

BYLAWS
MENTAL HEALTH ADVISORY COMMITTEE
COOS COUNTY, OREGON

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COOS COUNTY, OREGON

ARTICLE I. NAME

The name of this committee shall be the Mental Health Advisory Committee, hereinafter referred to as the "Committee".

recommendation for re-appointment/appointment to the Committee. Any other person desiring to become a member of the Committee may also submit to the Commissioners a letter requesting his/her appointment to the Committee.

ARTICLE II. PURPOSE

The Committee shall advise the local mental health authority and the mental health program director on community needs and priorities for service and shall assist in planning and in the review and evaluation of service.

Section 4. Term of Appointment. The term of appointment shall be for a period of two years. Terms begin on July 1 of the year of the appointment, except for the filling of vacancies, and end on June 30 at the conclusion of their appointment. Members may be re-appointed to succeed themselves. There is no limit on the maximum number of years a member can serve.

The board of county commissioners of Coos County, hereinafter referred to as the "Commissioners", is the local mental health authority. The mental health program director is hereinafter referred to as the "Director".

Section 5. Attendance. If a member is absent from four successive regular meetings without good cause, that member's place on the Committee automatically becomes vacant. The Executive Subcommittee shall have the responsibility of determining "good cause" and notifying any member of his/her removal from the membership of the Committee.

ARTICLE III. MEMBERSHIP

Section 1. Number. The membership in the Committee shall be composed of not less than fifteen and not more than twenty.

Section 6. Vacancies. Vacancies which occur on the Committee by resignation and removal shall be filled by the Commissioners and the person so appointed shall serve for the unexpired term of the former member he/she replaces.

Section 2. Representation. The membership of the Committee shall be broadly representative of the community, with a balance of age, sex, ethnic, socioeconomic, geographic, professional and consumer interests. Membership shall include advocates for persons with mental or emotional disturbances, drug abuse problems, mental retardation or other developmental disabilities, and alcoholism and alcohol abuse problems.

ARTICLE IV. MEETINGS

Section 3. Appointment. The Commissioners shall appoint the members of the Committee. By no later than the first of May each year the Committee shall have obtained from its individual members an indication of their interest in serving another term and shall submit to the Director a list of current members suggested for re-appointment and any suggested new members it considers of value to the work of the Committee. The Director shall transmit to the Commissioners this list as the Committee's

Section 1. Regular Meetings. Regular meetings shall be held no less than quarterly and may be held as frequently as monthly. At each regular meeting, the date and time of the next regular meeting shall be established.

Section 2. Special Meetings. Special meetings may be called at any time by the chair or any two members of the Committee.

Section 3. Notice of Meetings. Notice of meetings, both regular and special, shall be sent by mail at least one week in advance of the meeting, to the last known address of each member. This mailing shall be the respon-

sibility of the secretary and shall include an agenda for the meeting and the minutes of the previous meeting. If a special meeting is for informational purposes with no official action to be taken, the amount of advance notice may be shortened and may be by telephone, upon the mutual consent of a majority of the current members.

Section 4. Quorum. A quorum shall consist of those members present at a meeting but no official action, representing a Committee position or action, shall be taken with less than a majority of the members of the Committee present.

Section 5. Subcommittee Meetings. The frequency of meetings of the standing subcommittees shall be as established by these bylaws. The frequency of meetings of the subcommittees created by the chair shall be established by the chair at the time the subcommittee is created.

Section 6. Open Meetings. All regular and special meetings are open to the public, except in those instances where personnel matters are involved; such matters are to be handled in executive session but any formal action taken shall be open to the public. Only members of the Committee shall have the right to vote in any regular or special meeting and the chair shall determine the extent to which visitors may participate in the discussion.

Section 7. Conflict of Interest. Any member of the Committee believing themselves to have a conflict of interest relative to a matter upon which official action is to be taken shall bring it to the attention of the Committee. The Committee will then address whether or not there is a conflict and, if it is found to be so, the person shall be barred from voting on that particular matter.

ARTICLE V. OFFICERS

Section 1. Officers. The officers of the Committee shall be a chair, a vice chair and a secretary. The term of office shall be one year and, normally, shall be for the fiscal year (July 1 to June 30) or until their successors are elected. The chair shall serve no more than two successive terms.

Section 2. Selection. A nominating subcommittee, consisting of at least three and no more than five members, shall be appointed by the chair in April to develop a slate of officers and for the member at large for the executive subcommittee for election at the June meeting. Those members proposed by the nominating subcommittee shall have agreed to serve if elected before their names are presented in nomination by the subcommittee. Nominations may also be made from the floor at the June meeting, providing that person placed in nomination has agreed to serve if elected.

The election of officers and the member at large of the executive committee shall be by ballot voting and shall not be cumulative. A majority of votes shall be required to elect. Only members of the Committee shall vote and there shall be no voting by proxy.

Any office vacated through resignation or otherwise shall be filled in a timely manner, using the nomination and election process described in this section.

Section 3. Duties. The chair shall (1) preside at all regular and special meetings of the Committee; (2) appoint the chairs of the standing and special subcommittees; (3) select, with assistance of the subcommittee chairs, and point members of the subcommittees; (4) be exofficio member of all subcommittees, other than the nominating subcommittee; and (5) present an annual report at the June meeting.

The vice chair shall (1) fulfill the duties of the chair in his/her absence; (2) in the event of the chair's resignation, become the chair for the remainder of the fiscal year; and (3) perform such other duties as assigned by the chair.

The secretary shall (1) record, prepare and maintain a file of the minutes of each regular and special meeting of the Committee; (2) maintain the Committee file of subcommittee reports and minutes; (3) send or arrange to have sent all notices of regular and special meetings and the materials to be included therein; and (4) carry on and maintain a file of that correspondence as directed by the Committee or the chair.

of members are present. There shall be no voting by proxy.

CERTIFICATE OF ADOPTION

I, the undersigned, secretary of the Mental Health Advisory Committee of Coos County, do hereby certify that the foregoing is a true and complete copy of the bylaws of such advisory committee, including all amendments, and as the same are in force at the date hereof.

In witness whereof, I have hereunto subscribed my name this 25 day of September, 1989.

Karen M. Angler
secretary