

BUTTE-SILVER BOW

# Bylaws

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## Butte-Silver Bow Behavioral Health Local Advisory Council

04/21/2021



These bylaws serve as the guiding document for the  
Butte-Silver Bow Behavioral Health Local Advisory Council, Butte, MT

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## ARTICLE 1:

### Name

The name of this body is the Butte-Silver Bow Behavioral Health Local Advisory Council, and is referred to as the LAC in the following bylaws.

## ARTICLE 2:

### Purpose

The purpose of the LAC is to assist in the improvement of public mental health services in Butte-Silver Bow and review and make recommendations about local public mental health and substance use disorder (behavioral health) services, as well as provide input and recommendations to the Western Service Area Authority (WSAA), which takes input on mental health issues on behalf of Western Montana communities and LAC's, and the Behavioral Health Advisory Council (BHAC), which provides guidance and input to the Montana Department of Public Health and Human Services' Addictive and Mental Disorders Division, in the development and management of an effective public mental health system in the state.

Specific objectives include providing the following via a welcoming, approachable, respectful, supportive, accommodating and safe place for all to have a voice:

- Examine gaps in child and adult services
- Identify potential additions to Butte-Silver Bow behavioral health services
- Analyze and discuss problems with local service providers, advocacy groups, public officials and the general public
- Facilitate accurate and timely communication between Butte-Silver Bow, the WSAA and the BHAC
- Assess the effectiveness of local behavioral health services and suggest ways of making services more effective
- Serve as a catalyst and facilitator in solving local behavioral health service problems
- Organize and coordinate needed behavioral health-related services in the community
- Educate the local community about behavioral health issues
- Publicize the availability of statewide, regional, and local programs for which residents of Butte-Silver Bow may be eligible

## ARTICLE 3:

### Membership

Section A. Regular Members. LAC membership is open to interested parties. The LAC is comprised of at least 9 and not more than 15 members. At least 50 percent of the LAC must include individuals who have lived experience, having received services regarding mental illness and/or substance use disorder, or their immediate family members. Members are appointed by the Butte-Silver Bow chief executive.

Other members serving may represent behavioral health advocates, community providers of adult and child behavioral health services, healthcare service providers, human service providers, local government officials, and other interested parties, including but not limited to school district and university representatives.

Section B. Terms and Service. Executive board members are appointed for four-year terms. LAC member terms are staggered, with 50 percent of initial members serving two-year terms, and 50 percent serving four-year terms. Members will be encouraged by the Nominating Committee to resign if they miss three consecutive meetings. Members may also vote to remove a member for cause. Cause may consist of, but is not limited to, failure of any member to attend three consecutive regular meetings without good cause. The Nominating Committee will appoint members to serve for the unexpired terms of Executive Committee members who resign or are recommended for removal.

Section C. Conflict of Interest. Members of the LAC shall recuse themselves from any vote when they have a conflict of interest, including, but not limited to, a direct financial stake in the outcome of a decision.

#### ARTICLE 4: Meetings

Section A. Regular Meetings. The LAC shall meet no less than once a month, at a place and time specified by the chair, and with adequate public notice.

Section B. Action. Action may be taken by a simple majority vote from a quorum of those voting members present. A minimum of 5 LAC members, with 50% being representatives that have lived experience of behavioral health conditions, shall constitute a quorum.

Section C. Convening Special Meetings. The chair of the LAC may convene a special meeting by published notice issued at least 24 hours in advance, and otherwise in case of an emergency. It is the chair's prerogative to determine an emergency.

Section D. Clerical Support. The secretary will prepare, distribute and retain minutes of LAC meetings.

Section E. Voting. Each LAC member present has one vote. Voting by proxy is permitted.

Section F. Robert's Rules of Order, revised, governs all LAC meetings.

The LAC may, by a vote of two thirds of the quorum, suspend the rules at any time.

#### ARTICLE 5: Public Involvement

All meetings are open to the public. An opportunity for public comment will be provided at each meeting. Future LAC meeting dates will be announced at the end of each LAC meeting.

#### ARTICLE 6: Amendments to the Bylaws

LAC members will review the bylaws at each July meeting, and submit proposed amendments for action at the regular August meeting. These bylaws may also be amended, repealed, or added to at any other meeting during the year provided that notice of the meeting is given to the members and the public one week prior to the meeting. The LAC may, by a vote of two-thirds of the quorum, recommend suspension of any provision of the bylaws.

ARTICLE 7:  
Compensation

Service on the LAC is strictly voluntary. Members shall not be reimbursed for mileage or expenses and shall not be granted a per diem or salary for conducting the work of the LAC.

ARTICLE 8:  
Committee Structure

Section A. Officers. A chair, vice chair, secretary and treasurer will be elected by a majority of the members to serve a two-year term, and may be re-elected to a second term. Election of these four positions will take place every even-numbered year at the regular August meeting.

Section B. Duties. The chair is the parliamentary chair of the LAC and will preside over all meetings, except when absent, when the vice chair will preside. The chair will set the LAC meeting agenda, with input of members. The vice chair shall perform the duties of the chair in case of absence or disability. The secretary will send the agenda to membership no later than one week prior to the meeting and will distribute minutes after each meeting. The treasurer will be responsible for the general ledger and will provide a financial report at each meeting.

Section C. Subcommittees. The Nominating Committee shall present nominations for open board member positions and enforce resignation for non-participation of members. To expedite business, the chair may appoint additional subcommittees with the majority vote or consensus of a quorum.

ARTICLE 9:  
WSAA Representation.

The LAC shall elect a representative to serve as a contact point for the Western Service Area Authority. The LAC representative is eligible to serve as the WSAA liaison for up to four years and may designate another voting member to attend WSAA meetings as a proxy.

These bylaws were revised by the Butte-Silver Bow Behavioral Health Local Advisory Council on April 21, 2021.

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Demetrius Fassas, Secretary

Butte-Silver Bow Behavioral Health Local Advisory Council