



prevention
education
treatment
recovery

BYLAWS

Revised April 25, 2019

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Note: The Bylaws are intended to be read in conjunction with the Standing Rules and Procedures (SR&P) authorized by the Bylaws. Cross-reference of the Bylaws article to the corresponding SR&P number(s), if any, is provided for convenience.

Washington County Behavioral Health Board

BYLAWS

Revised April 25, 2019

ARTICLE I – NAME

The name of this organization is the “Washington County Behavioral Health Board.”

ARTICLE II – PURPOSE

The purpose of this Board shall be the establishment of essential prevention, treatment, and recovery programs for children, adolescents, and adults at risk for mental illness and substance use disorders in Washington County, Ohio, in accordance with Chapter 340 of the Ohio Revised Code (O.R.C.). The O.R.C. section 340.011 requires accomplishment of all the following:

1. Establish a unified system of treatment for mentally ill persons and persons with addictions;
2. Establish a community support system available for every alcohol, drug addiction, and mental health service district;
3. Protect the personal liberty of mentally ill persons so that they may be treated in the least restrictive environment;
4. Encourage the development of high quality, cost effective, and comprehensive services, including culturally sensitive services;
5. Foster the development of comprehensive community mental health services, based on recognized local needs, especially for severely mentally disabled children, adolescents, and adults;
6. Ensure that services provided meet minimum standards established by the Director of the Ohio Department of Mental Health and Addiction Services;
7. Promote the delivery of high quality and cost-effective addiction and mental health services;
8. Promote the participation of persons receiving mental health services and addiction services in the planning, delivery, and evaluation of these services.

ARTICLE III – MEMBERSHIP [SR&P # 1, 2, 10]

The membership of this Board shall consist of eighteen (18) members appointed in accordance with the O.R.C. section 340.02. Eight (8) shall be appointed by the Director of the Ohio Department of Mental Health and Addiction Services: four (4) whose primary field of interest is mental health and four (4) whose primary field of interest is substance use disorders. The remaining ten (10) members shall be appointed by the Washington County Board of Commissioners.

As members are appointed, consideration shall be given to keeping reasonable representation of special interests representing mental health and alcohol and drug addiction.

ARTICLE IV – ORGANIZATION [SR&P # 3, 6, 11]

The Board shall be governed by a President, a Vice President, and a Treasurer who shall comprise the Executive Committee of the Board.

A Secretary shall be appointed. The secretary shall keep minutes of all meetings of the Board and attend to the giving and serving of all notices. S/he shall be custodian of the records of the Board. S/he shall keep an accurate record of the proceedings of the Board and a roster of the names and addresses of the members of the Board. S/he shall perform such other duties as the President, the Executive Committee, or the Board may from time to time prescribe.

In accordance with the O.R.C. section 340.04, the Board shall employ a qualified mental health or addiction services professional with experience in administration or a professional administrator with experience in mental health services or addiction services to serve as Executive Director of the Board and shall prescribe the director's duties.

The duties of the Executive Director shall consist of those set forth in the O.R.C. section 340.041 and such other duties as may be lawfully imposed. They shall include a monthly report to the Board on the state of the Board and its relation to community agencies, with a view to the long-range perspective required by the Ohio Department of Mental Health and Addiction Services in the Community Plan, and such other matters which concern the Board. The Board may delegate to the Executive Director the authority to act on its behalf in the performance of its administrative duties or other delegable matters as authorized in the Ohio Revised Code.

In addition, it shall be the duty of the Executive Director to provide, or have provided, to the Board necessary and appropriate files, including a compendium of Board activities; to provide smooth transition in any case of personnel changes; to advise the Board on specific positions, job titles, and job descriptions as may be necessary for the work of the Board; and to employ and remove from office such employees and consultants in the classified civil service and, subject to the approval of the Board, employ and remove from office such other employees and consultants as may be necessary for the work of the Board, and fix their compensation and reimbursement within the limits set by the salary schedule and the budget approved by the Board.

In cases when the Board is directly responsible for the operation of an agency, and in cases of general fund-raising for all Board-supported activities, it shall be the responsibility of the Executive Director, with the President of the Board or his/her designated representative, and the Directors of agencies, where applicable, to coordinate community fund-raising efforts to maximize efficiency and eliminate overlap.

The Board shall fix the compensation of the Executive Director. In addition to such compensation, the Director shall be reimbursed for actual and necessary expenses incurred in the performance of his/her official duties. The Board, by majority vote of the full membership, may remove the Director for cause, upon written charges, after providing the Director with an opportunity for a hearing before the Board.

ARTICLE V – MEETINGS [SR&P # 3, 4, 5, 7, 10]

All regular and special meetings of the Board and its Committees shall be open to the public. Both Board and Committee meetings shall be publicized. Opportunity shall be given to any citizen to address the Board and its Committees at any meeting. All Board meetings shall be conducted according to procedures in a current edition of Robert's Rules of Order following the agenda prescribed herein.

