

**MULTNOMAH COUNTY
DEPARTMENT OF COUNTY HUMAN SERVICES
MENTAL HEALTH AND ADDICTIONS SERVICES DIVISION
Adult Mental Health and Substance Abuse Advisory Council (AMHSAAC)**

December 2016

ARTICLE I - NAME

The name of this organization shall be the Adult Mental Health and Substance Abuse Advisory Council (AMHSAAC).

ARTICLE II - AUTHORITY

AMHSAAC will primarily advise the Local Mental Health Authority in Multnomah County as required by Oregon Statute 430.630 (7) and will function in parallel with the Child and Adolescent Mental Health and Substance Abuse Council, and serve as the Local Alcohol Planning Committee as required by Oregon Statute 430.630 (7), and 430.342.

ARTICLE III - PURPOSES

The Mental Health and Addiction Services Division (MHASD) of the Multnomah County Department of County Human Services has convened the AMHSAAC for the following purposes:

- (a) To review and advise, as part of the Mental Health and Addiction Division 's strategic planning body, issues that affect the behavioral health system. Issues to address should include but are not limited to:
 - 1 Consumer/Survivor and Family involvement and advocacy
 - 2 Delivery system configuration
 - 3 Delivery system capacity
 - 4 Accessibility and continuity of care
 - 5 Quality assurance/quality improvement
 - 6 Clinically appropriate utilization
 - 7 Service integration

- b To serve in an advisory/liaison capacity for MHASD programs, linking the MHASD/Local Mental Health Authority with the community in two-way communication; to advocate and promote MHASD activities in the community, and to seek input from residents of Multnomah County regarding mental health and addictions, specific concerns, and actions.

- c To provide advice to DCHS and county commissioners for MHASD concerns.

d To obtain relevant assistance from knowledgeable experts and to provide a forum for mutual information sharing on specific mental health and addictions and closely related matters.

ARTICLE IV - MEMBERSHIP

IV - 1: MEMBERS. The AMHSAAC shall be composed of twenty-eight (28) members who live or work within Multnomah County. If a member does not live or work in Multnomah County by the end of a 6-month transitional period, he or she will be required to vacate the position and/or will be prohibited from election or appointment to a subsequent term. The membership shall work towards reflecting the ethnic and cultural diversity of Multnomah County, and be appropriately representative of either or both mental health and substance abuse relative to knowledge, experience and interest. The AMHSAAC shall be composed as described below:

- (a) 11 Persons who have self-identified as presently or have in the past received mental health or addiction services within Multnomah County.
- (b) 3 Family Members of persons who have presently or have in the past received mental health or addiction services
- (c) 3 Advocates to include whenever possible
 - a veteran
 - a citizen unaffiliated with community subcontract providers
- (d) 11 Public Service Representatives in Multnomah County that may include:
 - Addictions Treatment Provider Outpatient service agency representative
 - Community Corrections representative
 - Corrections Health representative
 - Crisis response system representative
 - Health Department representative
 - Home Forward of Portland representative
 - Hospital/sub-acute service agency representative
 - Peer Provider representative
 - Police department representative
 - PSRB representative
 - Sheriff's department representative

IV - 2: TERMS. To be nominated to be a member a person must attend at least two meetings and fill out an application. Election to the AMHSAAC will be for two-year terms. There is no limit to the number of terms someone may serve.

IV - 3: MEMBER ALTERNATES. AMHSAAC public service representatives may appoint alternates who may act with voting privileges, in the place of the member in his or her absence. They must represent the agency the member is from. The identified

consumer/advocate/citizen alternate member can vote when other AMHSAAC members are absent.

IV - 4: COMPENSATION. Members may choose to receive a stipend for serving on any of the AMHSAAC committees if they are attending as consumer/survivors and advocates, family advocates, or citizens and are not being compensated through their employment. Otherwise, members shall receive no compensation for serving on the AMHSAAC.

IV - 5: RESIGNATION. A member may resign from the AMHSAAC by submitting a written or emailed and signed resignation to the one of the Co-Chairs and or to the recorder of AMHSAAC. Whenever possible, the member's resignation should be submitted at least thirty (30) days prior to the effective date of the resignation.

IV – 6: VOTING. Elections for filled positions will be held annually each May. Nominations will be made by the April meeting for the election at the May meeting. A person may be nominated one time for one category. A person must have attended two AMHSAAC meetings before being nominated.

