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BYLAWS

Of the WASHINGTON STATE BEHAVIORAL HEALTH ADVISORY COUNCIL

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DIVISION OF BEHAVIORAL HEALTH AND RECOVERY DEPARTMENT of SOCIAL and HEALTH SERVICES

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ARTICLE I: NAME, AUTHORITY AND PURPOSE

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Section 1: Name

12 The name of this unincorporated association shall be the Washington State Behavioral Health
13 Advisory Council, throughout this document referred to as the "Council".
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Section 2: Authority

16 Title XIX of the Public Health Services Act (42 U.S.C. 300x) mandates that all states establish a
17 State Mental Health Planning and Advisory Council. Through the authority of the Secretary of
18 the Department of Social and Health Services (DSHS), a statewide citizen advisory council
19 (Behavioral Health Advisory Council) was established to aid the Division of Behavioral Health
20 and Recovery (DBHR) and the Behavioral Health Services Integration Administration (BHSIA) in
21 their mission to assure that all persons regardless of race, ethnicity, disability, gender, age and
22 sexual orientation experiencing behavioral health challenges can lead valued and satisfying
23 lives in their communities.
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Section 3: Purpose

26 To align programs to promote mental health with programs and services for substance abuse
27 prevention, treatment and recovery.
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29 Specifically, the purpose of the Council shall be to support the behavioral health system
30 consistent with Block Grant requirements and the block grant state plans recognizing that:

- 31 A. Washington State residents acknowledge that behavioral health is essential to overall
32 health.
- 33 B. Behavioral health is person-centered and family-driven, and promotes optimal
34 functioning across the life domains by removing barriers to services.
- 35 C. Services shall be focused on recovery and resiliency by providing community education
36 on behavioral health issues; supported employment; and, housing for adults; and/or
37 meaningful daily activities for older adults.
- 38 D. Disparities in behavioral health services should be eliminated.
- 39 E. Behavioral health screening, assessment and referral to services are common practice.
- 40 F. The integration of services is necessary to promote a more whole person wellness
41 approach and to break down the barriers across system.
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2 **ARTICLE II: DUTIES**
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4 **Section 1: Responsibilities**

5 The Council is expected to do the following:

- 6 A. To review the Combined Block Grant Plan and to make recommendations.
- 7 B. To serve as advocates for people with a chronic or serious behavioral health challenges,
8 including children with serious emotional disturbance, and other individuals with mental
9 illness and/or substance abuse concerns, no matter whether they are currently enrolled
10 or have been enrolled in the State publicly-funded behavioral health care program.
- 11 C. To continuously advise DBHR on the adequacy of the allocation of funds for behavioral
12 health services within the state.
- 13 D. Advocate and educate for legislation and regulations affecting behavioral health,
14 including mental health, children's emotional disorders, substance use disorder and
15 problem gambling.
- 16 E. To exchange information, evaluate and communicate ideas about behavioral health
17 care.
- 18 F. Advocate for populations with substance use disorders, mental health and co-occurring
19 disorders, and problem gambling, including children.

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21 **ARTICLE III: MEMBERSHIP**
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23 **Section 1: Qualifications**

24 Membership criteria are guided by Revised Codes of Washington 43.20A.360 (RCW).
25 Membership should include a balanced geographic representation of race, ethnicity, disability,
26 gender, age and sexual orientation. Members should

- 27 A. Have a particular interest or expertise in behavioral health services.
- 28 B. Be interested in social service programs;
- 29 C. Be willing and able to fully participate in all meetings and group activities during their
30 term of appointment; and
- 31 D. Be willing to work toward success of the group while avoiding personal agendas.

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33 **Section 2: Appointment of Members**

34 Nominations for membership will be reviewed by an Ad Hoc Membership Group and
35 recommendations forwarded to the BHAC Executive Committee and, if approved, then full
36 council to review and, if approved, forwarded to the Director of DBHR for final approval and
37 letter of appointment

38
39 **Section 3: Composition**

40 Individuals and family members who receive or have received services from a publicly funded
41 behavioral health program and advocates for behavioral health services shall represent at least
42 51% of the total members of the Council.

- 43 A. Any individual may submit an application for membership.
- 44 B. Membership will be configured to meet federal mandates for the following state
45 agencies' representation: Social Services, Education, Vocational Rehabilitation,
46 Criminal Justice, Housing, and the state Exchange, Health, Children's, Aging, and

1 Medicaid (known as Washington Apple Health).). The ratio of parents of children with
2 SED to other members of the Council shall be sufficient to provide adequate
3 representation of such children in the deliberations of the Council.
4

5 **Section 4: Term of Membership**

- 6 A. Membership terms will be for three (3) calendar years except in the case of a vacancy, in
7 which event the appointment shall be only for the remainder of the unexpired term for
8 which the vacancy occurs.
- 9 B. If approved by the Council, a member may serve a second term. No member shall
10 serve more than two consecutive terms.
- 11 C. Members may reapply for membership a year after term expiration.
- 12 D. Vacancies shall be filled by the Director upon Council's recommendation as they occur.
- 13 E. Members representing required state agencies do not have a term of office.

