



King County

Behavioral Health Advisory Board (BHAB)

The Chinook Building, 401 Fifth Avenue, Suite 0400, Seattle, WA 98104

Board Bylaws

ARTICLE I: PURPOSE AND SCOPE OF RESPONSIBILITIES

Section 1.

The purpose of the King County Behavioral Health Advisory Board (BHAB) is to advise the Behavioral Health Organization (BHO) Administrator on the design and implementation of publicly funded behavioral health services to include both mental health and substance use disorder treatment; to review and provide comments on plans and policies developed by the BHO; and to work with the BHO to monitor and resolve significant concerns regarding service delivery, capacity, and system outcomes.

Section 2.

The BHAB shall:

- a. Serve in an advisory capacity to the King County Executive and the King County Council on matters concerning behavioral health disorders including education, prevention, treatment and service delivery in the region.
- b. Participate with the BHO to ensure the behavioral health system is working effectively and delivering high quality services to consumers.
- c. Participate with the BHO to ensure equitable access to education, prevention, treatment, and recovery from behavioral health disorders.
- d. Utilize and develop relationships with public and private agencies and organizations concerned with behavioral health disorders to advance the behavioral health system and drive system improvements.
- e. Develop relationships with the community to promote integrated treatment of mental health, substance use disorder, and physical health care services.
- f. Represent the BHAB and coordinate with other King County activities and initiatives to ensure the needs of individuals living with behavioral health disorders are considered and addressed as appropriate.
- g. Provide input to the state on various regulatory, policy and programmatic issues related to behavioral health.
- h. Advocate for the needs of individuals living with behavioral health disorders at the local and state level.

ARTICLE II: MISSION

The BHAB mission is to advocate for the people of King County, to promote resiliency and recovery, and to ensure timely and equitable access and availability of high quality behavioral health services including education, prevention,

intervention, treatment, and rehabilitation that result in healthy, safe, self-sufficient, lives.

ARTICLE III: MEMBERSHIP RECRUITMENT, APPOINTMENT AND TERMS

Section 1.

- a. The BHAB staff liaison will conduct recruitment for prospective members in accordance with Executive Policy LES 7-1 (AEP). The staff liaison will strive to recruit members from diverse communities of King County as described in paragraph E of this section. The recruiting methods employed by County staff shall include strategies to achieve this balance. The staff liaison will request that prospective members complete the standard boards and commissions application form(s). A resume may be submitted in lieu of completing the application form as long as a physical home address is included (if different from the preferred mailing address). In addition, prospective board members must complete an annual King County Ethics Office financial disclosure form.
- b. An appointment shall be deemed to have been made on the date the letter of appointment is filed with the clerk of the council as required by King County Code section 2.28.002. All appointments are subject to confirmation or rejection by the Council.
- c. An appointee may exercise the powers of office beginning thirty (30) days after appointment, or such earlier time as he or she is confirmed by the council. (See King County Code section 2.28.003). Appointees remain subject to later confirmation or rejection by the Council.
- d. Any member whose term has expired may continue to serve until his or her successor is appointed, and either is confirmed or is authorized to exercise official power under the provisions of paragraphs B and C of this section.
- e. The BHAB shall be composed of no less than 9 and no more than 15 members, who shall be broadly representative of the geographic and demographic character of the region and people served. Members should be approved based on interest, experience, and/or expertise in issues related to behavioral health services, shall include a balanced representation of people with experience in mental health and/or substance use disorders, and shall include consumer, family member and minority group representation. The Board must have at least 51% of the membership be persons with lived experience, parents, or legal guardians, of persons with lived experience and/or self-identified as a person in recovery from a behavioral health disorder. The Board must have law enforcement representation.
- f. Board members shall have knowledge of and embrace the principles of the King County Equity and Social Justice (ESJ) Initiative, and suggest and support policies to remove barriers that limit the ability of some to achieve their full potential. The County will provide new Board members with an overview of the County ESJ plan and principles as soon as possible after a member is appointed.