IV - 7: VACANCIES. Vacancies on the AMHSAAC shall be filled from nominations submitted to and approved by the full AMHSAAC. New members shall serve for the remainder of the unexpired term via election by the remaining members of the AMHSAAC. Public service representatives will be chosen by their respective agencies.

IV – 8: REMOVAL. Any member of AMHSAAC can make a motion that any member of AMHSAAC be removed from AMHSAAC. Also, the Director (or acting Director) of the MHASD can make a motion that a member be removed from AMHSAAC. These motions can be made at any regularly scheduled meeting or emergency meeting of AMHSAAC. If the motion is to remove a member who is acting as Co-Chair, that member cannot table the motion. A motion to remove a member can only pertain to removing that member and cannot be amended after it has been introduced. For a member be removed, the motion about that member's removal must be approved by two thirds (2/3) of those members voting.

ARTICLE V - MEETINGS

V - 1: Regular MEETINGS.

Full Advisory Council.

Regular meetings of the full AMHSAAC membership shall be held monthly at a mutually agreed upon time and place, with the exception of one summer month off. If a holiday falls on the weekday of the regularly scheduled AMHSAAC meeting, AMHSAAC will meet the following week unless otherwise notified. For good cause and upon giving at least three days' notice to all members of the AMHSAAC, the Co-Chairs may change the date, time, or place of a regular meeting. The monthly meeting is open to the public. Members of the public attending the AMHSAAC will be given time on the agenda for public comment. Invited guests will be included on the posted agendas.

AMHSAAC will meet in an ADA accessible location and will provide limited accommodations with a seven-day notice that include personal hearing devices, interpretation services, large print, accessible facilities are available. Individuals seeking accommodation must cooperate in the interactive process by providing the county staff supporting AMHSAAC with information necessary to make a decision regarding the request for accommodation.

V - 2: SPECIAL MEETINGS. For good cause (as approved by at least one of AMHSAAC co-chair or a majority vote of the members of the AMHSAAC Executive Committee or Director (or acting Director) of the county Mental Health and Addictions Services Division) and upon giving at least three days notice to all members of the AMHSAAC, any member of the AMHSAAC may call a special meeting of the AMHSAAC at any reasonable date, time and place to consider any matter properly brought to the AMHSAAC executive committee.

V - 3: ATTENDANCE. All regular and special meetings of the AMHSAAC shall be open to the public by law. Any AMHSAAC member who misses two consecutive regularly scheduled council meetings, will be contacted by a member of the Executive Committee or appointed county staff, If a member fails to attend 3 consecutive meetings or 4 meetings within one year, they are automatically removed from the committee unless the Executive Committee votes to retain the member. The individual member can appeal the decision to the entire AMHSAAC, which will result in a vote to determine retention. Attendance and quorum will be recorded in all meeting minutes.

V - 4: QUORUM AND VOTING. A voting quorum for the regular AMHSAAC meeting shall consist of 51% of or 5 members, whichever is less, of two groups of members: the Public Service Representative members and Community members that include the Consumer, Survivor, Family, Advocate, and Citizen members. This requirement specifically refers to the number of members, not the number of positions available on the AMHSAAC. For any motion requiring a vote to be approved by the AMHSAAC, it must receive more “yes” than “no” votes from the members present for the vote and the absentee ballots (See Article V-5: Absentee Ballot and Quorum and Article VI – Officers and Article XIII – Amendments for bylaw and officer quorum.)

V- 5: ABESENTEE BALLOT AND QUORUM

For purposes of voting on a motion or slate, a member can submit an absentee ballot if they have received a written copy (including email) of the exact motion or ballot they are voting on 30 days or one month, whichever is less before the meeting in which the vote is called. All members voting by absentee ballot will be counted toward quorum for purposes of establishing quorum for the vote on that specific motion or slate. Members can submit absentee ballots by email, post, or hand delivered to county staff. Absentee ballots can not be applied to any motion or slate that has been amended 30 days or one month, whichever is less, after it has been sent to the members of the AMHSAAC.

V - 6: CONDUCT OF MEETINGS. The current edition of Roberts Rules of Order shall govern all motions and voting processes of all regular and special meetings of the AMHSAAC and its

standing and/or special standing committees, insofar as the Rules are not inconsistent with the provision of these Bylaws. All other business of the meetings will be conducted by either consensus process or Roberts Rules of Order. This choice will be made by the Co-Chairs of AMHSAAC for AMHSAAC meetings and the acting chair of the committee or subcommittee. ..

