

**BYLAWS
MALHEUR COUNTY COMMUNITY MENTAL HEALTH, LOCAL
ALCOHOL AND DRUG AND DEVELOPMENT DISABILITIES ADVISORY
COMMITTEE**

ARTICLE I

Name

This Committee being duly and officially established by Malheur County is known as the Malheur County Community Mental Health, Local Alcohol and Drug and Development Disabilities Advisory Committee (“Committee”). *See Malheur County Resolution No. R99-21 recorded with the Malheur County Clerk on October 26, 1999 as instrument number 99-8275.*

ARTICLE II

Authority, Purpose, and Functions

Section 1 – Authority.

The Committee shall serve under the authority of Oregon Revised Statutes 430.342, 430.630(7), 430.631 and 430.664.

Section 2 – Purpose.

- A. To advise and provide accountability to the Malheur County Court as the Local Mental Health Authority on community needs and priorities for developmental disabilities, mental health and addiction prevention and treatment services; and assist in the planning and review of those services identified for Malheur County.
- B. To serve as a committee of the whole as the Local Alcohol and Drug Advisory/Planning Committee (LADPC) and perform those functions prescribed in State Statutes, Oregon Administrative Rules and State Guidelines.
- C. To serve as a committee of the whole as the Community Development Disabilities Programs (CDDP) Issues Advisory Committee and perform those functions prescribed in State Statutes, Oregon Administrative Rules and State Guidelines.

Section 3 – Functions.

- A. To participate in the development of the comprehensive local plan for mental health services.
- B. To identify needs and establish priorities for alcohol and drug prevention and treatment services.

- C. To participate in the planning for community mental health, developmental disabilities, and addiction services.
- D. To review and evaluate community mental health programs and make appropriate recommendations for compliance with ORS 430.620, 430.630 and 430.705.
- E. To assess and identify the unmet mental health service and needs of Malheur County residents by receiving input from interested community members in order to identify and develop priorities.

ARTICLE III

Membership, Appointment, and Tenure Section

Section 1 – Membership.

The Committee shall consist of up to seventeen (17) members who are broadly representative of the community, with a balance of age, gender, ethnic, socioeconomic, geographic professional and consumer interests. Membership will include advocates for children, youth and/or adults with mental or emotional disturbances, addictions, and intellectual or other developmental disabilities as well as consumers and families. The Committee shall have representatives from some or all of the following agencies and entities: Oregon Department of Human Services, community developmental disabilities program, public health, faith communities, hospitals, medical clinics and health care organizations, local law enforcement agencies, early childhood and K-12 education.

Section 2 – Appointment, Re-appointment, and Filling of Vacancies.

- A. The Malheur County Court shall appoint members to the Committee, each of whom shall serve for four years. Members serve at the will and pleasure of the County Court. The Committee may, from time to time, recommend to the County Court, additional persons for appointment or replacement of existing members.
- B. The County Judge or County Commissioners may serve as ex-officio members of this Committee. Direct providers and contractors with Malheur County or Lifeways may also serve as ex-officio members of the Committee.
- C. The Committee, with concurrence of the County Court may, from time to time, appoint an ex-officio members for a special purpose and limited time.

Section 3 – Tenure.

- A. Each member will be appointed for a four-year term.

- B. Appointments to fill vacancies in unexpired terms will be for the duration of that term. If the unexpired portion of the term is for one year or less, the appointment shall be for both the unexpired portion plus a full term.
- C. Committee members may serve multiple terms.

Section 4 – Compensation.

Committee members receive no direct or indirect compensation for services rendered in the ordinary course of service. When approved in advance, the Committee, through Malheur County, may reimburse members for reasonable expenses actually incurred due to their participation in Committee activities or their performance of Committee duties, (e.g. travel expenses, training/conference fees) provided such reimbursement extends solely to the individual Committee member's expenses, are within the limits of available funds and are consistent with any other requirements prescribed by the County Court.

ARTICLE IV

Meetings of the Committee

Section 1 – Process.

Committee meetings will be organized to allow member participation, debate and decision as well as manage conflict and problems. The Committee will address potential issues through education, research, advocacy and/or intervention while working to be a good community partner. The Committee will provide an annual written report of its findings and recommendations to the County Court.

Section 2 – Regular Meeting.

The Committee shall establish the time and place for holding regular meetings no less than quarterly. These will, to the extent possible, be at the same time, day, and place each quarter. April is designated as the annual business meeting for the purpose of electing a chair and vice chair.

Section 3 – Special Meetings.

- A. Special meetings of the Committee may be called by the chair, or in the absence of the chair, the vice-chair, or a majority of the Committee.
- B. The person or persons calling the meeting shall fix the time and place for the meeting.

Section 4 – Notice of Meetings.

- A. Notice of all meetings shall be given to all voting members and ex-officio members at least five (5) days prior to such meetings
- B. Public notice will be given in sufficient time to comply with open meeting laws.

Section 5 – Conduct of Meetings.

