Multnomah County
Health Department

Behavioral Health Division

Behavioral Health Advisory Council Bylaws

1/4/2023

BYLAW I - NAME

The name shall be the Behavioral Health Advisory Council (BHAC).

BYLAW II - PURPOSE and AUTHORITY

The Behavioral Health Advisory Council (BHAC) is led by a majority of people with lived behavioral health experience, family members and advocates. The Council also includes representatives from community service organizations. The purpose of BHAC is to advise the Behavioral Health Division in its role as the Local Mental Health Authority, the Health Department and the Board of County Commissioners. The establishment of the Council fulfills the requirements of Oregon Revised Statute (ORS) 430.630 (7), and 430.342, which include assisting the local mental health authority in developing its comprehensive local plan, as well as advising on priorities for substance use disorder prevention and treatment that reflect the needs and values of the community.

The Council's perspective elevates the voice of people with lived experience and guides the Division in its effort to improve access to a full continuum of behavioral health care that is trauma-informed, equity-based, peer supported, and committed to continuous quality improvement. To aid in its advisory role, the Council provides a forum for education and mutual information sharing on community behavioral health issues.

The Council also provides guidance to the Division in collaborating with other County services and community service providers that intersect with behavioral health, especially within the housing and criminal justice systems. Effective community partnerships assure better coordination, leading to a reduction in health disparities and improved wellness for all Multnomah County residents.

BYLAW III - MEMBERSHIP

The Council is composed of a maximum of twenty-nine (29) members who live, work or receive services within Multnomah County. The Council shall have a minimum of nine (9) members. The membership shall work towards reflecting the cultural diversity of Multnomah County, and be appropriately representative of either or both mental health and substance use relative to knowledge, experience and interest. The Council shall be composed of a majority of people with lived experience receiving behavioral health services, family members and/or advocates. When all Council positions are filled, the committee shall be composed of as described below:

(a) A minimum of 11 out of 29 Council members who have self-identified as having personal lived experience receiving behavioral health services either presently or in the past, especially including those who have received publicly funded services and/or represent underserved communities.

(b) A maximum of 6 out of 29 Council members who identify as family members of persons who have presently or have in the past received behavioral health services, and/or advocates who work to support the voices of people with behavioral health challenges.

(c) A maximum of 12 out of 29 Council members who represent community service organizations in Multnomah County that may include, but are not limited to:

- Behavioral Health service providers (may include behavioral health treatment, peer support, hospital, acute care, crisis, culturally specific and/or Coordinated Care Organizations, etc.)
- Criminal justice system representatives (may include police, sheriff, local public safety coordinating council, corrections, etc.)
- Behavioral Health housing providers (may include JOHS, Home Forward, etc.)

Community service representatives may appoint alternates who may act with voting privileges, in the place of the member in their absence. They must represent the agency the member is from.

BYLAW IV - ELECTIONS and TERMS To be nominated as a Council member an individual or a representative from a community service organization must attend at least three Council meetings within six months, which may include the month in which the election is held, and submit an application. Elections for positions will be held twice a year in May and November for general elections. Election to the Council will be for two-year terms. There is no limit to the number of terms someone may serve on the Council.

BYLAW V - STIPEND Members may choose to receive a stipend for serving on the Council, the Steering Committee and ad hoc groups, to include the Community Workgroup, if they are attending as people with lived experience, family members, or advocates and are not being compensated through their employment. Otherwise, members shall receive no stipend.

BYLAW VI - RESIGNATION Any member at any time may resign from the Council and/or the Steering Committee by submitting a written or electronic signed resignation to BHD staff. Whenever possible, the member's resignation should be submitted at least thirty (30) days prior to the effective date of the resignation.

BYLAW VII - MEETING OPERATION STANDARDS BHAC members are expected to conduct themselves in accordance with County personnel policies, group agreements and limits of authority in order to operate effectively. BHAC members should familiarize themselves with the following:

- 3-40 Discrimination and Harassment Free Workplace
- 3-42 Gender Identity and Gender Expression Harassment and Discrimination-Free Workplace
- 3-47 Maintaining a Professional and Respectful Workplace
- 3-60 Discipline and Dismissal

Individual Council members have no specific organizational authority except as delegated by the Council as a whole. Members are not authorized to act or speak on behalf of BHAC unless designated by the Council.

Complaints about participation that may be inconsistent with these operating standards and that interferes with the work of the Council will be handled by Behavioral Health Division staff as outlined below:

1. Staff will take the lead in gathering information from all individuals who are involved.

2. Staff will present the complaint to the Steering Committee for review and recommendations for further action based on the following steps:

    a. Determine if the concern conflicts with BHAC policies, bylaws, group agreements, or interferes with the work of the council.
    b. If not, address the concern informally to resolve the conflict in a trauma-informed way.
    c. If so, BHD staff take the lead to resolve concerns with involved individuals.
3. If the concern continues, it will be reviewed by staff and the Steering Committee and addressed with a more formal plan to be determined by staff based on considerations of each individual's circumstances and the impact on the group. (Examples of plans could include facilitated conflict resolution,

leave of absence, voluntary resignation, a vote for removal by ⅔ of the Council members voting or a decision for removal by the Behavioral Health Director.)

