

BYLAWS OF THE
KING COUNTY MENTAL HEALTH ADVISORY BOARD
Revised 12/09/03

ARTICLE I
General

Section 1. Name. This board is established under Washington State Law, Chapter 71.24, entitled The Community Mental Health Services Act and the King County ordinance Number 141. The board shall be known as the King County Mental Health Advisory Board.

Section 2. Purpose. The King County Mental Health Advisory Board is charged by the King County Executive and King County Council to: 1) review and evaluate the mental health needs and services available in King County; 2) recommend to the King County Executive and King County Council a public mental health service program which best meets current needs within available resources; advocate for appropriate service levels and State funding; 3) recommend to the King County Executive and King County Council the provider agencies and their resource allocations to implement the mental health service program; 4) review the implementation of the mental health service program of King County to ensure that services are provided and resources expended in accordance with the adopted service program and review reports on quality of service; and 5) provide information to residents of King County about mental illness and public mental health services.

ARTICLE II
Membership

Section 1. Members. The board is composed of not less than twelve nor more than seventeen members. Membership of the board shall be broadly representative of the demographic character of the region and the mentally ill consumers served. Members should be chosen based on interest, experience, and/or expertise in issues related to mental health service delivery and shall include, among others, consumers, family and other advocates, and parents of mentally ill children. At such time that the Executive Committee of the board determines that the board does not meet a culturally diverse membership, the Board Chair shall request two non-voting members from the Cross Cultural Alliance to serve one-year terms.

Section 2. Terms. Board members are eligible to be recommended for appointment by the King County Executive and King County Council for three-year terms and are eligible to serve for a maximum of six years. However, a board member's term may be extended for a period longer than six years until a successor is appointed. Board nominees will serve a period of orientation from the time of board nomination to King County Executive appointment. If an appointment is made to a vacancy where the term of office has not expired, that appointment shall not apply toward the six-year maximum for board membership.

Section 3. Compensation. Board members shall not be compensated for the performance of their duties as members of the board but may be paid subsistence rates and mileage in amounts prescribed by RCW 36.17.030 as now hereafter amended.

Section 4. Resignation. Board members may resign by submitting a written and signed resignation to the Board Chair for referral to the King County Executive and King County Council. Whenever possible, the member's resignation should be submitted to the Board Chair at least thirty days prior to the effective date of the resignation. For purposes of this section, the term "written and signed" may mean submission by e-mail or facsimile.

Section 5. Removal for Just Cause.

(a) A board member or nominee may be removed for just cause and after a closed hearing before the board by an affirmative vote of two-thirds of the board members present at the removal hearing, subject to the approval of the appropriate appointing and confirming authorities.

(b) Prior to the convening of a removal hearing, or the consideration of any motion or action for removal, the subject of such action is entitled to receive one preliminary corrective action notice specifying the reasons for possible removal and the corrective actions necessary to prevent a formal removal hearing and action.

(c) Corrective action notices will be sent by certified mail, return receipt requested, or by hand-delivery with signed receipt.

(d) Initiation of a corrective action notice or a removal notice and hearing can only be made upon a motion made and approved by a majority vote of the members present at a regular or special meeting of the board.

(e) For the board hearing and vote on removal to be effective, the member subject to removal must receive from the Board Chair at least twenty days' notice of a hearing and the reason(s) for removal. All other board members must receive notice of the board hearing on removal prior to the hearing. The member subject to the removal proceeding may not vote upon their own removal. The definition of "notice" for the purposes of notifying board members of a removal hearing can include by e-mail, facsimile or telephone. The definition of "notice" for the purpose of notifying the subject member of a removal hearing is by certified mail, return receipt requested, sent 25 days in advance of said removal hearing to that member's last-known mailing address.

Section 6. Committee Membership. Every board member shall be appointed to be an active member of at least one standing committee.

