

December 30, 2009

**BY-LAWS  
OF  
THE REGION I MENTAL HEALTH BOARD  
OF THE  
IDAHO DEPARTMENT OF HEALTH AND WELFARE  
BUREAU OF BEHAVIORAL HEALTH**

**ARTICLE I: NAME**

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

**ARTICLE II: JURISDICTION**

The principal business of this board shall cover the following counties in the State of Idaho: Benewah, Bonner, Boundary, Kootenai and Shoshone.

**ARTICLE III: MEMBERS, OFFICERS, AND ELECTIONS**

Section 1. Members shall be selected in accordance to Idaho Code 39-3130 totaling 17 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. Two (2) parents of children with serious emotional disturbance, as defined in Section 16-2403, Idaho Code, provided each parent's respective child is no older than twenty-one (21) years of age when appointed.
- d. One (1) law enforcement officer;
- e. Three (3) Adult mental health services consumer representatives, advocates or family members;
- f. One (1) provider of mental health services within the region;
- g. One (1) representative of the elementary or secondary public education system within the region;
- h. One (1) representative of the Juvenile Justice system within the region;
- i. One (1) physician or other licensed health practitioner from within the region;
- j. One (1) representative of a hospital within the region;
- k. One (1) member of the regional advisory substance abuse authority.

[IC 39-3130]

Section 2. The consumer, parent and family representatives shall be selected from nominations submitted by mental health consumer and advocacy organizations.

- The appointing authority in each region shall be a committee composed of the
- a. Chairperson 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.

[IC 39-3130]

Until the full appointing authority stated in Idaho Code 39-3130 acts, appointments will be made by the regional mental health program manager for the Department of Health and Welfare and the regional director for the department.

Section 3. 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. 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.

[IC 39-3130]

Members of the regional mental health advisory board who are serving on the effective date of this act may continue to serve until the end of the current term of their appointment.

Appointments made after the effective date of this act shall be made in a manner to achieve the representation provided in this section as soon as reasonably practical.

[IC 39-3130]

Section 4. The board shall meet at least twice each year to elect a chair and other officers as it deems appropriate.

[IC 39-3130]

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 by DHW at the prescribed rate for travel and expense to attend meetings of the Board and other activities as authorized by DHW policy.

## ARTICLE V: MEETINGS

- Section 1. Board meetings shall be held at least every six months and more frequently as determined by the board.
- Section 2. A simple majority of the members of the board shall constitute a quorum.
- Section 3. A Sub-Board meetings may be held, as needed, in each county. The Asub-board will be made up of representatives from that county, the program manager, and interested committee members. Responsibility for calling a Asub-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 after two such absences.
- 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 the agenda, minutes from the previous meeting and other pertinent materials to all Board members at least one week prior to meetings.
- 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 state mental health authority through the state planning 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 and the state planning council of the

- progress, problems and proposed projects of the regional service;
- (5) Shall collaborate with the regional advisory substance abuse authorities 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, including, but not limited to, services listed in sections 16-2402(3) and 39-3128, Idaho Code, 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; The State Planning Council shall incorporate the recommendation to the regional mental health boards into the annual report provided to the governor by June 30 of each year. This report shall also be provided to the legislature; and
  - (9) May develop, or obtain proposals for, a service plan component for consideration by the state mental health authority.

[IC 39-3132]

#### **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.

[IC 39-3134A]

#### **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 \_\_\_\_\_, 20\_\_.

Signatures: \_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Board Vice Chair

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