REGULAR MEETINGS: Regular meetings of the Board normally will be held on the 4th Thursday of each month from January through October and on the 3rd Thursday of November and December. In cases of postponement or rescheduling of regular meetings, the Secretary will notify members in writing, post such changes on the Board website, and as time allows inform the MARIETTA TIMES.

SPECIAL MEETINGS: Special meetings of the Board may be called by the President of the Board, the Executive Committee of the Board, or by written request, which may be accomplished by electronic transmission, to the President signed by five or more members of the Board. An agenda for the meeting shall be issued at least 48 hours in advance of such a meeting.

ATTENDANCE: In accordance with the O.R.C. section 340.02(G), upon the absence of a member within one year from either four Board meetings or from two Board meetings without prior notice, the Board shall notify the appointing authority, which may vacate the appointment and appoint another person to complete the member's term.

PLACE AND TIME: The place and time for regular meetings of the Board will be announced at least 48 hours prior to the meeting. The Secretary shall notify each member in writing, if possible, or by phone of any changes in the announced meeting place or time.

QUORUM: A majority of the members shall constitute a quorum for the transaction of the business of the Board. If a meeting is not publicized, a quorum is forbidden to assemble.

POLLS: The Secretary and the Executive Director of the Board are authorized to poll the Board members by phone if a matter requires action before the next regularly scheduled Board meeting. The action must then be confirmed at the next regular meeting of the Board.

ARTICLE VI – AGENDA [SR&P # 7]

Meetings of the Board shall proceed according to an agenda prepared by the President of the Board and the Executive Director. Where time permits, such agenda, together with supporting data, shall be sent to all Board members prior to each meeting.

ARTICLE VII – OFFICERS [SR&P # 6, 11]

The President: The President of the Board shall preside at all regular meetings and special meetings of the Board, appoint members and chairs of standing committees and ad hoc committees as needed, and represent the Board in all matters. The President shall execute legal instruments when authorized by the Board. The President shall be an ex-officio member of all committees and subcommittees and shall have the right to vote in regular and special meetings of the Board and in all committee meetings.

The Vice President: The Vice President of the Board shall perform all duties of the President if the President is unable to perform those duties. If both the President and the Vice President are absent and/or unable to perform their duties, the Board may appoint a President Pro Tempore.

The Treasurer: In collaboration with the Executive Director, the Treasurer shall keep a true and accurate account of the funds of the Board, including all collections and disbursements. After consultation with the Executive Director, the Treasurer shall report monthly the amount of funds received and disbursed, and jointly with the Executive Director, give details of the financial condition of the Board and the business which has been transacted. The Treasurer shall meet with the Executive Director to plan a proposed annual budget which will be presented to the Board. The Treasurer shall be advised by the Executive Director of consultations with the County Auditor and County Treasurer regarding the reporting of financial data to the State.

Tenure and Election: All officers of the Board shall be elected annually by the Board from its membership and each shall hold office for one year or until a successor is elected. No person may hold an office for more than two (2) consecutive years.

Removal: Any officer may be removed for cause by the affirmative vote of the majority of the members at any special meeting of the Board called for that purpose or at any regular meeting of the Board. Prior to that meeting, such officers shall be informed in writing of the meeting and of the charges against them. Such officers shall also have an opportunity to address the Board if they so desire.

Powers and Duties: The officers of the Board shall have such powers and duties as generally pertain to their respective offices, and such future powers and duties as from time to time may be conferred by the Board.

ARTICLE VIII – BOARD AND MEMBER RESPONSIBILITY [SR&P # 2, 4, 5, 8, 10, 11]

Board members have authority only when acting jointly as a Board legally in session. The Board shall not be bound in any way by any statement or action on the part of an individual Board member or employee except when such statement or action is pursuant to specific instructions by the Board.

All Board members shall serve on one or more standing or ad hoc committees as needed.

ARTICLE IX – APPOINTMENT OF COMMITTEES [SR&P #6, 10]

The President, immediately after the annual election, shall appoint members and chairs of standing committees, and shall appoint members and chairs of ad hoc committees as needed.

ARTICLE X – COMPENSATION

Members of the Board shall serve without compensation but shall be reimbursed for actual and necessary expenses incurred in the performance of their official duties, as defined by rules of the Ohio Department of Mental Health and Addiction Services, in accordance with the O.R.C. section 340.02(G).

ARTICLE XI – AMENDMENTS

These Bylaws may be amended or repealed only after a motion is duly made and seconded at a regular meeting of the Board and voted upon at a second regular meeting, after written notice to all members that such a vote will be taken at that meeting.

ARTICLE XII – STANDING RULES AND PROCEDURES

The Board may establish Standing Rules and Procedures as necessary and appropriate to implement these Bylaws. Each such rule or procedure shall be established at a regular or special meeting by a motion that is duly made and seconded and approved by majority vote of the Board at that meeting.