- g. No employees, managers or other decision makers of subcontracted agencies who have the authority to make policy or fiscal decisions on behalf of the subcontractor, may serve as members of the Board. No more than four elected officials shall be appointed to the board.
- h. Members shall not be compensated for the performance of their duties as members of the Board, but may be paid costs allowable under King County rules and ordinances including providing parking vouchers for official board meetings. The County will pay costs if funding is made available for this purpose.

Section 2.

Members of the Board shall serve three-year terms and may hold office until their successors are appointed. Initial terms for board members appointed and confirmed for the BHAB will be as follows: one-quarter for one year terms; one-quarter for two year terms, and one-half for three year terms. Once initial terms are served, all subsequent terms will be three year terms. Board members are limited to serving two terms on the BHAB.

Section 3.

A member of the BHAB may resign by presenting a written statement of intent to the staff liaison 30 days prior to the effective date of resignation. In accordance with Executive Policy LES 7-1 (AEP), the staff liaison shall immediately give written notice of such vacancy to the Executive by completing a Vacancy Notification Form.

Section 4.

Any member who misses three consecutive meetings of the BHAB without prior written notice may be subject to removal from the Board by the Executive. Any member who cannot attend for up to six months or more due to work or personal circumstances must request a leave of absence that must be approved by a majority of Board members.

Section 5.

A Board member who fails to meet their board member responsibilities is subject to removal by the King County Executive. Causes for removal include but are not limited to: failing to attend three consecutive regular meetings without prior notice to the staff liaison; refusal to use the King County issued email account when conducting board business electronically; failing to file an annual financial disclosure form with the King County Ethics Office; and failing to take the Open Public Meetings Act Training, the Public Records Act Training, or other trainings required by King County.

Section 6.

Vacancies. A BHAB position shall be deemed vacant upon the occurrence of any of the events specified in RCW 42.12.010, or upon withdrawal by an appointee who has not yet been confirmed; failure to continue to meet qualifications for appointment during a member's term; or voluntary resignation prior to the expiration of an appointed term. (See K.C.C. 2.28.004). Upon receiving notice of events that constitute a vacancy, the Staff Liaison shall immediately give written notice of the vacancy to the Boards and Commissions Liaison and the Clerk of the County Council. Until a successor is appointed and either confirmed or is authorized to exercise official power under K.C.C. 2.28.003(B) and Section 1 of this article, the BHAB shall be deemed temporarily reduced in number for all official purposes. The BHAB may not be temporarily reduced in number to less than two members. (See K.C.C. 2.28.004 and RCW 42.12.010).

ARTICLE IV: OFFICERS

Section 1.

Officers of the BHAB shall consist of one Chairperson and one Vice- Chairperson. Elections of Officers shall be held during an open public board meeting in September of each year for a term beginning October 1 of that year. They shall be elected by a simple majority of the members, shall serve for a period of one year, and shall hold office until their successors are elected and installed. Any confirmed member of the BHAB is eligible to be elected to the office of Chairperson and Vice-Chairperson. Initial Officers for the BHAB shall be appointed by the BRHRD Director to serve for a period of six months and shall hold office until a new Chairperson and Vice-Chairperson have been elected and installed.

Section 2.

Officers may resign from office by presenting a written statement of intent to the staff liaison 30 days prior to the effective day of such resignation.

Section 3.

Officers may be removed from office for cause by a two-thirds vote of the remaining members present at that meeting, providing that a quorum is present, and providing that a notice of such contemplated action has been sent to the officer to be removed at least 30 days prior to the vote.

Section 4.

Vacancies in offices of the BHAB shall be filled by special election at a regular or special meeting of the BHAB that shall be held not later than 90 days from the time of the vacancy. Term of office for an interim officer shall be for a period equal to the unfinished term of the previous incumbent.

Section 5.