14 **Section 5: Meeting Attendance**

- 15 A. Unless the Council determines otherwise, any member who has three (3) unexcused
16 absences, as recorded in the minutes, during a calendar year from regularly scheduled
17 meetings shall be terminated from the Council's membership, and a vacancy shall be
18 declared.
- 19 B. The Co-Chairs will review the circumstances of members with three (3) excused
20 absences in a calendar year and will submit a recommendation for action to the full
21 Council.
- 22 C. Notification to a Co-Chair of inability to attend shall be given not later than five (5) days
23 before the meeting. In cases of unexpected emergency or sudden illness, notification to
24 a Co-Chair or DBHR staff within 48 hours of the missed meeting will suffice and will not
25 be counted as unexcused. Appointed community members may not send an alternate or
26 proxy.
- 27 D. State agency members who are unable to attend a meeting may send an alternate
28 representing the same constituency who shall have the same rights and privileges as the
29 Council member being represented. Notification of absence must be sent to the co-
30 chairs no less than 48 hours of the missed meeting.
- 31 E. A leave of absence may be requested and considered by the Council.

32 **Section 6: Communications**

33 Council communication during face-to-face meetings, emails and/or telephone conference calls
34 shall follow these guidelines:

- 35 A. Be respectful of diverse opinions.
- 36 B. Be aware of confidentiality and personal privacy in all areas of communication.
- 37 C. Be aware that ALL Council communication is in the public domain. *Records pertaining to*
38 *the Council are "Public Records" for purposes of the Public Records Act, ch. 42.56 RCW.*
39 Only the Council Co-Chairs or other BHAC officers, with Council approval, will represent
40 the Council.
- 41 D. Mail and email lists will be limited to Council members.

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2 **ARTICLE IV: ELECTIONS AND OFFICERS**
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4 **Section 1: Election of Officers**

5 The Council shall elect from its membership: two Co Chairs, one representing Substance Use
6 Disorder and the other Mental Health; two Vice Co-Chairs; and Secretary to be known as the
7 Executive Team. An election will be held at the November meeting (or December meeting in
8 the event that there is no November meeting) to take office the following January.

- 9 A. Both Co-Chairs and Vice Co-Chairs will hold three-year terms with a mandatory term
10 limit of two consecutive full terms. At which time the Vice Co-Chairs will move into the
11 Co-Chair positions.
12 B. Following a minimum of one year out of either office, following such term limitation, the
13 person would become eligible again to serve in the same office. This does not preclude
14 someone from serving in the other office upon reaching the term limit for one office.
15 C. Should someone take office to fill an unexpired term, they will serve until the end of the
16 unexpired term and then may be elected to their first full term in either office.
17

18 **Section 2: Removal**

19 An officer may be removed by the Council whenever, in its judgement, the best interests of the
20 Council would be served thereby, but such removal shall be without prejudice to such officer's
21 position as a member.

- 22 A. Any officer may resign at any time by giving written notice to the Council. Removal may
23 occur only at the properly called meeting of the Council, after at least thirty days' notice
24 to the person proposed to be removed.
25 B. A member of the Council may be removed whenever the Council, in its judgement, finds
26 the best interests of the Council would be served thereby. Removal may occur only at
27 the properly called meeting of the Council, after at least thirty day's notice to the person
28 proposed to be removed.
29 C. Any removal of a member of the Council must be made upon the vote of the
30 *two-thirds (2/3) majority* of the Council.
31 D. A letter of notification will be sent to the Director by a Chair of the Council in regards to
32 the removal.
33

34 **Section 3: Spokesperson for the Council**

35 The Co-Chairs, or designee, will be the spokesperson for the Council. When individual Council
36 members speak or write publicly, they must clarify that they represent themselves, or represent
37 the Council with its endorsement.
38

39 **Section 4: Nominating Committee**

40 A Co-Chair will appoint a three member Nominating Committee 90 days prior to elections to
41 recommend candidates for nomination as Vice-Chairs, and Secretary

- 42 A. Each candidate must have agreed to have her/his name placed in nomination.
43 B. The names will be submitted by the Nominating Committee at the November meeting.
44 Additional nominations may be submitted from the floor.
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2 **ARTICLE V: MEETINGS**
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4 **Section 1: Frequency**

- 5 A. A minimum of 6 meetings will be held per year. Meetings are open to the public.
6 B. Special meetings may be called outside of the usual meeting schedule.
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8 **Section 2: Agenda**

- 9 A. Inclusion of any agenda item for a particular meeting will be determined by the Executive
10 Committee of the Council.
11 B. Additional agenda items not previously scheduled may be submitted for consideration by
12 the members at the beginning of each meeting and may be incorporated into the agenda
13 at the direction of a Co-Chair.
14 C. Individuals from the public may request to be placed on the agenda as "new business"
15 for the next Council meeting subject to veto by the Council.
16 D. If time permits, the public may be invited to comment at the end of the Council's
17 business.
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19 **Section 3: Special Meetings**

