



Region One Adult Mental Health Initiative

# Adult Local Advisory Council

*Bylaws DRAFT*

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5/21/2015



**Kittson, Mahnomen, Marshall, Norman, Pennington, Polk, Red Lake, Roseau**

## **Region One NW8 Local Advisory Council Bylaws**

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## Region One NW8 Local Advisory Council Bylaws

### Article 1

#### Name and Definitions

##### Section I: Name

This organization shall be known as the Region One NW8 Adult Mental Health Local Advisory Council.

##### Section II: Definitions

The terms defined in this section shall have the meanings given unless otherwise specified by the context.

**Advisory Council or Council** – The Region One NW8 Adult Mental Health Local Advisory Council (hereinafter “Council”) as established by Region One NW8 Adult Mental Health Initiative staff in collaboration with consumers and community partners.

**Board** – The Region One NW8 Adult Mental Health Initiative (hereinafter “AMHI” or “the Board”).

**Council Member** – Refers to any citizen member of the Council and NW8 (Kittson, Mahnomen, Marshall, Norman, Pennington, Polk, Red Lake, Roseau Counties) Community Services staff who may act as ex-officio members.

**Council Board Meeting** – The official Board meeting occurring once per quarter.

**NW8** – The eight collaborating counties: Kittson, Mahnomen, Marshall, Norman, Pennington, Polk, Red Lake, Roseau counties.

### Article II

#### Purpose & Mission

##### Section I: Overall Purpose

The overall purpose of the council is to serve as an advisory committee to the Board to fulfill the provisions of Minnesota Statutes, Sections 245.466 and 245.4875, Subd. 5. Council actions shall include, but are not limited to, the following:

1. Recommend – Make recommendations regarding the services provided by the local mental health system and report to the Board who in turn considers the advice of the council in carrying out its responsibilities.
2. Plan – The Council is to provide the Board with a report of unmet mental health needs of adults residing in the county.
3. Coordinate – Receive input about coordination of care between the local Community Behavioral Health Hospital and community based services, at least annually.
4. Inform – Identify for the Board individuals and agencies to receive information on predictors and symptoms of mental disorders/emotional disturbances, where mental health services are available in the county, and how to access services.
5. Report/Identify Needs – The Council will seek input from family members, consumers, former consumers, providers and others about needs in the local area and then report its

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recommendations regarding the local mental health system to the State Advisory Council on Mental Health.

6. Take action - To actively develop work groups within the Council to address various needs within in the community as needed.

**Section II: Mission Statement**

It is the mission of the Region One NW8 Adult Local Advisory Council to promote mental health wellness and recovery in our communities.

**Article III  
Membership**

**Section I: Membership**

The Council shall be comprised of at least one consumer of mental health services, at least one family member of an adult with mental illness, one community support services representative, one mental health professional, who shall be citizens of the NW8 or non-residents with special interest in the NW8 (for example: service providers for those in the NW8), identifiable groups, geographical areas and service providers fulfilling Minnesota Statutes, Section 245.466 and 245.4875, Subd.5. With the exception of special circumstances, no NW8 staff member shall be voting members of the Council but they may act as ex-officio members. Only one representative from any service provider or agency shall have one vote on the Council. We will strive to achieve best practices as described in the LAC Handbook.

**Section II: Term of Office**

Members serve for a term of three years from the date of appointment. A member may be appointed to an unlimited amount of terms. Terms are staggered to provide continuity on the advisory council. Even though a member may be appointed (or re-appointed) to a term on the Mental Health Advisory Council, the Adult Mental Health Initiative, at its discretion, may replace a member at any time, where, in the opinion of the Adult Mental Health Initiative or County Commissioner appointing the member, it is in the best interest of the county to do so.

**Section III: Appointments**

New members will be actively recruited. The Council will accept and review applications for new members as they are submitted and other information such as special interest, etc., from applicants. Annually the Council shall recommend new and existing members to the Board for appointment, a decision based on fulfilling membership guidelines in Minnesota Statutes, Section 245.466 and 245.4875, Subd.5 and best practices as described in the LAC handbook.

**Section IV: Compensation**

Two council members from each NW8 county may be compensated at the rate of \$55 per Council Board Meeting when authorized by the council or committee. Members, who, as a result

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of time spent attending council or committee meetings, incur child care expenses that would not otherwise have been incurred, may be reimbursed for those expenses upon council or committee authorization. (Minnesota Statute 15.059 Subd.3)

**Section V: Absences**

A member who is absent from two (2) consecutive regular meetings in one year, without prior notification, shall be sent a letter requesting membership intentions. If no answer is received prior to the next scheduled Council meeting, a recommendation will be brought to the Council to review their membership. At that time, it shall be decided to continue or discontinue that person's membership.