The duties of the officers shall be as follows: The Chairperson shall preside at all meetings of the BHAB, shall ensure the board maintains a balanced perspective that includes mental health, substance use, and co-occurring disorders, shall be an ex-officio member of all committees, shall appoint all committees not otherwise provided for, and shall perform all other such duties as are consistent with that position.

The Chairperson shall sign a record of all proceedings.

The Vice-Chairperson will assist the Chairperson in the conduct of the meetings and serve as Chairperson in the absence of that officer.

ARTICLE V: MEETINGS

Section 1.

The BHAB shall meet at least once every month at a time and place determined and announced by the staff liaison. Any regular monthly meeting may be cancelled at the discretion of the Chairperson for cause. Special meetings may be called at the discretion of the Chairperson or by written request of five members of the BHAB. All meetings are conducted consistent with the Open Public Meetings Act. There shall be no closed meetings. (See Chapter 42.30 RCW).

Section 2.

Quorum. A majority, at least 50% plus one, of BHAB members shall constitute a quorum for the transaction of business at any meeting. Vacant Board positions or positions of those on leave of absence will not be used in determining the quorum. The act of a majority of the Board present at a meeting at which a quorum is present shall be the act of the Board, unless law requires the act of a greater number.

Section 3.

Voting can only occur in an open public meeting by show of hands. Online or phone voting is strictly prohibited and in violation of The Open Public Meetings Act. (See Chapter 42.30 RCW).

Section 4.

Members of the Board are encouraged to attend meetings in person whenever possible. Members of the Board may participate in meetings by phone or video conferencing technology (e.g. Skype). Phone or video technology is only to be used in instances where a member is required to be present to achieve a quorum or a member's participation in an agenda topic is required. In the event that a member attends a meeting by phone or video, the meeting minutes must reflect the

member's name and the telecommunication device used to participate in the meeting.

Section 5.

Public Access. All meetings of the BHAB shall be open to the public and provision shall be made for public comment at each meeting as required by the Open Public Meetings Act. Approved meeting minutes shall be available to the public upon request. Meeting agendas shall be posted on the BHAB website at least 24 hours in advance of a meeting.

ARTICLE VI: COMMITTEES

Section 1.

The Chairperson shall have the power to appoint such committees as s/he deems appropriate subject to confirmation by a majority vote when a quorum is present.

Section 2.

Pending members cannot serve on committees until 30 days after their appointment letter is stamped by the clerk of the Council (See KCC 2.28.003(B)).

Section 3.

Every Board member shall be appointed by the Chairperson to be an active member of at least one standing committee.

Section 4.

Non board members may assist Board committees as subject matter experts, but shall not serve as members of committees or subcommittees.

ARTICLE VII: COMMUNICATION

All Board members are issued a King County email account for the purpose of conducting board business only. Board members who neglect to regularly use their King County issued email account when conducting electronic board business will be subject to removal by the King County Executive (See Article III Section 6).

ARTICLE VIII: RULES OF ORDER

Roberts Rules of Order shall govern all proceedings of all meetings of the BHAB and the committees, insofar as they do not conflict with or are not inconsistent with the provisions of these bylaws.

ARTICLE IX: BYLAWS ADOPTION AND AMENDMENT

Section 1.

These bylaws must be approved by a majority vote of the board members.

Section 2.

These bylaws may be amended by a two-thirds vote of the entire BHAB, providing that at least fourteen (14) days' notice of proposed bylaw amendments has been provided to the BHAB membership. All changes must also be reviewed and approved by the Boards and Commissions Liaison prior to adoption.

ARTICLE X: CONFLICT OF INTEREST

Any member or organization that has a conflict of interest concerning any matter before the BHAB shall inform the Board before participating in discussion and shall refrain from voting on the matter. A conflict of interest shall be defined as any issue in which there is conflict between a member's public obligation and private interests including financial and other interests.

Written and adopted April 2016