V - 7: NOTICE. Notice of all public meetings of the AMHSAAC will be provided as required by law.

V – 8: EXECUTIVE COMMITTEE

Elected members of the AMHSAAC Executive Committee shall meet at a mutually agreed upon time and place, with the exception of one summer month off. The month that the Executive Committee does not meet is determined by a vote of the Executive Committee during the last meeting of the previous spring. Executive Committee members may invite additional guests for a specific purpose. AMHSAAC members interested in submitting their names for future election of Executive Committee members may request attendance as a guest at Executive Committee meetings by contacting one of the AMHSAAC Co-Chairs.

V-8: COMMITTEES

AMHSAAC can create committees to address topics of interest. Committees shall work on topics directed by the full AMHSAAC. Recommendations to the AMHSAAC will be voted on by the attendees of the committee meetings and a majority must agree to send them forward to the full AMHSAAC meeting.

V- 9: STANDING COMMITTEES

The AMHSAAC Mental Health Committee and the AMHSAAC Addictions Committee meetings shall be held monthly at a mutually agreed upon time and place with the exception of one summer month off mutually agreed upon at a prior committee meeting. Both committee meetings are open to the full AMHSAAC membership and to members of the public. The two committees can work together on mutual subjects when agreed upon.

ARTICLE VI – OFFICERS

VI – 1: VOTING. Officers shall be members of the AMHSAAC who are elected by an affirmative vote of fifty-one (51) percent of the filled member seats of the AMHSAAC. Members may vote by signed proxies, mailed, faxed or hand-delivered which are received by the MHASD prior to the meeting at which the voting will occur. The officers of the AMHSAAC shall be:

- a Co-Chairpersons (AMHSAAC has two (2) co-chairpersons)
- b Secretary
- c Community Relations Liaison

VI – 2: TERMS.

Officers may be re-elected for additional terms.

- a. Election to the offices of Co-Chairperson shall be for a period of two (2) alternating years.
- b. Election to the office of Secretary and Community Relations Liaison will be for a service period of one (1) year. .

VI – 3: VACANCY. Nominations shall occur during the meeting that the general election occurs. To be nominated, a nominee must have attended at least four (4) of the last (6) regularly AMHSAAC meetings. Elections will be held during the May meeting. During that meeting, after the membership election has been completed and the results announced, there will be the election for all vacant officer positions. A vacancy created during a regular term of office shall be filled by a special election by the AMHSAAC. Nominations to fill the term of an officer or member shall be taken from the time that it is know that the position is going to be open until the vote to fill that position begins. The special elections shall be held at the first regularly scheduled AMHSAAC meeting 30 days or one month (whichever is less) after the position is open if there is quorum at that meeting. If that meeting does not have quorum, then the election will be held at the next regularly scheduled meeting that has quorum.

ARTICLE VII - EXECUTIVE COMMITTEE

VII – 1: MEMBERS. The AMHSAAC shall have an Executive Committee composed of seven (7) members including the Co-Chair (2), Secretary, Community Relations Liason and four (4) at-large AMHSAAC members.

VII – 2. ROLES

- a Co-Chairpersons (AMHSAAC has two (2) co-chairpersons)

The Co-Chairs shall preside at the AMHSAAC meetings and shall be the primary liaisons regarding matters of interest between AMHSAAC members and the MHASD during the interim between AMHSAAC meetings. During the course of the two-year term of office, each Co-chair may chair monthly AMHSAAC meetings for one year and then alternate responsibility for chairing the monthly meeting with the other Co-Chair. In the absence or in the event of the Co-Chairs inability to perform, the Secretary shall perform all duties of the Co-Chairs.

- b Secretary

The Secretary is responsible to serve as a point of contact for members of AMHSAAC and provide reminders of meeting times, and for the public addressing general questions concerning AMHSAAC. In the absence or in the event of one or both the Co-Chairs inability to perform, the Secretary shall perform all duties of the Co-Chairs until after a new election can be held to fill the missing Co-Chair position(s).

c Community Relations Liaison

The Community Relations Liaison is responsible to outreach to the community for recruitment purposed for the subcommittee and the general committee meeting and provide guidance for the application and stipend process. The person in this position will specifically outreach to communities who are underrepresented on the committee.

d At –Large Committee Members

At-Large Executive committee members are to participate in the Executive Committee meetings.