20 Special meetings may be called by DBHR or the Co-Chairs (or other Council officers -, if the Co-
21 Chairs are not present) for the purpose of completing a specific request or activity.
22

23 **Section 4: Decision Making Process**

24 Decisions of the Council shall be preferably by consensus or, failing that, by majority vote of the
25 members present.
26 A. One Co-chair shall vote whenever their vote will affect the outcome: to break a tie; or to
27 cause attainment of a two-thirds majority when a two-thirds majority is necessary for an
28 action pending.
29

30 **Section 5: Quorum**

31 A quorum shall consist of a simple majority of the appointed members/designee of the Council
32 (50% + 1).

- 33 A. At meetings where a quorum is not present, the only actions that may legally be taken
34 are to fix a time for adjournment, adjourn, recess, take measures to obtain a quorum
35 (such as contacting absent members), and to determine the time for the next meeting.
36 B. The Co-Chairs (or designee, if the Co-Chair is not present) must be present in order to
37 conduct business. These officers are members, and are counted in determining whether
38 there is a quorum.
39 C. Members of the public are not counted in determining quorums.
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41 **Section 6: Rules of order**

42 The Council shall be bound by the provisions of the 21st Century Robert's Rules of Order in all
43 procedural matters not governed by these Bylaws.
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1 **ARTICLE VI: TRAVEL AND EXPENSES**

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3 **Section 1: Reimbursement for Expenses**

4 Expenses and reimbursement for Council and Subcommittee members shall be consistent with
5 RCW 43.03.050 and Department Policy.

- 6 A. Members shall use the least costly means of travel. Requests for travel arrangements
7 must be made to the DBHR at least two weeks prior to any regularly scheduled meeting.
8 B. Travel expenses for members employed by state agencies will be covered by those
9 respective agencies.

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11 **Article VII: SUBCOMMITTEES**

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13 **Section 1: Subcommittees**

14 The Council is empowered to create and/or disband Ad Hoc Subcommittees as it deems
15 appropriate.

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17 **Section 2: Subcommittee Membership**

18 Each Ad Hoc subcommittee shall be approved by a simple majority vote of the Council.

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20 The duration of the assignment to the subcommittee is determined by the Council. Ad Hoc
21 Subcommittees shall be not less than three members. The Ad Hoc Subcommittee will generate
22 recommendations for consideration by the Executive Committee and a vote by the full Council.
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25 **ARTICLE VIII: PUBLIC DISCLOSURE AND MEDIA RELATIONS**

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27 **Section 1: Public Disclosure**

28 All state agencies are required by RCW 42.17 to have available for inspection and duplication,
29 public records such as procedural rules and statements of general policy.

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31 **Section 2: News Media**

32 The news media has the important function of informing the public about state government
33 operations. In doing so, the media provides an important link with the community.

- 34 A. Individual Council members may speak publicly on any issue as private citizens. The
35 Co-Chairs, or designated spokesperson for the Council, will consult with the Director of
36 DBHR before any contact with the media.
37 B. The DBHR Communications staff is available to assist the Chair with any media relations
38 approved by DBHR.

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40 **ARTICLE IX: GRIEVANCES AND COMPLAINTS**

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42 **Section 1: Grievances and Complaints by Council members and/or public**

43 Any grievance and/or complaint from a Council member is to be in writing stating the specific
44 issue(s) and giving the fact(s) supporting the grievance and/or complaint and presented to the
45 Co-Chairs. The complainant may be asked to state any potential relief or resolution when

1 appropriate The Executive committee will establish a grievance committee. If a resolution is not
2 able to be reached the grievance and/or complaint will be forwarded to DBHR.

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4 Grievances will include and are not limited to: harassment of any sort, misrepresentation of
5 professional or licensing qualifications, intentional obstruction of BHAC or Ad Hoc
6 Subcommittee, presentation of personal opinions as that of BHAC's, and distribution of
7 information or documents specifically designated as confidential.

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9 **ARTICLE X: AMENDMENTS**

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11 **Section 1 Amendments**

12 Bylaws may be amended by a two-thirds majority of those present. The proposed revision must
13 be submitted in writing to the members of the Council no less than ten (10) days preceding the
14 meeting in which the vote is to take place.

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16 **Bylaws were voted on and were unanimously passed by committee on November 5,**
17 **2014:**

18 Carrie Hule-Pascua
19
20 Carrie Hule-Pascua, Co-Chair Elect

01/14/2015
Date

21 Beth Dannhardt
22
23 Beth Dannhardt, Co-Chair Elect

01/14/2015
Date

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25 Approved for the Division of Behavioral Health and Recovery:

26 Chris Imhoff
27
28 Chris Imhoff, Director

01/14/2015
Date

