

Community Services
MENTAL HEALTH BOARD
BYLAWS

I. Purpose

The purpose of the bylaws is to establish the rules of procedure for the Community Services Mental Health Board of Spokane County in execution of its duties.

II. Membership

The membership shall be composed of not less than nine members. All members shall be appointed by, and serve at the pleasure of, the Board of County Commissioners of Spokane County (hereinafter referred to as the "Board"). The Board may revoke the appointment of any member at will. The term of members other than those receiving initial appointments of less than three years shall be limited to three (3) years. Provided, however, that Board members, with their consent and at the sole discretion of the Board of County Commissioners, may be reappointed to additional terms of office. Those appointed initially for less than a three-year term may be appointed, at the end of their initial appointment, to a full three-year term. Vacancies which arise for any reason shall be filled by an appointment from the Board for the remainder of the term.

III. Duties

The Mental Health Board is an advisory board to the Community Services Department (hereinafter referred to as "Department") and, through the Department, to the Board. The statutory purposes of the Mental Health Board are set forth in RCW 71.24.045 and will be carried out particularly as follows:

- A. Public meetings to solicit input from Spokane County citizens, service providers and consumers regarding needs and priorities for Mental Health services. Recommend priorities and service levels to the Department.
- B. Review of applications for funding which have been submitted to the Department.
- C. Review and comment on the Department plan for Mental Health services.
- D. Review of budget material which has been submitted to the Department by agencies during the application process.

- E. Review monitoring reports of contracted services to evaluate annual performance.
- F. Performance of such other duties within the ambit of RCW 71.24.045 as may be assigned by the Board.

IV. Meetings

- A. During each calendar year the Mental Health Board must hold at least ten regular meetings. All meetings will be held in a location of sufficient size to allow members of the public to attend. Special meetings may be convened in the following manner:
 - 1. the request of the Chairperson;
 - 2. written request of a majority of Mental Health Board members;
 - 3. by the Board; or
 - 4. by the Director of the Community Services Department.
- B. Meetings shall comply with requirements of the Open Meetings Act (RCW 42.30).

V. Robert's Rules of Order

Robert's Rules of Order shall be in effect for all meetings of the Mental Health Board.

VI. Quorum

A quorum of the Mental Health Board shall be comprised of not less than two-thirds (2/3) of the members.

VII. Proxy Voting

Voting by proxy is not permitted at the meetings of the Mental Health Board or its committees.

VIII. Officers

The officers shall consist of a Chairperson and a Vice Chairperson. The Chairperson shall preside at all meetings and may exercise all the powers usual to the office, including full rights as a member. The Vice Chairperson shall, in the absence of the Chairperson, perform all the duties incumbent upon the Chairperson. If the Chairperson and the Vice Chairperson are both absent from a meeting and a quorum is present, the members shall elect a temporary chairperson to preside for the duration of that meeting.

IX. Election of Officers

The officers of the Mental Health Board shall serve for a period of one year. Officers may not serve for a period beyond two consecutive terms. The election of officers shall take place at the last meeting of the fiscal year.

X. Committees

The Mental Health Board may choose to form an ad hoc committee for special research or issues. Members of any ad hoc committee shall be appointed by the Chairperson (or acting Chairperson under Section VIII above). Such committee shall follow these bylaws for operation.

XI. Voting

Each member of the Mental Health Board will have one vote on matters coming before the Board.