

BEHAVIORAL HEALTH ADVISORY COMMITTEE
BYLAWS

ARTICLE ONE – NAME

The Behavioral Health Advisory Committee (BHAC) combines the Mental Health Advisory Committee (MHAC), a standing committee advisory to the local mental health authority and the Local Alcohol and Drug Abuse Planning Committee (LADAPC), dba: Addiction Prevention and Recovery Committee (APARC) a standing Committee of Lincoln County Health and Human Services Community Health Program. The BHAC will fulfill the purpose of each of the Committees looking at the total picture of Behavioral Health which encompasses both Mental Health and Substance Use Disorders.

ARTICLE II – PURPOSE

The purpose of APARC is as follows:

- Identify and prioritize substance use disorder and recovery issues and needs for the Community Mental Health Plan and the County Comprehensive Plan
- Assist in the preparation and development of the biennial alcohol and drug plan for prevention, intervention and treatment.
- Assist applicants for grants under ORS 430.345 to 430.480 in accordance with ORS 430.350. The BHAC shall fulfill any duties to review and recommend grant applications subject to the statutory provisions noted above.
- Receive input from community members.
- Foster comprehensive service planning.

The purpose of MHAC is as follows:

- To support and promote public awareness of the programs and services provided by Lincoln County Health and Human Services (HHS) and by other community behavioral health programs. According to state law, the purpose of a community behavioral health program is to provide a system of appropriate, accessible, coordinated, effective, efficient services to meet the behavioral health needs of the citizens of the community.
- To review HHS behavioral health programs as well as those of the Coordinated Care Organization and state treatment programs for continuity of care for compliance with state laws.
- To review existing behavioral health programs for compliance with state law.
- To receive input from interested community members; to identify and develop priorities regarding community behavioral health issues and needs; and to advise the Lincoln County Board of Commissioners.
- To promote community education concerning issues of behavioral health.

The combined BHAC as constituted herein is designated as the local planning committee for alcohol and drug prevention and treatment services, ORS 430.342.

ARTICLE III – MEMBERSHIP

- The BHAC will consist of up to thirty (30) members representing the focus of the two committees. There shall be two classes of members: (1) Individual and (2) Organizational.
 - a. Individual members may be representative of an agency, non-profit, tribal entity, government institution, or school district or an interested community member who applies for a membership as an individual. The individual shall have one vote.
 - b. Organizational members may be any agency, non-profit, tribal entity, government institution, school district or any other organization that chooses to apply for membership as an organization. The organization may then appoint up to three (3) individuals to understand the purpose of BHAC and agree to attend BHAC meetings to represent the organization. The organization shall have one (1) vote, regardless of how many individuals of the organization are attending a meeting.
- The membership of BHAC shall seek to be broadly representative of the county, with a balance of age, sexual and gender identity, ethnic, socioeconomic, persons with disabilities ORS 430.631, older adults defined as persons over 60 years of age, geographic, professional and consumer interests. Membership shall include persons in recovery and advocates for persons with mental health, alcohol and other substance use disorders. These include persons with interest or experience in developing alcoholic and drug prevention and treatment services. No more than one-fourth of the members appointed to BHAC shall be private Alcohol and Drug Treatment providers in the human services field.
- A representative from Developmental Disabilities Advisory Committee shall serve as an ex-officio member to the BHAC. ORS 430.664.
- Candidates for membership are required to attend two meetings of the Committee. Upon completing the attendance requirement, candidates shall submit a letter of application to the Lincoln County Board of Commissioners, with a copy to the chairpersons of the Behavioral Health Advisory Committee (BHAC). Members present at the next duly called meeting will make a recommendation to the Board of Commissioners for or against the membership appointment. When approved new members should be given a copy of the Bylaws, a list of BHAC members, and a meeting schedule.
- Appointment and reappointment to the Committee is for three years and is at the discretion of the Board of Commissioners, again with the recommendation of BHAC members.
- Members are expected to attend duly called meetings; after two (2) consecutive absences without prior contact with County staff or the Chairs, County staff will attempt to contact the individual to determine the member's intent for future participation. At a third meeting with no contact, the members shall vote whether to recommend to the Board of Commissioners that the member be removed from

BHAC. Final action on removal of members from BHAC is reserved to the Board of Commissioners. Concerning vacancies: new members will be added, up to thirty (30) to serve a full term.

- To resign from BHAC a member shall submit a letter to the Chairs of BHAC which will be forwarded to the Board of Commissioners with a recommendation by BHAC members to accept the resignation.
- When at all possible business should be done by BHAC when a quorum is present, which consists of 50% plus one, a simple majority of the current membership. It can be reconsidered at a subsequent meeting if necessary.

ARTICLE IV – OFFICERS

The officers of BHAC shall be co-chairs, one representing each section of BHAC, namely MHAC and APARC. They will be elected by ballot or voice vote at the annual meeting to serve a two (2) year maximum term with a maximum of two consecutive terms, and until their successors are elected. The term of office shall begin upon adjournment of the annual meeting.

ARTICLE V – DUTIES OF OFFICERS

- One of the co-chairs shall preside at all times, as agreed upon by the co-chairs, in accordance with the public meeting laws at all meetings and perform the usual and customary duties of the office.
- Either one of the co-chairs may organize various ad hoc subcommittees or task forces to assist BHAC. The organizing co-chair may serve as an ex-officio member of any ad hoc subcommittee or task force.

ARTICLE VI – SUBCOMMITTEES

- Subcommittees may be appointed by one of the Co-Chairs to carry out specific tasks.
- Subcommittees are responsible to the BHAC and will report their progress to the BHAC general membership at meetings.
- Subcommittee membership may include community members as appropriate to complete the assigned tasks and do not need to be BHAC members.
- Each subcommittee must have at least one BHAC member.

ARTICLE VII – MEETINGS

- The BHAC must meet at least quarterly. There may be suspension of any meeting by majority vote of the membership. Special meetings may be called at any time by the co-chairs or must be called if one-third of the members request a meeting. There shall be ten (10) days written notification prior to the meetings.
- The Recording Secretary shall be a support person from the Health and Human Services Department. The Recording Secretary will maintain the BHAC file of

- subcommittee reports and minutes and will publish notice of meetings.
- BHAC members shall act to achieve the stated purposes herein, and to carry out the duties described with these operating rules.

ARTICLE VIII – CONFLICT OF INTEREST

Oregon law requires that disclosure of potential conflicts of interest on the part of BHAC members. After disclosure a person may still participate in the discussion and voting unless a private financial gain is involved.

ARTICLE IX – AMENDMENTS TO BYLAWS

- Any amendment of these Bylaws may be adopted by a quorum vote of members present at any meeting of the BHAC, provided written notice of the proposed amendment shall have been given at least two weeks prior to the duly noticed meeting and no less than the minimum number of members for a quorum are present. There shall be no voting by proxy.
- If members vote to amend the Bylaws they will send a recommendation to the Board of Commissioners. In all cases final action to amend these Bylaws is reserved to the Board of Commissioners.
- An amendment to the Bylaws may be submitted to the BHAC members by the Board of Commissioners and shall be taken up as noted above.