

# LEWIS AND CLARK COUNTY MENTAL HEALTH LOCAL ADVISORY COUNCIL BYLAWS

## **Article 1: Name**

The name of this council is the Lewis and Clark County Mental Health Local Advisory Council, and will be referred to as the LAC in the following Bylaws.

## **Article 2: Purpose**

The purpose of the LAC is to assist in the improvement of public mental health services in the local community and to review and make recommendations about local public mental health services as well as provide input and recommendations to MHOAC and the SAA serving the community.

Specific objectives include the following:

- Examine gaps in child and adult services.
- Identify potential additions to services within the community.
- Analyze and discuss local problems with local service providers, advocacy groups, public officials and the general public.
- Facilitate accurate and timely communications between the local community and MHOAC and the regional SAA.
- Assess the effectiveness of local mental health services and suggest ways of making services more effective.
- Serve as a catalyst and facilitator in solving local mental health service problems.
- Organize and coordinate needed services in the community.
- Educate the local community on mental health issues.

## **Article 3: Membership**

**Sec. A: Regular Members.** The Lewis and Clark County Commission will appoint no more than 21 members on the LAC. The LAC members include:

- Consumers and/or family members of consumers to equal 50% of membership – of which 5 must be family members and 6 must be consumers
- 1 County Commissioner or their designee
- 1 City Commissioner or their designee
- 1 provider of adult mental health services
- 1 provider of child mental health services
- 1 representative from Criminal Justice legal staff (Public Defender, County Attorney, City Attorney)
- 1 representative from St. Peters Hospital
- 1 representative from Helena Public Schools
- 1 representative from Cooperative Health Center
- 1 representative from City/County Health Department
- 1 representative from Law Enforcement

**Sec. B: Advocates.** Advocates may be included as determined by the LAC, and may provide comment, suggestions and recommendations. Advocates may serve at the pleasure of the LAC on advisory groups or sub committees of the LAC.

**Sec. C: Terms and Service.** Members, with the exception of elected officials are appointed for four-year terms. Terms are staggered, with 50% of initial members serving 2 year terms, and 50% serving 4 year terms. Terms of elected officials are for one year and shall be reviewed for

appointment annually by each Commission. Members will be encouraged to resign if they miss three consecutive meetings. Members may also vote to recommend to the Board of County Commissioners of Lewis and Clark County to remove a member for cause. Cause may consist of, but is not limited to, failure of any member to attend three consecutive regular meetings without good cause. The Lewis and Clark County Commission will appoint new members to serve for the un-expired terms of those who resign or are recommended for removal.

**Sec. D: Conflict of Interest.** Members of the MHLAC shall recuse themselves when they have a conflict of interest, including, but not limited to a direct financial stake in the outcome of a decision.

#### **Article 4: Meetings**

**Sec. A: Regular Meetings.** The LAC shall meet no less than once a month, at a place and time specified by the Chair, and with adequate public notice. Regular Meetings shall convene when the Chair determines a quorum is present. A quorum shall consist of at least 50% of voting members of the LAC.

**Sec. B: Designees.** Members may designate a person from their office or organization to represent them at meetings, but designees shall not have a vote.

**Sec. C: Action.** Action may be taken by a majority of those members present.

**Sec. D: Convening Special Meetings.** The Chair of the LAC may convene a special meeting by written notice served at least 24 hours in advance, and otherwise in case of an emergency. It is the Chair's prerogative to determine an emergency.

**Sec. E: Voting.** Each LAC member has one vote.

**Sec. F: Parliamentary Authority.** Robert's Rules of Order, revised, governs all LAC meetings. The LAC may, by a vote of two-thirds of the quorum, suspend the Rules at any time.

#### **Article 5: Public Involvement**

- All meetings are open to the public.
- An opportunity for public comment will be provided at each meeting.
- Meeting dates will be posted.

#### **Article 6: Amendments to the Bylaws**

LAC members will review the Bylaws each July, and submit proposed amendments for action at the regular August meeting. The LAC may, by a vote of two-thirds of the quorum, recommend suspension of any provision of the Bylaws. Any action will become effective immediately following confirmation by the County Commission.

#### **Article 7: Compensation**

Members shall not be reimbursed for mileage or expenses and shall not be granted a per diem or salary for conducting the work of the LAC.

#### **Article 8: Committee Structure**

**Sec. A: Officers.** A Chair and Vice Chair will be elected by a majority of the members to serve a two-year term, and may be re-elected to a second term. Election of these two positions will take place every even numbered year at the regular August Meeting.

**Sec. B: Duties.** The Chair is the parliamentary chair of the LAC; will preside over all meetings; and will set the agenda with the advice of the members. The Vice Chair shall perform the duties of the Chair in case of absence or disability.

**Sec. C: Subcommittees.** To expedite business, the Chair may appoint subcommittees with the majority vote or consensus of the members.

Revised: 10/7/2014