- A. A quorum consists of the majority (i.e. 9) of the members (i.e. 17) of the Committee. Official actions of the Committee shall be taken only when a quorum is present.
- B. An act of a majority of the members shall be an act of the Committee regardless of any vacancies.
- C. All meetings shall be conducted in accordance with Robert's Rules of Order.

Section 6 – Public Comment.

All meeting agendas will include a time when members of the public are allowed to address the Committee. Limits of time and rules for public comment will be specified by the Chair at the beginning of each meeting. Additionally, the Chair will have discretion to limit public testimony as necessary to facilitate the orderly conduct of the Committee's business.

Section 7 – Attendance.

- A. Members are expected to attend meetings.
- B. At all regular or special meetings every effort will be made to provide telecommunication access for those unable to attend.
- C. If not able to attend, members are expected to notify the Chair or secretarial staff person as soon as possible prior to the meeting. Notification can be by either phone or email.

Section 8 – Voting.

- A. Each member of the committee shall be entitled to one vote on all issues presented at regular and special meetings where the member is in attendance, except as provided in Article VIII.
- B. An ex-officio member has no vote.

- C. Members may establish proxies to participate in meetings and vote in his/her absence.

ARTICLE V

Officers and Duties

Section 1. – Officers.

The officers of the Committee shall be a chair and a vice-chair to be elected by the voting membership at the annual meeting. Officers shall be elected annually as an order of business at the annual meeting.

Section 2 – Term of Office.

Officers shall hold office for a period of one year beginning April of each year.

Section 3 – Duties.

- A. The chair shall preside at all meetings; the chair is entitled to vote on all issues.
- B. The vice-chair shall perform all duties of the chair in that person's absence. The vice-chair is entitled to vote on all issues.

Section 4 – Recording Secretary.

Lifeways Behavioral Health Inc. shall be responsible for staffing the Committee and maintaining minutes of all meetings and be custodian of all Committee records. Committee records will belong to the County.

ARTICLE VI

Subcommittees

Section 1 – Ad Hoc Subcommittees.

- A. Ad Hoc subcommittees may be appointed, as needed. Appointments will include specific charges and time duration.
- B. At least one voting member of the Committee will be appointed to each Ad Hoc subcommittee.

- C. Ad Hoc subcommittees may include broader community representation and/or provider representation for the purpose of sharing and gathering information and making recommendations to be utilized in the planning process. These groups are advisory only.
- D. Members may serve until work is completed.
- E. Ad Hoc subcommittees will meet as needed, and will report to the Committee during the tenure of the subcommittee.

ARTICLE VII

Removal of Members

A member who fails to attend three (3) consecutive regular meetings without notice or explanation shall receive notification stating that, if the member fails to attend the next meeting, the Chair may request the County Court declare a vacancy and appoint a replacement.

ARTICLE VIII

Conflict of Interest

In accordance with ORS Chapter 244, no advisory committee member shall participate in a decision in which he or she has a private pecuniary interest. Contractors of Malheur County providing mental health services, addiction prevention and treatment services, developmental disabilities services, their employees and their board members are barred from participation in activities related to funding or selection of providers.

ARTICLE IX

Amendments and Bylaws

Section 1 – Amendment.

These bylaws may be amended or repealed or new bylaws adopted by a majority vote of the members of the Committee regardless of any vacancies at any regular or special meeting called for that purpose at which a quorum is present. Written notice of such proposed amendment and the nature thereof, shall have been given to the membership at least 10 days prior to the date of the meeting at which the amendments are to be considered.

Section 2 – Approved by County Court.

All such amendments, after adoption by the Committee, become effective upon approval by the County Court.

Section 3 - Adoption.

Adopted in their entirety this 23rd day of September 2020. All bylaws prior to this adopted date are repealed and replaced with these bylaws.

Members:

Proxy:

1. Wendy Hill, Director DHS Child Welfare
2. Sarah Poe, Director Malheur County Health Dept.
3. Susan Gregory, Director Juvenile Department
4. Jennifer Susuki, Student Wellness Coordinator- Malheur County ESD
5. Melissa Williams, Director of School Improvement -Ontario School District
6. Connie Tanaka, Director Veterans Office
7. Jim St.Michell, Lt. Malheur County Community Corrections
8. Brian Wolfe, Malheur County Sheriff
9. Steven Romero, Chief Ontario City Police Department
10. Raymond Rau, Chief Nyssa City Police Department
11. Bob Dickinson, Ambulance Service Director
12. Anna LaRosa, Saint Alphonsus Medical Center ER Nurse Manager
13. _____, Client/Consumer of DD services or family member
14. _____, Client/Consumer of recovery center or family member
15. _____, Community member

Ex-officio members

1. Micaela Cathey, Lifeways (ex-officio member) + secretarial representative
2. Megan Gomeza, Valley Family Health Care (ex-officio member)
3. Dan P. Joyce, Malheur County Court (ex-officio member)