**Section VI: Vacancies**

A vacancy on the Council during a term shall be filled as promptly as possible in accordance with Section III of this Article.

**Article IV  
Officers**

**Section I: Officers**

The Council shall appoint a Chairperson, a Vice-Chairperson and a Secretary to serve as officers of the Council. It is preferable that at least one officer be a consumer. Each officer shall serve for a period of one year, commencing at the January meeting of each calendar year, or until his/her successor is duly appointed. All officers must have served on the Council for at least 9 months before being elected to office.

**Section II: Duties of Officers**

**A. Chairperson**

1. The Chairperson shall preside at all meetings of the Council, shall perform the usual duties of the Chairperson and may speak for, and on behalf of, the Council.
2. The Chairperson or designee shall initiate work groups as warranted.
3. The Chairperson shall present LAC Annual Report to each county social service board.

**B. Vice-Chairperson**

1. In the absence of the Chairperson, the Vice-Chairperson shall assume all the powers and duties of the Chairperson.
2. The Vice-Chairperson shall be responsible for membership recruitment and monitor the membership to assure observance of Minnesota Statutes, Section 245.466 and 245.4875, Subd.5 and best practices as described in the LAC Handbook.

**C. Secretary**

1. Issue notice of all Council meetings, keep the minutes and maintain a record for that purpose.
2. Post approved minutes and issue notice of Council meetings and/or provide the information to Region One NW8 Adult Mental Health Initiative staff therefore maintaining the

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- designated website in a timely manner.
3. Perform such additional duties as may be established by the Council from time to time.
  4. Request and obtain any necessary administrative support from the Region One *NW8* Adult Mental Health Initiative Community services staff.
  5. Region One *NW8* Adult Mental Health Initiative and Community Services staff may serve in this role as ex-officio members.

**Article V  
Meetings**

**Section I: Regular Meetings**

Regular meetings of the Council shall be held quarterly, at such time and place as shall be determined by the Council. Council members shall be sent notification of the specific time and place and tentative agenda, together with appropriate materials, at least three (3) calendar days prior to the meetings. The Council shall not be limited to such agenda items during meetings.

**Section II: Special Meetings**

Special meetings of the Council may be held upon the call of the Chairperson, Vice-Chairperson or a majority of members of the Council. Notice of a special meeting shall be sent to Council members at least three (3) days prior to the meeting. In the event of an emergency, notice may be waived by two-thirds of the Council.

**Section III: Quorum**

Those members present and voting at any meeting of the Council shall constitute a quorum for conducting business, so long as 50% plus one member is present. In the event that such criterion is not met the item shall be tabled until the next meeting.

**Section IV: Conduct of Business**

1. The current edition of Robert's Rules of Order Newly Revised shall govern the Council to the extent that they are not inconsistent with these bylaws.
2. There shall be no voting by proxy and each member shall have one vote.
3. All official Council positions, reports, etc. will be stated in writing to the Board.

**Section V: Records of Meetings**

The Secretary shall prepare the minutes of the meetings. The Chairperson and Secretary shall approve said minutes. Once approved, the minutes shall be posted on the designated website.

**Section VI: Open Meetings**

All Region One *NW8* Adult Mental Health Initiative Adult Local Advisory meetings shall be open to the public. Notices of meetings will be posted on the designated website.



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**Section VII: Operating procedures**

This advisory council operates in accordance with the operating procedures established by the NW8 Counties and the state of Minnesota (statute 245.466 subd. 5).

**Article VI  
General Provisions**

**Section I: Amendments**

These bylaws may only be altered by a majority vote of the Council.

**Section II: Approval**

These bylaws are hereby approved by resolution of the Region One NW8 Adult Mental Health Initiative on \_\_\_\_\_, 2015.

\_\_\_\_\_  
Kittson County Social Services Director

\_\_\_\_\_  
Date

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Mahnomen County Social Services Director

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Date

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Marshall County Social Services Director

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Date

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Norman County Social Services Director

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Date

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Pennington County Social Services Director

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Date

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Polk County Social Services Director

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Date

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Red Lake County Social Services Director

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Date

\_\_\_\_\_  
Roseau County Social Services Director

\_\_\_\_\_  
Date