

**Department of Human Services**  
**Addictions & Mental Health Division**  
**Children's System Advisory Committee**  
**BYLAWS**  
**March 23, 2007**

**ARTICLE 1. Purpose**

A sub-committee shall be established to assist the Planning Management and Advisory Council (PAMAC) with its duties. The sub-committee will focus on mental health issues for children, transition age youth and young adults and their family members. The sub-committee shall be known as the Children's System Advisory Committee (CSAC). CSAC will provide oversight and input to increase the availability and quality of individualized, intensive, and culturally competent home and community based services so the needs of children are met in the most natural environment possible and the use of institutional care is minimized.

CSAC responsibilities include the following:

- a. Advise **Addictions & Mental Health Division** through information, reports, and recommendation to the PAMAC on policy and planning issues affecting children, youth, and young adults with mental health needs on a regular basis or as requested;
- b. Facilitate collaboration, planning, and system oversight for an effective children's system of care;
- c. Promote linkages between the **Addictions & Mental Health Division** and Mental Health Organizations (MHO) and Local Mental Health Authorities (LMHA) and
- d. Ensure that policies and practices in the children's system of care reflect the CASSP principles (see attachment).

**Article 2. Membership**

- a. The Children's System Advisory Committee shall be composed of members appointed by the Administrator of the **Addictions & Mental Health Division**.
- b. When appointing members, the Administrator shall give consideration to geographic and cultural/ethnic representation and seek members who represent the varied interests of stakeholders in the children's system of care. 51% of the members shall be family members, family

advocates and youth consumers. The membership shall be as described below:

- 7 family members (including foster and adoptive parents) of children/adolescents with mental illness;
  - 3 older adolescents or young adults who have been a consumer of children's mental health services;
  - 4 advocates/natural supports/community partners for mental health services for children and adolescents;
  - 1 representative of mental health organizations;
  - 1 representative of community mental health programs;
  - 1 representative of early childhood system;
  - 1 representative of residential treatment facilities;
  - 1 representative of day treatment facilities;
  - 2 at large representative;
  - 1 representative each from;
    - Oregon Youth Authority
    - Community Juvenile Justice
    - Child welfare
    - DHS Service Delivery Area
    - Oregon Department of Education
    - Local Education
  - 2 ex-officio members who are staff of Addictions & Mental Health Division
- c. Members of the Committee shall be responsible to disseminate information from Committee meetings to the constituents they represent.
- d. One-third (1/3) of the Committee membership shall constitute a quorum. Committee decisions will be made by majority vote.
- e. **Council members may serve up to three consecutive three-year terms. The Nominating Committee shall recommend nominees to the Administrator. The terms of ~~one-third of~~ the Council shall expire each December 31, and new council members one-third of the Council shall begin new three-year terms each January 1.**
- f. A member may resign from CSAC by submitting a written and signed resignation to Addictions & Mental Health Division and co-chairpersons of CSAC. Whenever possible, the member's resignation should be submitted to the co-chairpersons at least thirty (30) days prior to the effective date of the resignation.

### **ARTICLE 3. Officers**

- a. The officers of the Committee shall consist of co-chairpersons, with at least one co-chair being a member of PAMAC, and one shall be a family member. The remaining officers shall consist of a secretary, and a member-at-large.
- b. Officers shall assume their official duties immediately following the meeting in which they are elected. They shall serve for a term of two years or until the election of their successor.
- c. A member shall not be eligible to serve more than two (2) consecutive terms in the same office.
- d. Vacancies created during a regular term of office shall be filled by a special election by CSAC for the unexpired portion of the term.
- f. The co-chairpersons shall share the presiding officer position at CSAC meetings and shall be the primary liaison between CSAC members and **Addictions & Mental Health Division**.
- e. Executive Committee. The officers of CSAC will serve as members of the Executive Committee. The Executive Committee will oversee the work of the CSAC between meetings, plan agendas with **Addictions & Mental Health Division** assigned staff and receive recommendations for the full Committee's review.

### **ARTICLE 4. Meetings**

- a. Regular meetings of CSAC shall be held in a manner that allows for timely reporting to the regularly scheduled meeting of the PAMAC.
- b. SPECIAL MEETINGS. For good cause, and upon giving at least three (3) days' notice to all members of CSAC, the Executive Committee may call a special meeting of CSAC at any reasonable date, time and place to consider any matter properly brought before the Committee.
- c. The co-chairpersons may appoint ad-hoc committees as necessary for the adequate functioning of the organization. Such committees shall function at the discretion of the chairpersons with consultation with the Executive Committee.
- d. All meetings are open to the public.

### **ARTICLE 5. Attendance**

- a. All regular and special meetings shall be open to the public.

- b. Three (3) absences meetings during a year's period of the CSAC without notifying the designated liaison of the Addictions & Mental Health Division shall be considered a resignation.
- c. Absent CSAC 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 designated liaison of the Addictions & Mental Health Division prior to the day of the CSAC meeting for which the alternate shall replace the member.

## **ARTICLE 6. Reimbursement**

- a. Addictions & Mental Health Division will provide reimbursement for authorized individuals who are eligible for travel reimbursement when traveling on official state business. Travel expense may include mileage, meals, lodging, childcare, and certain other miscellaneous items.
- b. Addictions & Mental Health Division reimbursement will be in accordance with DAS General Business and Travel Expense Policy.

## **ARTICLE 7. Sub-committees**

- a. Sub-committees shall be created by the co-chairpersons of the CSAC as necessary to carry out the functions of the CSAC. Sub-committees shall be assigned a specific task to be accomplished in a limited period of time and then discontinued.
- b. A person from the Addictions & Mental Health Division will staff all sub-committees.
- c. The co-chairpersons of CSAC shall designate a chairperson for each sub-committee created.
- d. Sub-committees may include non-CSAC members.
- e. The chairperson of each sub-committee shall report to CSAC at regularly scheduled meetings and submit a final report to CSAC from the sub-committee upon completion of the task assigned.
- f. The co-chairpersons shall appoint a Nominating Committee as necessary to recommend CSAC nominees to the Administrator and to nominate officers.

## **ARTICLE 8. Policies**

- a. Robert's Rules of Order, newly revised, shall govern the conduct of members at all meetings of CSAC.
- b. These by-laws may be amended or repealed at any regular meeting or special meeting of the Committee provided notice of changes have been made to the Committee members 15 days prior to the meeting. A two-thirds majority of the membership in attendance is required to adopt amendments.
- c. Minutes shall be taken at all meetings and shall include action items and recommendations. Copies shall be distributed to all members.
- d. The Addictions & Mental Health Division shall maintain records of CSAC.

## **ARTICLE 9. Conflicts of Interest**

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

## **ARTICLE 10. CSAC Advisory Committee Address**

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

Department of Human Services  
Addictions & Mental Health Division  
Children's System Advisory Committee  
500 Summer St. NE E-86  
Salem, OR 97301-1118  
Telephone: 503-945-5763  
Fax: 503-947-5547  
TTY: 503-945-5895

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