

**BYLAWS
of the
REGION VII BEHAVIORAL HEALTH BOARD**

ARTICLE I: NAME AND ESTABLISHMENT

The name of this organization shall be Region VII Behavioral Health Board. In accordance with Idaho Code 39-3132, this Board is established with the legislative intent to be recognized as a governmental entity authorized by the state, in the same manner as other single purpose districts. This Board has no authority to levy taxes. The Board is authorized to provide the community family support and recovery support services listed in Idaho Code 39-3135 (7), but is not limited to or required to manage those services.

ARTICLE II: JURISDICTION

The principal business of this Board covers the following counties in the State of Idaho: Bingham, Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, and Teton.

ARTICLE III: MEMBERS, ELECTIONS, OFFICERS, AND STAFF

Section 1. Members shall be selected in accordance with Idaho Code 39-3134.

Section 2. Nominations to fill expiring or otherwise vacated terms of board members shall be solicited from the Board, families, consumers, providers and advocacy groups. The applications for nomination(s) shall be submitted to the board membership and EIPH director for discussion and comment before forwarding to the appointing authority. The Appointing Authority is defined in Idaho Code 39-3134

Once the Appointing Authority has selected a candidate, the name will be submitted to the Board for ratification.

Section 3. In June, the Board shall elect to a one-year term a Chair, Vice Chair, Treasurer, and Secretary from among its members.

Duties of Chair: The Board Chair conducts Behavioral Health Board meetings, prepares the meeting agenda after receiving agenda suggestions from Board and Staff members, assists all Board committees, identifies and monitors Behavioral Health Board agreed upon goals and maintains appropriate communication with Region VII Board Members, Eastern Idaho Public Health (EIPH) Staff and other stakeholders. It is the responsibility of the Chair to see that needed board nominations are made in a timely manner.

Duties of Vice Chair: The Vice Chair shall act as an aid to the Chair and shall perform the duties of the Chair in the absence or inability of the Chair to act.

Duties of Secretary: The Board Secretary receives notice from EIPH Staff when Board members are unable to attend Board meetings, and notifies any member after two consecutive absences. The Board Secretary coordinates with EIPH staff to: maintain a list of current Board Members and their contact information, present the list of Board positions to be filled to the Behavioral Health Board Appointing Committee, and monitor corrections to the Board minutes.

Duties of the Treasurer: The Treasurer shall be knowledgeable about the financial accounts of the Board that are maintained by EIPH staff, and shall give a financial report to the Board as requested, but at least quarterly, and shall deliver an annual financial report.

Duties of EIPH Staff: EIPH staff will take minutes at each meeting, which shall include all action items and recommendations. The staff will provide administrative assistance during the meeting and will distribute minutes, agendas, and other informational material prior to Board meetings. Staff will maintain the Region VII Behavioral Health Board website. Staff will report any significant changes to the website to the Board.

ARTICLE IV: TERM, RESIGNATION, TERMINATION, VACANCIES, AND COMPENSATION

Section 1. In accordance with Idaho Code 39-3134, the term of each member of the Board shall be for four (4) years and members shall be eligible for reappointment. Current membership and term expiration dates shall be recorded in the minutes of the June meeting each year.

Section 2. Resignation from the Board must be in writing and received by the Secretary, with a copy provided to EIPH staff.

Section 3. Termination from the Board may occur if there are three consecutive absences from regularly scheduled Board meetings. Sending a proxy does not alleviate an absence. Termination of Board membership may also occur for inappropriate activities if approved by a Board vote. The vote to terminate a Board member must receive a two-thirds majority of the Board. A letter of termination signed by the Chair will be delivered to the terminated member, with copies to the Secretary and EIPH staff.

If a board member no longer meets the statutory requirement of the position he/she holds on the Board, it is his/her responsibility to notify the Board within 90 days of the change. It will be at the Board's discretion whether or not the position will be refilled to meet the intent of the law.

Section 4. Vacancies shall be filled as in Article III, Section 2.

Section 5. As resources allow, Board members may, on a case-by-case basis, be reimbursed from Board funds at the IRS prescribed rate for travel and expense and as provided in Idaho Code 59-509(b) to attend meetings of the Board and other activities as authorized by EIPH policy.

Prior approval for any reimbursement/compensation must be received from the Board in addition to any approvals required by EIPH. Any compensation/reimbursement will come out of the Board funds.

