. The Chair shall be selected for a term of two years from the date of election in even years. Behavioral Health Advisory Board members may serve consecutive terms as chair. Chair shall preside over all meetings.

Co-chair: The current Deputy Director of Clallam County Health & Human Services shall be the Co-chair.

ARTICLE V. RULES OF BUSINESS

The most recent revision of Robert's Rules of Order shall serve as the parliamentary authority in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Behavioral Health Advisory Board may adopt. The Behavioral Health Advisory Board shall adopt the following meeting agenda:

Call to order

Roll Call/Introductions

Minutes of previous meeting(s)

Public forum: Limited at the pleasure of the Chair

Old business

New business

Next meeting agenda

ARTICLE VI. COMMITTEES

The Behavioral Health Advisory Board will suggest the creation of subcommittees and the Chair solicits volunteers for the subcommittees from the Behavioral Health Advisory Board or members of the community from time to time as the Chair shall deem necessary. The subcommittee recommendation(s) shall be taken to the Behavioral Health Advisory Board for final review and approval, if any.

ARTICLE VII. MEETINGS

Regular meeting: Regular meetings of the Behavioral Health Advisory Board shall be scheduled and held bi-monthly. Additional meetings may be scheduled as needed. Any regular meeting of the Behavioral Health Advisory Board may be cancelled with the concurrence of a majority of the voting members of the Board.

Special Meeting: The chair or two-thirds of the voting members of the Behavioral Health Advisory Board may call a special meeting of the Behavioral Health Advisory Board as set forth in RCW 42.30.080.

Quorum: A quorum shall consist of a majority of the filled voting positions on Behavioral Health Advisory Board. A quorum shall be required to transact business at any regular or special meeting.

Minutes: Written minutes of each Behavioral Health Advisory Board meeting shall be prepared and approved by the Behavioral Health Advisory Board at the subsequent regular meeting. Accessible formats of minutes shall be made available upon request.

Meetings Open to Public: All regular and special meetings of the Behavioral Health Advisory Board shall be open to the public in accordance with RCW 42.30 and Clallam County Policy and Procedure 952, Boards and Committees.

Public Records Act: The Behavioral Health Advisory Board will make public records such as meeting minutes, procedural rules and statements of general policy, and other records, written or electronic, pertaining to the business of the committee available for public inspection and copying as required by RCW 42.56. Exemptions to disclosure are very limited and are specifically identified in statute.

ARTICLE VIII. VOTING

Actions Requiring a Vote: Each voting member of the Behavioral Health Advisory Board shall be entitled to one vote on all actions of the Behavioral Health Advisory Board that require a vote. An affirmative vote of a majority of voting Behavioral Health Advisory Board members present shall be required to pass an action or recommendation from the Behavioral Health Advisory Board,

provided that a quorum of the Behavioral Health Advisory Board is present. Proxy votes are not allowed.

The Chair and Voting: The Chair, if representing a voting member position on the Behavioral Health Advisory Board, may vote when their vote would affect the outcome, to make or break a tie.

Voting by secret ballot is prohibited by the Open Meetings Act, RCW 42.30.060. Voting will generally be by a show of hands. Votes will be recorded by the number of yea, nay, and abstention votes.

Members of the Behavioral Health Advisory Board having personal, family, professional or pecuniary interest on an action item that may be deemed to establish a conflict shall declare the conflict and refrain from voting on such matters. See Article IX.

ARTICLE IX. CONFLICT OF INTEREST

Conflict of interest: Given the professional context of the situation, as well as the parameters of the professional community, it is not possible to avoid all conflicts of interest on this advisory board. Essential input and expertise may come from any member of the board, sometimes particularly from members experiencing dual roles.

However, in service to accountability to the community it is essential that any and all potential conflicts of interests, real or perceived, be transparently acknowledged and addressed with a firm set of guidelines and bylaws. Members of the Behavioral Health Advisory Board having personal, family, professional or pecuniary interest on an action item that may be deemed to establish a conflict shall declare the conflict and refrain from voting on such matters.

Good faith disclosure: Each member should prepare and submit a formal statement of any and all potential dual roles and conflicts of interest. This information should be compiled as a list and distributed to all Behavioral Health Advisory Board members as well as any interested or concerned community members. This list should be reviewed and updated annually (Sample form attached.)

Information to be disclosed should include the following:

Employment or any other association with any entity that is currently receiving 1/10th of 1 percent tax monies, or could potentially receive funding in the future.

Financial investments and/or interests in any activity or entity involved or potentially involved in 1/10th of 1 percent projects.

Existing professional or personal associations with funded projects or personnel.

Personal convictions which could potentially interfere with impartiality in discussing and voting on any particular issue.

Procedure to be followed: before any major discussion brought before the Behavioral Health Advisory Board, an inquiry should be made of the board members present, regarding any potential conflicts, with discussions as deemed appropriate.

Behavioral Health Advisory Board members should identify themselves as having a conflict of interest when applicable. After any questions pertinent to that particular board member, the identified member should recuse themselves from voting on the issues currently being considered.

At no point should a Behavioral Health Advisory Board member ever be inquiring or advocating for funds or decisions in favor of any entity in which they represent or in which they have some other interest or involvement.

Consistent violations may lead to recommendation for removal from the Behavioral Health Advisory Board. Contested conflicts and/or violations may require outside consultation as deemed appropriate by either the majority vote of the Behavioral Health Advisory and/or the BOCC.

ARTICLE X. MISCELLANEOUS

General Public Comments: At each meeting, according to the usual order of business, the Chair shall call for general comments from the public. Persons wishing to comment shall give their name. The Chair may establish time limits for individuals who wish to speak.

ARTICLE X. AMENDMENTS TO BYLAWS

These bylaws can be amended at any regular meeting of the Behavioral Health Advisory Board by a majority vote, provided the amendment has been submitted in writing to the Behavioral Health Advisory Board at least ten (10) days prior to said meeting.

Adopted the 12th day of April 2022