

Broadwater County Mental Health Local Advisory Council Bylaws

Article One

Creation

A board of county commissioners may by resolution establish the administrative boards, districts, or commissions allowed by law or required by law to be established pursuant to Section 7-1-201 7-1-202, and 7-1-204 of the MCA (Montana Annotated Code).

Section 1: Statutory Authority. The Mental Health Local Advisory Council (MHLAC) is established under the mental health care system developed by the Department of Health and Human Services (DPHHS) pursuant to Montana Code Annotated, MCA Section 53-21-702, provide for local advisory council that reports to and meets on a regular basis with Mental Health Local Advisory Council (MHLAC) developed by the Department of Health and Human Services (DPHHS).

Section 2: Resolution Creating the MHLAC. The MHLAC (formerly known as MHOAC) was created and adopted June 9th 2014.

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 behavioral health services in Broadwater County and to provide input and recommendations to the MHLAC, DPHHS and the community.

Section2 Objectives. Specific objectives include some or all of the following related to public behavioral 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 the local service providers, advisory, advocacy groups, public officials and the general public.
- d) Facilitate accurate and timely communications between the local community, MHLAC, DPHHS, the regional SAA, and Broadwater County commissioner.
- e) Assess the effectiveness of the 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 composed of at least 10 members, including consumers of mental health services and will be equal to 51% of membership, and may include one member from each of the following entities:

- a. One Broadwater County Commissioner or their designee
- b. One provider of adult or child mental health services
- c. One representative from Broadwater County Health Services (hospital)
- d. One representative from the Clergy/Ministerial Association
- e. One representative from the Sheriff's Office
- f. Several people from the public.
- g. One representative of law enforcement/criminal justice staff
- h. Consumers or family member
- i. Member of the Townsend School Staff
- j. One member of the Public Health Department

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 Broadwater County, provide or receive treatment services in Broadwater County.

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

Section 3. Terms Representatives of the commission shall serve one (1) year terms, which shall be reviewed for appointment annually by the Broadwater County Commission. Terms of other members shall serve a staggered (3) year term, unless otherwise provided by resolution. Members shall serve terms beginning on January 1st and go to December 31st.

Section 4. Absenteeism. The proper functioning of the MHLAC is seriously impaired by absence of its members. If a member has 3 unexcused absences from regular meetings during a 12-month period, the Broadwater County Commission shall be informed and a replacement requested.

Section 5. Vacancies. Vacancies shall be filled by the voting members of the MHLAC.

Section 6. Compensation. Members are not entitled to salary or per diem, mileage and expenses or for other items such as education and fund raisers may be reimbursed with approval of the voting members.

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 gain in the outcome of decisions. That member may not participate in discussion of the matter or a motion being considered, and shall not attempt to exert personal influence with respect to the matter, either at or outside the meeting.

Article Four

Meetings

Section 1. Regular Meetings. The MHLAC shall meet in a mutually agreed time and venue depending on meeting space and availability of the members. Meetings may be cancelled or rescheduled as necessary.

Section 2. Quorum. Action may be taken by the majority of the voting members present and voting. Robert's Rules of Order in Parliamentary Authority governs all MHLAC meetings. The MHLAC may, by a vote of 2/3rds of the quorum and may suspend the rules at any time at any time.

Section 3. Voting. Each member has one vote.

Section 4. Public Involvement. All meetings of the MHLAC are open to the public in accordance with the Public Participation and Open Meetings Law of the state of Montana, Title 2, section 3, parts 1 and 2, Montana Code Annotated. Adequate notice and opportunity for public comment on any matter not on the agenda shall be provided at each meeting.

Section 5. Notice. A designated member shall notify all members of all regularly scheduled meetings and a notice posted for all regular meetings and special meetings at least 48 hours in advance. Meetings may be scheduled on a specific day and week of each month.

Section 6. Agenda. Agenda items shall be submitted to the chair 10 days before the meeting. An agenda item shall be included to allow public comment.

Section 7. Minutes. Minutes shall be disseminated to the members prior to the next meeting and be available for inspection by the public. Minutes of all MHLAC meetings shall be kept by the chair or vice chair and will be signed by the chair after approval of the next meeting. Meeting minutes will be filed at the Broadwater County Court House in a timely manner consistent with Broadwater County Policies.

Article Five

Committee Structure

Section 1. Duties of Officers. The chair is the parliamentary chair of the MHLAC: will preside over all meetings and will set the agenda. The vice chair shall perform the duties of the chair in case of absence.

Section 2. Subcommittees. To expedite business, the chair may appoint subcommittees with the majority or consensus of the members. Subcommittees do not need to be voting members.

Article Six

Amendments to the bylaws

MHLAC will review the Bylaws each year in and submit proposed amendments for action. The MHLAC may, by a vote of two-thirds of the quorum, suspend any provision of the bylaws. Any action will become effective immediately following confirmation by the Broadwater County Commission. Any section will become effective immediately following consent and approval by the Broadwater County Commission.

Article Seven

Approval of the Bylaws

These Bylaws were approved on December 11 2019 by the MHLAC.

originally signed + submitted December 11, 2019

Mary Ellen Schnur, acting chair Date May 11, 2020

Chair, MHLAC

_____ Date _____

Chair, Broadwater County Commission Chair

Copies: Broadwater County Commissioners, MHLAC, County Attorney