

Multnomah County
Children's Mental Health System Advisory Council
(CMHSAC)
Bylaws

Approved November 29, 2006

ARTICLE I - PURPOSE

CMHSAC exists to fulfill a State mandate to:

- make policy recommendations about the Children's Mental Health system change initiative;
- conduct system oversight;
- evaluate the system change initiative at the local level; and
- report quarterly to the MHO.

ARTICLE II - MEMBERSHIP

II - 1: MEMBERS. CMHSAC shall be composed of no more than twenty-nine (29) voting members who reside or work in Multnomah County. A minimum of 51% of the membership shall consist of consumers, family members, and child and family advocates, with half of the representation consisting of Oregon Health Plan (OHP) Members who are adolescent consumers and family members of OHP Members who are child and adolescent consumers. A transition period of 6 months or until the expiration of the member's term, whichever comes first, will be granted for any member whose work or living situation changes so as to make him or her ineligible for membership under this requirement. If the member still does not live or work in Multnomah County at the end of this period, he or she will be required to vacate the position and/or will be prohibited from election or appointment to a subsequent term. The membership shall reflect the ethnic, cultural, and geographical diversity of Multnomah County, and be appropriately representative of mental health, substance abuse, and dual diagnosis relative to knowledge, experience and interest. CMHSAC shall be composed as described below:

Voting Members

- (a) 11 Professional positions:
- 2 Education:
 - 1 Portland Public Schools
 - 1 East County Schools
 - 2 Child and Family Mental Health and Addictions Treatment Service Providers
 - 1 Department of Human Services (DHS) Child Welfare
 - 1 Oregon Youth Authority
 - 1 Juvenile Justice
 - 1 Developmental Disabilities
 - 1 Early Childhood
 - 1 Primary Care Provider/General Health Practitioner
 - 1 Child Psychiatrist

- (b) At least 12 but no more than 18 Family Representative positions including:
- A minimum of 2 members each with experience in the following categories:
 - Early Childhood
 - Outpatient/School Age
 - Intensive Treatment Servicesand with the following relationships to a child being served in the system:
 - Biological parent
 - Foster Parent
 - Relative Caregiver (grandparent, aunt/uncle, etc.)
 - Adolescent OHP consumers
- Note: NAMI System Navigators are eligible to serve as Family Representatives.

Non-Voting Participants and Guests

- Multnomah County Mental Health and Addiction Services Division (MHASD) management staff and administrative support
- Family Care Coordinators
- Oregon Addictions and Mental Health (AMH) Division representatives
- Language interpreters (as needed)
- Invited guest speakers
- Other interested persons

II - 2: TERMS. Appointment to the CMHSAC will be for a one (1) year (12 month) term. Members may be reappointed for additional one (1) year terms. Members may serve until their successors have been elected. Terms will run from January to December each calendar year. Vacancies occurring mid-term will be filled according to the process described in Article II – 5: Vacancies & Elections of these bylaws and members will serve until the end of the term during which they were appointed.

II - 3: COMPENSATION. Professional members shall receive no compensation for serving on CMHSAC. Family members who do not receive compensation from some other source for attending the meeting may receive a \$25 stipend for each meeting they attend.

II - 4: RESIGNATION. A member may resign from CMHSAC by submitting a written and signed resignation to one of the Co-Chairs of CMHSAC. Whenever possible, the member's resignation should be submitted to the Co-Chairperson at least thirty (30) days prior to the effective date of the resignation.

II - 5: VACANCIES & ELECTIONS. Vacancies on CMHSAC shall be filled from nominations submitted from the Mental Health and Addictions Services Division staff and sitting members of CMHSAC and approved by the full CMHSAC membership. In the event a seat becomes vacant prior to completion of the full term, an election will be held to fill the position until regular elections are held at the next annual meeting.

ARTICLE III - MEETINGS

III - 1: REGULAR MEETINGS. Regular meetings of CMHSAC shall be held monthly January – November on the last Wednesday of the month from 5:00 – 7:00 p.m. in the Multnomah Building, 501 SE Hawthorne, Room 315. (There is no regular meeting in December.) For good cause and upon giving at least five days' notice to all members of CMHSAC, the Co-Chairs may change the date, time, or place of a regular meeting.

III - 2: SPECIAL MEETINGS. For good cause and upon giving at least three days' notice to all members of CMHSAC, the Co-Chairs may call a special meeting of CMHSAC at any reasonable date, time, and place to consider any matter properly brought before CMHSAC. The Executive Committee shall give a report of the special meeting proceedings at the next regularly scheduled meeting of CMHSAC.