VII – 2: QUORUM AND VOTING. Executive Committee members shall not conduct any AMHSAAC business requiring quorum or voting.

VII – 3: AT-LARGE MEMBER. The term of office for at-large members shall be a commitment of one year and members may be re-elected to additional one year term. At-large members elected to the Executive Committee may resign at any time by giving notice to the Co-Chair(s) or MHASD and may be removed with just cause by a majority of the AMHSAAC members or at a requested review by the MHASD.

VII – 4: VACANCY. Elections will be held annually each May. A person may be nominated in only one category (See IV - 1: Members for the categories.). A vacancy created during a regular term of office shall be filled by a special election by the AMHSAAC. The special elections shall be held at the first regularly scheduled AMHSAAC meeting 30 days or one month (whichever is less) after the position is open if there is quorum at that meeting. If that meeting does not have quorum, then the election will be held at the next regularly scheduled meeting that has quorum.

VII - 5: ATTENDANCE. Any AMHSAAC executive committee member who misses two consecutive Executive Committee meetings will be contacted by a member of the Executive Committee or appointed County staff, If an executive member fails to attend 3 consecutive executive meetings or 4 executive meetings within one year, they are automatically removed from the Executive Committee unless the Executive Committee votes to retain the member. The individual member can appeal the decision to the Executive Committee, which will result in a vote to determine retention. Attendance and quorum will be recorded.

ARTICLE VIII - PURPOSE OF THE EXECUTIVE COMMITTEE

The following shall be the purposes and functions of the Executive Committee:

a Establish the agenda for AMHSAAC meetings

- b Conduct the business of the AMHSAAC between AMHSAAC meetings
- c Solicit representation for new AMHSAAC members as requested
- d Act as a liaison between the MHASD and AMHSAAC members and other community members

- e In consultation with the MHASD, assist in appointing subcommittee members and special Task Force members, and

- f Review the last month's meeting minutes before presenting them to the full AMHSAAC for approval

ARTICLE IX – MENTAL HEALTH AND ADDICTIONS DIVISION RESPONSIBILITIES

The MHASD, as staff to the Local Mental Health Authority, will:

- a Attend all AMHSAAC and Executive Committee meetings
- b Solicit representation for new AMHSAAC members as requested
- c Bring relevant issues and/or questions to the attention of the AMHSAAC
- d Provide oral and written information as needed/requested in a timely fashion
- e Provide written minutes of all AMHSAAC meetings, and reports generated by AMHSAAC to its members, and to the public
- f Whenever possible, provide written materials to AMHSAAC members prior to the full AMHSAAC meeting.

Department of County Human Services (DCHS) representation shall include, but not limited to, Division coordinators:

- a 1 Mental Health and Addiction Services Division representative

- b 1 Multnomah County Developmental Disabilities Services Division representative

- c 1 Multnomah County Department of Aging and Disabilities Services representative

ARTICLE X - COMMITTEES

AMHSAAC at its discretion may establish standing or temporary committees or workgroups as required for the adequate functioning of the organization.

ARTICLE XI - CONFLICTS OF INTEREST

Members of the AMHSAAC shall conform to Conflict of Interest regulations as outlined in ORS 244.010-120. The Co-Chair(s) is responsible for reminding members of their responsibility.

ARTICLE XII - AMHSAAC ADDRESS

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

Multnomah County Department of County Human Services
Mental Health and Addiction Services Division
421 SW Oak St., Suite 520
Portland, OR 97204

The telephone number is (503) 988-5464.

ARTICLE XIII - AMENDMENTS

The Executive Committee shall review the AMSHAAC bylaws regularly to ensure articles, policies, and procedures are not outdated.

Amendments to be considered at a regular meeting must include a full statement of each proposed amendment in written form at least 10 days prior to an AMSHAAC meeting to be placed on the agenda for the regularly scheduled meeting.

These Bylaws may be amended by an affirmative vote of fifty-one (51) percent of the filled member seats of the AMHSAAC. Members may vote by signed proxies, mailed or faxed, which are received by the MHASD prior to the meeting at which the voting will occur.

GLOSSARY

Advocate – Any individual who is a resident of Multnomah County and belongs to an advocacy organization

Citizen – Any individual who is a resident of Multnomah County and is unaffiliated with community contractors or other community affiliates

Consumer – any individual who is a resident of Multnomah County and is receiving or has received any mental health or addiction services at any point in their adult life.