

BYLAWS FOR WRIGHT COUNTY
MENTAL HEALTH ADVISORY COUNCIL

PREAMBLE

The purpose of the Mental Health Advisory Council is to use the knowledge of a broad range of people who use mental health services, provide services or are concerned about public policy to find ways to improve local mental health services (Minnesota LAC Handbook). This council focuses on making recommendations for services and identifying gaps and needs in mental health to our local Health & Human Services Advisory Board.

Article I

Name, Location, and Jurisdictional Area

1. Name. The name of the Council shall be the Wright County Mental Health Advisory Council. (Hereinafter called Council.)
2. Location. The Council shall maintain its principal office in Buffalo, Minnesota, with such other offices in such locations within the jurisdictional area as the Council may from time to time prescribe.
3. Jurisdictional Area. The Council shall exercise its powers within the boundaries of Wright County and within such other areas as the Wright County Health & Human Services Board determines pursuant to law.

Article II

Duties and Powers

1. The Council shall possess, exercise and discharge all duties and powers as are given to mental health advisory councils in the State of Minnesota by the Minnesota Comprehensive Adult Mental Health Act (M.S. 245.466, Subd. 5 et seq.), the Children's Mental Health Act (M.S. 245.4875, Subd. 5) and any subsequent amendments thereto.
2. The Council will combine duties of the children and adult LAC.

Article III

Board Members

1. Eligibility and Selection. The Council membership shall be appointed by the County Commissioners as provided by Minnesota Statutes, as referenced in Article II of these Bylaws. Council members must reside or provide services in Wright County.
2. Composition of Membership. Membership shall consist of not less than 9 and no more than 21 members. Membership shall include at least one adult consumer of services, one family member of an adult consumer, one mental health professional, one Community Support Program Representative, one person who was in a mental health program as a child or adolescent, one parent of a child or adolescent with severe emotional disturbance, and one children's mental health professional and one representative from each significant minority population in Wright County. The Council shall strive to achieve at least 51% consumer and family membership and actively recruit.
3. Terms. A term consists of two years. Membership shall be assured through an effort to balance new and experienced members. The Health & Human Services Board shall approve reappointment of members to additional terms. There shall be no limitation in the number of terms a member may serve.
4. Council Liaison. Wright County Health & Human Services Supervisors (Mental Health) shall act as liaisons to the Council.

5. Vacancies. A vacancy in the Council shall occur upon the inability to serve or resignation of a Council member. Vacancies may also occur if a Council member moves out of, ceases services in the county, or upon the completion of term. Any member with three consecutive unexcused absences or otherwise not fulfilling his/her duties may be excused by a majority vote of members present.
6. Per Diem and Expenses. Voting Council members shall receive such per diem and be reimbursed for such expenses as provided by law and resolution of the Health & Human Services Board. Members of the Council who are professionals drawing a salary from their employer while serving on the Council shall not be eligible for a per diem. Per diem shall be set by the Health & Human Services Board at their annual meeting.

Article IV Meetings

1. Council Meetings. The Council shall hold its regular meetings at its principal place of business or elsewhere as provided by the Board not less than once each quarter on such regularly designated days as the Mental Health Advisory Council shall determine. A proposed written agenda for each regular meeting shall be provided to each Council member by Wright County Staff at least one week before each regular meeting. The Council shall be limited to such agenda items, except for emergency items, during its meeting.
2. Quorum. A quorum shall consist of a majority of the Council membership.
3. Adjournments. Any meeting may be adjourned to a particular place on a date and time upon majority vote of the members voting.
4. Voting. Each Council member shall have one (1) vote. All business shall be conducted by a majority vote unless otherwise provided by the Council or required by law. County staff members shall not be voting members.
5. Records of Meetings. A Wright County Staff member shall prepare and certify minutes of the meetings, copies of which shall be provided to Council members in such manner as the Council shall determine.
6. Rules. All meetings shall be conducted in accordance with Roberts Rules of Order unless otherwise provided in these Bylaws.

Article V Officers

1. Offices and Terms. The officers of the Council shall be a chairperson and a vice chairperson who must be Council members elected by the Council. The officers shall serve a term of two (2) years or until their respective successors are elected. New officers will assume office in March of odd numbered years, unless a special election is required to fill a vacancy.
2. Election of Officers. Elections will be held in January of odd numbered years . Special Elections may be called by the Council as needed.
3. Combined Officers. No two offices may be held by the same person at the same time.
4. Chairperson. The Chairperson shall be the presiding officer of the Council, and shall be responsible for carrying out the policy decisions of the Council and see that all resolutions of the Council are carried to the Health & Human Services Advisory Committee. The Chairperson or designee will represent the Mental Health Advisory Council at the Health & Human Services Advisory Committee meetings.

5. Vice Chairperson. The Vice Chairperson shall assist the Chairperson in carrying out his/her duties and responsibilities, and shall perform such additional duties as may be established by the Council from time to time. In the absence of the Chairperson at any meeting of the Council, the Vice Chairperson shall preside. If both the Chairperson and the Vice Chairperson are not in attendance at a regular or special meeting, a temporary Chairperson shall be chosen from among those members present at the meeting.

Article VI
Gifts

1. Gifts. The Council may accept any contribution, gift, bequest or device for any lawful purpose of the Council.
2. Procedure for Gifts. Any gift presented to the Council shall be recorded and brought to the Health & Human Services Advisory Committee with a recommendation for use.

Article VII
Amendments to Bylaws

The Bylaws of the Council shall remain in effect until amended as provided herein. The Bylaws may be amended only upon 5 day written notice setting forth the proposed amendment, read at the regular meeting at which the amendment will be considered. Amendments may be adopted upon affirmative vote of a majority of the Mental Health Advisory Council membership. Repealers shall be considered amendments for the purposes of this Article.

Approved by the Mental Health Advisory Council (11/19/19)

Approved by the Wright County Health & Human Services Board (12/03/19)