III - 3: ATTENDANCE. All regular and special meetings of CMHSAC shall be open to the public as provided by law. In order to maintain continuity and function of the council, it is expected that members will attend at least 75% of regularly scheduled meetings. CMHSAC members may appoint alternates who may act, with voting privileges, in the place of the member in his or her absence. All names of alternates must be designated by a phone call to the Mental Health and Addiction Services Division prior to the day of CMHSAC meeting for which the alternate shall replace the member. Any CMHSAC member who misses three consecutive meetings of CMHSAC without notifying the Mental Health and Addiction Services Division or the Chair may be subject to removal by a majority vote of CMHSAC members. The individual member can appeal the decision to the membership.

III - 4: QUORUM AND VOTING. A quorum (the number of members required to be present in order to offer and vote on motions at CMHSAC) will consist of a minimum of five (5) Professional members and six (6) Family Representatives present unless the motion is for an amendment to the bylaws. Refer to Article IX: Amendments of these bylaws for regulations governing bylaws and amendments. Any motion requires a vote of those present.

III - 5: CONDUCT OF MEETINGS. The current edition of Robert's Rules of Order shall govern the conduct of all regular and special meetings of CMHSAC and its standing and/or ad-hoc committees insofar as the Rules are not inconsistent with the provision of these bylaws.

III - 6: NOTICE. Notice of all public meetings of CMHSAC will be provided as required by law.

III - 7: ANNUAL MEETING. The Annual Meeting of CMHSAC will be held during the month of January of each year and will be held at the regular January meeting date. Election for expired terms of CMHSAC officers and members will be held at this time.

ARTICLE IV – OFFICERS AND EXECUTIVE COMMITTEE

IV - 1: OFFICERS. The officers of CMHSAC shall be two Co-Chairs (at least one being a family representative) and a Stand-In Co-Chair to be elected from the members of CMHSAC. These officers shall be members of CMHSAC who were elected annually by CMHSAC by the nomination and election process described in Article II – 5: Vacancies and Elections of these bylaws. Officers serve for a period of one (1) year, and until their respective successors shall qualify. A vacancy created during a regular term of office shall be filled by a special election by CMHSAC. The Co-Chairs shall be the presiding officers at CMHSAC meetings, and shall be the primary liaisons between CMHSAC members and the Mental Health and Addiction Services Division. The Stand-In Co-Chair shall perform all duties of a Co-Chair in the event of the absence or in the event of the disability of one of the Co-Chairs.

IV - 2: EXECUTIVE COMMITTEE. The Executive Committee shall consist of the CMHSAC officers and two (2) Members-At-Large (one family member and one professional) who are elected by the nomination and election process described in Article II – 5: Vacancies and Elections of these bylaws. Members-At-Large serve for a period of one (1) year, and until their respective successors shall qualify. A vacancy created during a regular term of office shall be filled by a special election by CMHSAC. The Executive Committee shall be responsible for creating an agenda prior to each CMHSAC meeting, and shall be the points-of-contact for CMHSAC members wishing to contribute agenda topics or ask questions about CMHSAC's function/operations.

ARTICLE V – MENTAL HEALTH AND ADDICTION SERVICES DIVISION RESPONSIBILITIES

A Mental Health and Addiction Services Division management staff person will attend all CMHSAC meetings; assist in proposing nominees for new CMHSAC members as required; bring relevant issues and/or questions to the attention of CMHSAC; provide written minutes of all CMHSAC meetings to its members; whenever possible provide written materials to CMHSAC members prior to the full CMHSAC meetings; pay stipends as requested; and provide interpreters and translated material as requested for members whose first language is not English.

ARTICLE VI - AD HOC COMMITTEES

The Co-Chairs may appoint ad hoc committees as necessary for the adequate functioning of CMHSAC. Such committees shall report back to the full membership.

ARTICLE VII - CONFLICTS OF INTEREST

Any member of CMHSAC who has a conflict of interest in any matter before CMHSAC shall so inform the membership prior to voting.

ARTICLE VIII - CMHSAC ADDRESS

The mailing address of CMHSAC shall be in the care of:

Department of County Human Services
Mental Health and Addiction Services Division
421 SW Oak St., Ste. 520
Portland, OR 97204
Attn: Karen Mayfield

The telephone number is 503-988-3999.

ARTICLE IX - AMENDMENTS

These bylaws may be amended by an affirmative vote of 51% of the current membership (quorum is not sufficient). To be considered at a regular meeting, a full statement of each proposed amendment must be included in the written agenda for the regularly scheduled meeting.