4. If a plan calls for removal of a member either by ⅔ vote of the membership or a decision of the Behavioral Health Director, there shall be no right to an appeal. A decision to remove a member is solely within the discretion of either the voting members or the Behavioral Health Director. The Behavioral Health Director has the authority, in consultation with Multnomah County Human Resources, to determine if dismissal from the Council is necessary due to a violation of Multnomah County personnel rules. If the behavior is an egregious violation of policies, such as imminent threats of violence or actual violence, dismissal by the Behavioral Health Director may be immediate.

BYLAW IX - MEETINGS Advisory Council and Steering Committee meetings shall be held monthly, either virtually, in-person, or hybrid at a mutually agreed upon time and place, with the option of one summer month off. In an emergency, or for good cause, the date, time, or place of a regular meeting may be changed. Whenever possible, changes will be announced at least three days prior to the meeting, although in an emergency, this may not be possible. The monthly meeting is open to the public.

In person meetings are in an ADA accessible location and will provide limited accommodations with a seven-day notice.

A special meeting can be called for good cause by the members of the Steering Committee or BHD staff. Whenever possible, Council members shall be given at least one week's notice to attend a special meeting.

BYLAW X - ATTENDANCE Members who miss regularly scheduled Council meetings or Steering Committee meetings without prior notice will be contacted by BHD staff. A pattern of absences, (3 consecutive meetings or 4 meetings within one year,) may result in removal from the Council pending review by the Steering

Committee with the member. A member can request up to a 120 day leave of absence.

BYLAW XI - QUORUM AND VOTING For voting purposes, quorum consists of 51% members representing the categories of people with lived experience, family members and/or advocates and 51% community service organization representatives. A member can submit an absentee ballot by email and will be counted toward quorum.

BYLAW XII - STEERING COMMITTEE The primary purpose of the Steering Committee is to plan and lead meetings. The Steering Committee will include a minimum of 5 members and a maximum of 7 total members. Two of the members will be elected by the Council as Co-facilitators. Election to the Steering Committee is open to all Council members after six months serving as Council members, including community service providers if they identify with personal lived experience receiving behavioral health services, family members or advocates. The Steering Committee refers all voting matters to the Council.

Steering Committee meetings are not public meetings, but Committee members, with advance notice to staff and the Committee, may invite additional guests for a specific purpose, including those who may be interested in becoming future Committee members.

BYLAW XIII - STEERING COMMITTEE TERMS Steering Committee members are elected for a two year term. Members may be re-elected for one additional term. If there is no other interest in a position the incumbent can be elected for an additional term. If an individual “terms out,” they may reapply after one year. A vacancy created during a regular term of office shall be filled by a special election.

BYLAW XIV – DIVISION RESPONSIBILITIES

BHD, as staff representing the Local Mental Health Authority, will:

a Send a representative from the Director's Office and the Office of Consumer Engagement to the monthly Council meeting to share relevant information with the membership
b Solicit representation for new Council members with input from the Council
c Bring relevant issues and/or questions to the attention of the Council
d Provide verbal and written information as needed/requested in a timely fashion
e Provide written minutes of all meetings, and reports generated by the Council to its members, and to the public upon request.
f Whenever possible, provide written materials to members one week prior to the Council meeting.
g Facilitate resolution in the event of conflicts with meeting operation standards.

BYLAW XV - CONFLICTS OF INTEREST Members shall avoid conflicts of interest, manage potential conflicts of interest, and not vote on an issue which the conflict pertains to. An interest resulting in a personal, organizational, or professional gain does not include services received by a member as a client of an agency or organization which has received, or may seek, or is eligible for funds from a county agency. This exception does not apply if a member is an officer, employee, or consultant to any provider receiving funding by a county agency.

BYLAW XVI - BHAC CONTACT INFORMATION E-mail communication may be directed to bhd.directorsoffice@multco.us

The physical mailing address of the BHD is:

Multnomah County Behavioral Health Division
209 SW 4th St., Suite 520
Portland, OR 97204

BYLAW XVII - AMENDMENTS

The Steering Committee shall review and/or update the bylaws every 2-3 years and amend as needed. Amendments to be considered must be reviewed verbally and in writing one month prior to a vote.

GLOSSARY

Behavioral Health: The promotion of mental health, resilience. and wellbeing; the treatment of mental health, substance use disorders, and other addictions; and the support of those who experience and/or are in recovery from these conditions, along with their families and communities.

People with lived experience: Person who identifies as having lived experience and is receiving, or has received services for a behavioral health challenge. Some people with lived experience also identify as behavioral health advocates.

Advocate: Person who works to support the voices of individuals with behavioral health conditions. This may include family members of individuals with behavioral health challenges and/or people who do not have lived experience. Examples may include, but are not limited to, activities to build awareness, reduce stigma, defend rights and improve services based on consumer choice.