Section 7. Voting. Upon that date on which an applicant is approved for membership to the board by a majority vote of members present at the meeting, said applicant will become a board member for the purposes of making motions, participating in discussions and voting. Members on approved leaves of absence may not vote on matters before the board while on leave of absence. A member subject to a removal

hearing may not vote with respect to their own removal. Voting will generally take place in an open regular or special meeting of the board but, in certain circumstances as governed by Article IV, may take place by telephone, facsimile or e-mail. Voting for officers will be done by written and secret ballot. Voting for appointments and for removals will be done in closed meetings.

ARTICLE III Meetings

Section 1. Regular Meetings. Board meetings shall be held monthly on the second Tuesday of each month. With prior written notice, the board may by majority vote change the day of the month on which a regular board meeting will be held in order to accomplish the work of the board. All regular and special meetings of the board shall be open to the public as provided by law.

Section 2. Special Meetings. Special board meetings may be called by the Executive Committee or any majority of board members, for good cause and upon giving at least three days' notice to all members of the board, at any reasonable date, time, and place to consider any matter properly brought before the board consistent with the required notice and agenda.

Section 3. Attendance. Absences require prior notification to the Board Chair or designee for board meetings and to the Committee Chair or designee for committee meetings. Any board member or board nominee who misses two consecutive months of full board and committee meetings or board committee member who misses two consecutive months, may be subject to removal under Article II, Section 5 of these bylaws. The Executive Committee will be notified by King County Mental Health, Chemical Abuse and Dependency Services Division staff of any member or nominee not meeting these attendance requirements.

Section 4. Quorum. A quorum of the board is required to conduct any official business at a regular or special board meeting. At least 50% of the total number of current board members who have voting rights and are not on an approved leave of absence present at a regular or special board meeting will constitute a quorum.

Section 5. Conduct of Meetings. The current edition of Robert's Rules of Order shall govern the conduct of all regular and special meetings of the board and its standing and special committees, insofar as the rules are not inconsistent with the provision of these bylaws.

Section 6. Meeting Agendas. For each scheduled board meeting, a written agenda shall be prepared and distributed to each member prior to the meeting time.

Section 7. Leave(s) of Absence. A board member or board committee member may request leaves of absence from board activities for up to an aggregate total of six months in any three-year term. The request must be made in writing and is subject to approval by the Executive Committee. If a board member cannot actively participate for a period longer than six months, s/he will be asked to resign. Individuals who resign

because they require an extended absence from the board are eligible to reapply at a later time for open positions. board nominees may request a leave of absence. if such board nominee is appointed to membership by the council, any leave of absence taken by the nominee will count against the six-month aggregate total leave allowed in a three-year term period. While on a leave of absence, a member or nominee will not have the right to vote on matters before the board and their membership will not be counted for the purpose of calculating what constitutes a quorum. Leaves of absence will not count towards extending any term of membership. Leaves of absence should be requested in advance of a board meeting but can be granted retroactively in certain circumstances at the sole discretion of a majority vote of the Executive Committee. For purposes of this section, the term "in writing" can also mean by e-mail or facsimile.

ARTICLE IV Electronic and Telephonic Business

Section 1: Purpose and Intent. Pursuant to the common practices of modern-day boards, these board bylaws have been amended to include options for conducting board business by way of e-mail, Internet chat, or telephone (hereinafter "electronic business"). However, since this is a public-service board, and pursuant to Article III, Section 1, which specifies that "All regular and special meetings of the board shall be open to the public as provided by law," this Article IV prescribes guidelines and limitations as to what kind of business can be done electronically which, by its nature, would necessarily exclude the public from such business of the board.

Section 2: Limitations of Electronic Business. Electronic business and voting is limited to motions which have been made in an open board meeting but at which meeting there was a lack of a quorum with which to vote upon the motion. No removal of a member can take place by the use of electronic meetings, motions or voting. All business of the Executive Committee has historically been closed to the public and therefore any and all business and voting usually conducted by the Executive Committee may be conducted by e-mail, facsimile or telephone. All business of the Nominating Committee may be conducted electronically, except for the interviewing of applicants, which must be done in person.

