

**Washington County**  
**HUMAN SERVICES ADVISORY COMMITTEE**

**BYLAWS**

**Article I – Name**

The name of this organization shall be the Washington County Human Services Advisory Committee.

**Article II – Duties and Responsibilities**

The duties and responsibilities of this Committee are:

- To identify needs and establish priorities for human health service delivery.
- To participate in the selection of service providers.
- To participate in the evaluation of services to assure they are effectively addressing the needs and priorities and are of high quality.
- To provide a community balance and an independent opinion to the Board of Commissioners regarding Department directions, decisions, and proposals including budget.
- To provide a link to the community at large through advocacy, public information, and education activities sponsored by the councils.

**Article III = Structure**

**Section 1**

The Human Services Advisory Committee shall be made up of two Councils, each addressing a specific area of service as follows:

- Developmental Disabilities Council addressing the needs of and services for people with developmental disabilities.

- The Behavioral Health Council addressing prevention, intervention, and treatment issues of Adults and Children with mental health, alcohol and other drugs, gambling or other program areas related to behavioral health.
- The Local Alcohol and Drug Planning committee (LADPC) is required by statute (ORS 403:342). The Behavioral Health Council will constitute the LADPC for Washington County.

## Section 2

A Council may convene a work group of knowledgeable persons to advise that Council in specific program areas, or to address any ad hoc issue.

## Section 3

The two Councils shall come together as needed to form the full Human Services Advisory Committee.

# **Article IV - Membership**

## Section 1

All members are appointed by and service at the pleasure of the Board of Commissioners of Washington County and shall:

1. Be members of the residential or business community of Washington County.
2. Be appointed for terms of up to three years with reappointment at the pleasure of the Board of Commissioners.
3. Be appointed by October 1 and/or March 1 for up to three year terms, each term to begin October 1 and/or March 1 and expire September 31 or the last day of February. No person shall serve more than six consecutive years. The Department of Health and Human Services may recommend exemptions to this term limit.

## Section 2

1. Membership on the Developmental Disabilities Council shall not exceed 15. Membership on the Behavioral Health Council may be up to 19.
2. Persons connected to contracted providers of human services shall not be eligible applicants for appointment unless they are nominated by an association of providers to represent provider group.
3. For the Behavioral Health Council, the following will constitute the minimum numbers of representatives from each stakeholder group:

- A. Provider representation on the Behavioral Health Council shall not exceed four members and must include representatives for adult mental health, children's mental health, adult alcohol and drug and youth alcohol and drug programs.
- B. Additionally, Membership shall include at least:
- One Adult Consumer of mental health services
  - One family member of a child recipient of services
  - One family member of an adult recipient of services
  - One representative of a child-serving social service agency
  - One K through 12 school representative
  - ~~A member of the Commission on Children and Families~~ One representative of prevention programs and services
- C. Remaining members will be representative of advocates, professionals in the field, key referral sources, and lay citizens in balanced representation. Membership shall also reflect the age, sex, ethnic, and socioeconomic makeup of the County.

### Section 3

Upon three consecutive or four total absences from scheduled Council meeting within a year by a member, the Council shall ask the member to resign or resume participation.

## **Article V – Officers**

### Section 1

The officers of each Council will be a chairperson and chairperson elect. The term of office will be one year. Officers cannot succeed themselves in office. The chairperson elect will automatically become chairperson. When the Councils meet as the Human Services Advisory Committee the chairperson will be selected between the two Council chairs.

Other officers may be appointed by a majority vote by either Council.

### Section 2

The duties of each Council chairperson shall be to preside at all meetings of the Council; to act as liaison among the Councils, County staff, public agencies, and the Board of Commissioners; to appoint all work groups, and assign tasks and duties to the respective work groups. The chairperson elect will perform these duties in the absence of the chairperson.

### Section 3

Officers shall be elected from among the Council membership by a majority vote of those present at a meeting.

## **Article VI – Rules of Procedure**

### Section 1 – Quorum

For the purpose of doing business, a simple majority of the membership shall constitute a quorum. Once a quorum is established, business can be transacted for the remainder of the meeting regardless of number of members present.

### Section 2 – Open Meetings

The Committee shall conform to the procedures outlined in the Open Meeting Law of the State of Oregon.

### Section 3 – Conflict of Interest

There will be open discussion of situations which might involve conflict of interest on the part of committee members. A member shall abstain from voting on a particular issue where there is a potential of direct benefit to the member or their agency.

### Section 4 – Public Statements

No member of the Human Service Advisory Committee is authorized to speak on behalf of the Council until the Council takes a position by formal action. This does not prevent any member from making public statements regarding personal or agency views on an issue as long as identification of membership on the Advisory Committee is not involved.

### Section 5 – Recommendations and Actions

#### Subsection 1 – Meeting Schedule

Council meetings will be scheduled on a regular basis, and shall take place at least six times a year. Other meetings of the Council or the Advisory Committee will be called as needed with one week's notice being given by phone or mail.

#### Subsection 2 - Agenda Formation

Establishing the agenda will constitute part of each meeting of the Councils and the Advisory Committee. The councils and the Advisory Committee may consider any item submitted from any source. All issues of substance will be brought before the council's and the Advisory Committee. Preliminary agenda formation for the next meeting will be developed through a process decided on by each body.

### Subsection 3- Recommendations

The Committee may vote to refer matters to the Board of Commissioners with or without recommendations.

### Subsection 4 – Minority Reports

A minority report may be submitted by members of the Committee if the intent to do so is announced prior to the time this actions is taken and the minority report is submitted in conjunction with the Committee's recommendations.

### Subsection 5 – Robert's Rules of Order

Questions of procedure will be resolved on the basis of Robert's Rules or Order.

## **Article VII – Amendments**

These by-laws may be amended by an affirmative vote of a quorum at a meeting of the Human Service Advisory Committee after special notification thirty days prior to the date of the meeting.

APPROVED BY BHC on 11.19.03

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