ARTICLE V: MEETINGS

- Section 1. The Board will meet at least quarterly. These meetings will be held within the boundaries of Region VII. Generally, regular meetings are held monthly.
- Section 2. All meetings are open to the public and subject to the requirements of Idaho's Open Meeting Law, Idaho Code Chapter 2, title 74.
- Section 3. Special meetings may be called by the Chair or by petition of at least two board members to the Chair. Notice of the meeting must be in accordance with the Open Meeting Law.
- Section 4. A quorum is required for all voting. A simple majority (more than half/greater than 50%) of the members of the Board constitutes a quorum. Voting by proxy will be allowed. Prior to the meeting, Board members must inform EIPH staff or the Board secretary in writing who their designated proxy will be. A proxy can only represent one Board member so no one will ever have more than two votes (their own vote, if they are a Board member, and that of the proxy). Voting over a conference call line during the regular meeting will be allowed.
- Section 5. Members unable to attend a meeting shall notify EIPH in advance of the meeting.
- Section 6. Conference call lines, video conferencing equipment, or other communication methods will be made available to facilitate participation of Board members in outlying communities.
- Section 7. Community members are encouraged to attend and participate in Board meetings. Community members are not voting members of the Board.
- Section 8. A Conflict of Interest form will be reviewed and signed yearly. Prior to discussing and voting on funding requests, conflict of interests must be disclosed to the Board.

ARTICLE VI: POWERS AND DUTIES

In accordance with Idaho Code 39-3135, the Regional Behavioral Health Board:

1. Shall advise the state behavioral health authority and the state planning council on local behavioral health needs within the region;
2. Shall advise the state behavioral health authority and the planning council of the progress, problems and proposed projects of the regional service;
3. Shall promote improvements in the delivery of behavioral health services and coordinate and exchange information regarding behavioral health programs in the region;
4. Shall identify gaps in available services including but not limited to services listed in section 16-2402 (3) and 39-3131, Idaho Code, and recommend service enhancements that address identified needs for consideration to the state behavioral health authority;
5. Shall assist the planning council with planning for service system improvement. The planning council shall incorporate the recommendation to the regional behavioral health Boards into the annual report provided to the Governor by June 30th of each year. This report shall also be provided to the legislature;
6. May develop, or obtain proposals for, a petition for regional services for consideration by the state mental health authority;
7. May accept the responsibility to develop and provide community family support and recovery support services in their region. The Board must demonstrate readiness to accept this responsibility and shall not be held liable for services in which there is no funding to provide. The

readiness criteria for accepting this responsibility shall be established by the planning council. The planning council shall also determine when a regional behavioral health Board has complied with the readiness criteria. Community family support and recovery support services include, but are not limited to:

- a. Community consultation and education;
 - b. Housing to promote and sustain the ability of individuals with behavioral health disorders to live in the community and avoid institutionalization;
 - c. Employment opportunities to promote and sustain the ability of individuals with behavioral health disorders to live in the community and avoid institutionalization;
 - d. Evidence-based prevention activities that reduce the burden associated with mental illness and substance use disorders; and
 - e. Supportive services to promote and sustain the ability of individuals with behavioral health disorders to live in the community and avoid institutionalization including, but not limited to, peer run drop-in centers, support groups, transportation and family support services.
8. If a regional board, after accepting the responsibility for a recovery support service, fails to successfully implement and maintain access to the service, the behavioral health authority shall, after working with the board to resolve the issue, take over responsibility for the services until the board can demonstrate its ability to regain organization and provision of the services;
 9. Shall annually provide a report to the planning council, the regional behavioral health centers and the state behavioral health authority of its progress toward building comprehensive community family support and recovery support system that shall include performance and outcome data as defined and in a format established by the planning council; and
 10. The regional Board may establish subcommittees as it determines necessary and shall, at a minimum, establish and maintain a children's mental health subcommittee.

ARTICLE VII: BASIC POLICIES

- Section 1. This Board shall be noncommercial, nonsectarian, and nonpartisan. There are no shareholders, only Board members.
- Section 2. No person shall be excluded from membership on the basis of race, color, creed, national origin, or disability.
- Section 3. Individuals who are not members of the Board may be invited to serve on subcommittees; however, subcommittee chairs shall be members of the Board. Members of subcommittees shall be documented by subcommittee chair and approved by the Board.

ARTICLE VIII: 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 Board.
- Section 2. Individual members of the Board, its subcommittees, or groups shall not speak for the Board, except on specific delegation by the Board, which will be documented in the Board meeting meetings. However, they may give out information about Board activities.
- Section 3. The Board will be responsible for reviewing the bylaws on an annual basis. A two-thirds (2/3) vote is required to amend bylaws.

ARTICLE IX: AMENDMENTS

The sections of these Bylaws 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 20th day of September 2019.

Signatures: _____

A handwritten signature in cursive script, appearing to read "Samuel Hulse", is written over a horizontal line. The signature is fluid and extends slightly beyond the line on both sides.

Samuel Hulse, Chair