Section 3: Voting Electronically. In the event that a motion was entertained at a previous board meeting at which no quorum was present, such motion may be voted upon electronically within two weeks of the motion made in a regular or special open board meeting. Preceding any electronic vote on such a motion, the Chair of the board will either distribute e-mails explaining the motion and its discussion to all board members to entertain further discussion, or will telephone those board members who do not have e-mail addresses ("initial communication"). Board members who do not respond to e-mails or telephone calls within five business days of such initial communication from the Chair will be excluded from an electronic vote on such motion. If no quorum of members is constituted from the Chair's initial communication within five business days, such motion will be tabled until the next open meeting. If a quorum of members is constituted from the Chair's initial communication, said quorum may vote upon the motion or table the motion for further discussion at the next open board meeting. Board members may vote on such motion by e-mail, facsimile, or telephone.

Section 4: Committee Electronic Business. All committees except the Nominating and Executive Committees, as noted above, must establish their own bylaws regarding electronic business, which must conform to these bylaws. No electronic business may be conducted by such committees unless and until such bylaws are officially adopted by them.

Section 5: Record of Electronic Proceedings and Voting. In the case of electronic discussions upon a motion and electronic voting, all e-mail shall be printed and kept as a record of such business. In the event that a member cannot communicate by e-mail, any telephone conversations between the Chair and such member shall be summarized and submitted in writing, signed by the Chair, to the King County Mental Health, Chemical Abuse and Dependency Services Division for record-keeping purposes.

ARTICLE V Officers

Section 1. Officers. The officers of the board shall be a Board Chair and Vice Chair, to be elected from the members of the board.

Section 2. Elections. At the regular board meeting in May of each year, the Nominations Committee, appointed and confirmed as provided in Article VII, Section 2 of these bylaws, shall present nominations to the Board for each of the two offices. At the same May meeting, any board member may make additional nominations to either office. Both officers shall be elected at the regular board meeting in June of each year by vote of the board members present. Elections shall be by written ballot. No officer may be elected to serve more than two consecutive terms in any one office. Partial terms served pursuant to Section 6 of this Article IV shall not be counted for the purpose of defining the term "two consecutive terms." However, an officer's term may be extended for a period longer than two terms until a successor is elected.

Section 3. Terms. Both officers shall serve for a term of one year beginning the first day of July of each year.

Section 4. Duties and Powers. The duties and powers shall be as follows:

Section 4a. Board Chair. The Board Chair shall be the general executive officer of the board and the Executive Committee; in particular, the Board Chair shall:

- (1) Exercise general supervision over the official business of the board, ensuring that such business is conducted in accord with federal, Washington State, and King County laws, as well as in accord with these bylaws;
- (2) Prepare agendas and preside at all meetings of the board and of the Executive Committee;
- (3) Appoint all committee members and committee chairs subject to approval by the board as provided in Article VII of these bylaws;

- (4) Serve as an ex-officio member of all committees;
- (5) Ensure that the board works closely and cooperatively with the appropriate officials of the King County Executive and King County Council;
- (6) Act as the official spokesperson for the Board and its representative at meetings with other organizations, provided that no statement or action taken by the Board Chair as spokesperson or representative shall obligate or commit the board unless approved by an affirmative vote of the board members present at a regular or special board meeting;
- (7) Perform all other duties properly incident to the Board Chair's office or prescribed by an affirmative vote of the board members present at a regular meeting;
- (8) Be empowered to delegate to the Vice Chair any of the duties or powers of the Board Chair listed in this section;
- (9) The Board Chair may appoint a board member to serve as parliamentarian to serve during board meetings. The length of said appointment shall be determined by the Board Chair and shall not be longer than the Board Chair's term of office.

Section 4b. Vice Chair. The Vice Chair shall serve as a member of the Executive Committee and assist the chair in the performance of his or her prescribed duties. In the event of the inability of the Board Chair to perform his or her duties, the Vice Chair shall possess the powers and perform the duties of the Board Chair. The Vice Chair shall also perform any other duties prescribed by an affirmative vote of the board members present at a regular or special meeting.

