

**BY-LAWS
OF
THE REGION IV MENTAL HEALTH BOARD
OF THE
IDAHO DEPARTMENT OF HEALTH AND WELFARE
FAMILY AND COMMUNITY SERVICES**

ARTICLE I: NAME

The name of this organization shall be Region IV Mental Health Board

ARTICLE II: JURISDICTION

The principal business of this board shall cover the following counties in the State of Idaho:
Ada, Boise, Elmore and Valley

ARTICLE III: MEMBERS, OFFICERS, AND ELECTIONS

- Section 1. The appointing authority in each region shall be a committee composed of the
- a. Chair of the board of county commissioners of each of the counties within the region,
 - b. Regional mental health program manager for the Department of Health and Welfare and
 - c. Regional director for the Department of Health and Welfare.

The committee shall meet annually or as needed to fill vacancies on the board. The list of appointments shall be submitted to the Department of Health and Welfare.

- Section 2. Members shall be selected in accordance to Idaho Code 39-3130 totaling 14 members with the following allocation:
- a. Three (3) county commissioners;
 - b. Two (2) Department of Health and Welfare employees who represent the mental health system within the region;
 - c. A representative of the children's mental health regional council who is not an employee of the Department of Health and Welfare;
 - d. A law enforcement officer;
 - e. Three (3) mental health services consumer representatives, advocates or family members selected from nominations submitted by mental health consumer and advocacy organizations;
 - f. A provider of mental health services within the region;
 - g. A physician or other licensed health practitioner from within the region;
 - h. A representative of a hospital within the region; and

i. A member of the regional advisory committee.

The board shall meet at least twice each year. The board should annually elect a chair and other officers, as it deems appropriate.

The other officers of the board shall be: Vice Chair and Secretary.

ARTICLE IV: TERM -- VACANCIES -- COMPENSATION

Section 1. The term of each member of the board shall be for four (4) years.

Section 2. After the membership representation required in this document, article III section 1 is achieved, vacancies shall be filled for the unexpired term in the same manner as original appointments.

Section 3. Board members shall be reimbursed upon request by DHW at the prescribed rate for travel expenses to attend meetings of the Board and other activities as authorized by DHW policy.

ARTICLE V: MEETINGS

Section 1. Board meetings are regularly scheduled for the second Tuesday of every month unless notified otherwise in writing. Board meetings shall be held at least every six months and more frequently as determined by the board. Cancellation of regularly scheduled meeting will be in writing to all board members as well as special attendees.

Section 2. Seven voting members in attendance of the board shall constitute a quorum. Members of the board may give voting proxy to a voting member if unable to attend.

Section 3. Sub-Board meetings may be held, as needed, in each county. The sub-board will be made up of representatives from that county, the program manager, and interested committee members. Responsibility for calling a sub-board meeting will lay with the board's county representative of the interested county.

Section 4. All meetings are open to the public subject to the requirements of Idaho's Open Meeting Law.

Section 5. Members unable to attend a meeting shall notify the Board Secretary or designee. Three consecutive absences without good cause shall be deemed a termination of Board membership. The Board Secretary or designee shall notify any member and their appointing authority in writing after two such absences. Termination of any member will also be made in writing to the member and their appointing authority.

Section 6. The Chair of the Board or designee shall prepare a written agenda for each meeting. Board members may make suggestions for items to be included on the agenda. The Board Secretary or designee shall email or mail the agenda, minutes from the previous meeting and other pertinent materials to all Board members at least one week prior to the meeting.

Section 7. Minutes shall be taken at each meeting and shall include all action items and recommendations. Copies of the minutes shall be distributed to Board members, the Regional Director, the Mental Health Program Manager, and other regional advisory boards, if requested.

ARTICLE VI: POWERS AND DUTIES

The regional mental health board:

- (1) Shall advise the division of mental health on local mental health needs within the region;
- (2) Shall assist in the formulation of an operating policy for the regional service;
- (3) Shall interpret the regional mental health services to the citizens and agencies of the region;
- (4) Shall advise the state mental health authority of the progress, problems and proposed projects of the regional service;
- (5) Shall collaborate with the regional advisory substance abuse authorities and the regional children's mental health councils to develop appropriate joint programs;
- (6) Shall promote improvements in the delivery of mental health services and coordinate and exchange information regarding mental health programs in the region;
- (7) Shall identify gaps in available services and recommend service enhancements that address identified needs for consideration to the state mental health authority;
- (8) Shall assist the state planning council on mental health with planning for service system improvement; and
- (9) May develop, or obtain proposals for, a service plan component for consideration by the state mental health authority.

ARTICLE VII: COOPERATIVE SERVICE PLAN COMPONENT

The regional mental health board may undertake development of a service plan component specifically designed to address an identified unmet need in the region.

- Such a service plan component may be based upon the assertive community treatment team model, other available intensive models, or a model unique to the region.
- Such a service plan component shall specify the distinct resource contribution of each participating entity, the terms and conditions of participation and the measures to be used to assess performance and outcomes under the service plan component.
- The service plan component shall include governance procedures, evaluation data, and the

- means for amendment or termination of the service plan component.
- If a service plan component is developed pursuant to this section and approved by the state mental health authority, the service plan component shall be funded by the state as provided in the service plan component, subject to the appropriation made for that purpose.

ARTICLE VIII: BASIC POLICIES

Section 1. This board shall be noncommercial, nonsectarian and nonpartisan.

Section 2. No person shall be excluded from membership on the basis of race, color, creed, national origin, or disability.

ARTICLE IX: SPECIAL COMMITTEES AND TASK FORCES

The board chair shall appoint the chair and committee members of all special committees and task forces and shall be ex-officio member of all committees and task forces. The purpose of the special committees and task forces is to carry out the functions of the Board. Committee or task force members may be appointed from outside the Board membership with majority approval of Board members.

ARTICLE X: PROCEDURES

Section 1. **PARLIAMENTARY AUTHORITY:** Robert's Rules of Order (Simplified) shall be the governing authority for the order of business and conduct of all meetings of the Advisory Board, the Executive Committee, and other committees of this organization when not in conflict with these By-Laws.

Section 2. All actions shall be based on a majority vote.

Section 3. The Chair of the Board or designee shall attend meetings of the State Mental Health Planning Council.

Section 4. Individual members of the Board shall not speak for the Board, except on specific delegation.

ARTICLE XI: AMENDMENTS

The sections of these By-Laws not mandated by law may be amended at any meeting of the Board by a two-thirds vote, provided the amendment is presented in writing to all members prior to the business meeting at which they are presented for adoption.

These bylaws were approved at a regular Board meeting on the _____ day of _____, 200____.

Signatures: _____

Chair

Vice Chair