Section 5. Resignation. Any officer of the board may resign by submitting a written and signed resignation to the Board Chair. If the Board Chair is resigning, it should be submitted to the Vice Chair. Whenever possible, the officer's resignation should be submitted at least thirty days prior to the effective date of the resignation. For purposes of this section, the term "written and signed" may mean submission by e-mail or facsimile.

Section 6. Vacancies. In the event of a vacancy in any other office, such vacancy shall be filled by an interim officer elected at the next regular meeting of the board by the vote of the board members present. The interim officer shall serve for the remainder of the unexpired term of the vacant office.

ARTICLE VI Executive Committee

Section 1. Executive Committee. There shall be an Executive Committee of the board composed of the Board Chair, the Vice Chair, the standing committee chairs, and the immediate past Board Chair. In the case of an emergency or other conditions making it

impractical to call a special meeting of the board, the Executive Committee may act for the board. The membership must be notified as to the purpose of that meeting and its scheduled meeting time.

ARTICLE VII Official Actions of the Board

Section 1. General. The board shall act as a body in making its decisions and announcing them. No member of the board shall speak or act for the board on any matter without prior authorization from the board as provide in these bylaws.

Section 2. Recommendations. All official recommendations of the board shall be approved by an affirmative vote by a majority of the board members present at a regular or special board meeting.

Section 3. Other Business. All other official actions or business of the board must be approved by a majority of board members present at a regular or special board meeting unless otherwise provided by these bylaws.

Section 4. Minority Opinion Reports. Any three members of the board may prepare a Minority Opinion Report on any official recommendation or other official action of the board.

ARTICLE VIII Committees

Section 1. Standing Committees. The board shall have standing committees as needed. Each standing committee shall consist of at least three members, all of whom shall be appointed by the Board Chair and approved by the board. Standing committees shall consist of but not be limited to: the Executive Committee, Nominations Committee, Legislative Advocacy and Public Affairs Committee, and Quality Council. All board members shall serve on at least one of these committees.

Section 2. Nominations Committee. This committee will recruit and screen appropriate representatives from the local community and will then recommend suitable candidates for board membership. The committee will maintain a list of appropriate nominees for timely recommendations when board vacancies occur. In addition, the committee shall nominate board officers as provided in Article IV, Section 2 of these bylaws.

Section 3. Committee Membership. Each committee will consist of at least three Mental Health Advisory Board members, except for the Legislative Advocacy and Public Affairs Committee which will, in addition, consist of at least three Alcohol and Substance Abuse Administrative Board members, and may also include representatives from the community. Each committee will develop criteria for the community representatives. Membership will not exceed ten community representatives per committee, each serving two- or three-year terms. Terms may be renewed with committee approval, not to exceed six years. However, terms may extend for a period longer than six years until a successor is appointed. The committee chair or co-chair must be a member of the

Mental Health Advisory Board or, for the Legislative Advocacy and Public Affairs Committee, the Alcohol and Substance Abuse Administrative Board.

Section 4. Voting Powers. All committee members, including nominees, have full voting powers of the standing committee to which they are assigned.

Section 5. Committee Procedures. No committee meeting can officially conduct business unless the chair or designated Vice Chair of that committee and at least one committee member is present.

ARTICLE IX Board Records

Section 1. General. All official records of the board shall be kept at the King County Mental Health, Chemical Abuse and Dependency Services Division, Department of Community and Human Services, and be made available for public inspection during regular business hours, as provided by law.

ARTICLE X Conflict of Interest

Any member of the Board or board committee who has a conflict of interest concerning any matter before the board or board committee shall so inform the Board or the board committee before participating in discussion and shall refrain from voting on the matter if the board member, board committee member, or immediate family member is presently receiving services or working for the agency/ies involved in the matter.

ARTICLE XI Amendments

These bylaws may be amended at a regular or special meeting of the board by a vote of two-thirds of the board members present at the meeting. To be voted upon or adopted at a regular or special meeting, a full statement of each proposed amendment must be included in the written agenda required for the meeting under Article III, Section 6 of these bylaws.

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