



Western Idaho Community Crisis Center Advisory Committee Bylaws

LEGAL AUTHORITY:

Bylaws of the Advisory Committee are amended and adopted by the Southwest District Health (SWDH) Board of Health pursuant to the authority granted in Title 39, Chapter 1 through Chapter 91, Idaho Code (IC 39-91). The Division of Behavioral Health (DBH), as the state behavioral health authority established by section 39-3123, Idaho Code, shall oversee the crisis centers to ensure compliance with the intent of this chapter, application of the model, associated administrative rules and patient safety. DBH shall be authorized to perform annual audits of crisis centers as necessary to fulfill its oversight responsibility.

PREAMBLE:

These bylaws are to aid the SWDH Board's WICCC Advisory Committee on guiding the organization, implementation, and operation of the center as it provides an effective behavioral health service delivery system that meets the needs of its constituency. The term of advisory committee membership, appointment authority for members and organizational structures shall be guided by these bylaws established by SWDH. (IC 39-9105)

Article 1. Advisory Committee Membership

Section 1.1 Eligibility

The Advisory Committee shall consist of no fewer than five (5) and no more than ten (10) members and shall include a minimum of a local behavioral health consumer, a physician, law enforcement and a county commissioner from within the region. (IC 39-9104) Advisory Committee members shall not have not been convicted of a felony or criminal offense related to the delivery of health care. In all proceedings of the Advisory Committee, each voting member is entitled to one vote

Section 1.2 Ex-officio Members

The Advisory Committee shall include the project manager from SWDH, program manager from DBH, and a representative from the vendor operating WICCC. These members make up to the ten (10) maximum prescribed in section 1.1. Ex-officio members are non-voting members.



Section 1.3 Member Nomination Process

Parties interested in service on the Advisory Committee should inform Chair by submitting a nomination form. Nominations will be considered every two years and as members resign. When the committee needs a new member, nomination forms will be reviewed and vetted, and voted on by current members to recommend appointment by the SWDH BOH.

Section 1.4 Committee Appointment

The SWDH BOH will review nominations recommended by the Advisory Committee and vote to appoint members.

Section 1.4 Member Terms

Appointed members of the committee shall serve a minimum of a two-year term from the time appointment is approved by the SWDH BOH. Members are eligible for reappointment for a total of 3 consecutive terms.

Section 1.5 Member Resignation

Resignation from the Advisory Committee must be in writing and received by the Chair.

Section 1.6 Member Termination

Termination of Advisory Committee membership may occur for inappropriate activities as determined by the committee. Termination must be approved by a two-thirds majority of the Advisory Committee. The member in question of termination may not be present at the vote.

Article 2. Officers

Section 2.1 Election of Officers

Each year, the Advisory Committee shall elect a chair and vice-chair. The Ex-officio member from SWDH will act as secretary. The new officers shall take office on or after the conclusion of the advisory meeting in which they are elected.

Section 2.2 Duties of Chair

The Chair of the WICCC Advisory Committee shall preside over Advisory Committee meetings (regular and special); member nominations; sub-committee appointments; present WICCC updates to the SWDH BOH as needed; and perform all duties of the Chair position and office in accordance to these bylaws, as required by law, rules and regulation.

Section 2.3 Duties of Vice-Chair

During the absence or inability of the Chair to perform their duties, the Vice-Chair shall have the powers and be subject to the responsibilities hereby given or imposed upon the Chair.

Section 2.4 Duties of the Secretary

The Secretary of the Advisory Committee shall keep minutes, coordinate with WICCC and SWDH



for custody and posting of all meeting records, and request the committee to appoint an assistant secretary if needed to assist secretary's duties as prescribed by the secretary.

Article 3. Advisory Committee Meetings

Section 3.1 Open Public Meetings

The WICCC Advisory Committee is a committee of SWDH's Board under provisions of IC 39-9104(3). The SWDH Board of Health is subject to the Open Meeting Law (IC 74-2), it is therefore determined the Advisory Committee is also subject to the provisions of the Open Meeting Law.

Section 3.2 Meeting Notice

Notice of regular meetings shall be posted and provided to each member, giving at least 72 hours' notice and specifying its time and place. Or, if determined by the Advisory Committee to hold meetings at regular intervals of at least once per calendar month scheduled in advance over the course of the year, meeting notice may be satisfied by giving notice at least once each year of its regular meeting schedule.

Section 3.3 Regular Meetings

The Advisory Committee will meet at a minimum of once per quarter.

Section 3.3 Establishing a Quorum

A simple majority of voting members present shall constitute a quorum. In the event of a quorum not being present, no determination, action, vote, or final disposition upon a motion, proposal, resolution, order, or measure on which a vote is required shall be made.

Section 3.4 Voting Authority

The action of the majority of members' present shall be the action of the committee. Individual members of the Advisory Committee shall not speak for the committee, except on specific delegation. All voting is public; secret ballots, proxies, or email voting is prohibited.

Section 3.4 Attendance

Members shall attend posted meetings as often as able. If a Member is unable to attend a meeting, they should notify an Advisory Committee Officer. Voting by proxy or email shall not be allowed.

Section 3.5 Special Meetings

Special meetings of the Advisory Committee may be held at any time, and shall be called by the chair or majority of the members. A written notice (posted, emailed or faxed) of 24 hours shall be given for such special meetings, and no business other than that specified in such notice shall be transacted.

Section 3.6 Virtual Meetings

All meetings may provide virtual options for attendance. Such options may include, but are not



limited to, telephone or video conferencing. Virtual Participation by a member shall constitute presence in person by such member.

Section 3.7 Meeting Minutes

Neither a full transcript nor a recording of the meeting is required, except as otherwise provided by law. All minutes shall be available to the public within a reasonable time after the meeting, and shall include at least the following information: members present; all motions, resolutions, orders, or ordinances proposed and their disposition; the results of all votes, and upon the request of a member, the vote of each member, by name.

Article 4. Parliamentary Authority

Robert's Rule of Order (Simplified) shall be the governing authority for the order of business and conduct of all meetings of the Advisory Committee, and other committees of this organization when not in conflict with these By-Laws.

Article 5. Amendments

These by-laws may be altered, amended, or repealed by an affirmative vote of the SWDH Board by a two-thirds majority of all appointed members. Only such changes as have been specified in the notice shall be made. If, however, all members of the Board are present at any regular or special meeting, these by-laws may be amended by a unanimous vote, without any previous notice.

Article 6. Nondiscrimination

This Advisory Committee shall be noncommercial, nonsectarian and nonpartisan. No person shall be excluded from membership on the basis of race, color, creed, national origin, disability, gender, and sexual orientation

Article 7. Conflict of Interest

Advisory Committee members shall not use positions to promote any personal or professional business relationships, contracts, or financial gain. Advisory Committee members shall promptly disclose the existence of an actual or possible conflict of interest including any potential financial interest and all material facts to the Advisory Committee or the Board of Health. Advisory Committee members shall promptly notify the Advisory Committee or the Board of Health should any interest become potentially detrimental to WICCC. Advisory Committee members shall acknowledge that each member of the Advisory Committee has a fiduciary duty to WICCC, and as part of that duty each member is to maintain absolute confidentiality as to all non-public information to which access is available by reason of Advisory Committee membership. Advisory



Committee members shall disclose and discuss such information only with appropriate officers, employees, agents, and advisors of WICCC and only for valid WICCC purposes or as otherwise required by law.

These bylaws were first amended and approved at a regular Advisory Committee meeting on the October 9, 2019.

Amendments to these bylaws were reviewed by the Advisory Committee on April 14, 2021 and recommended for approval by the SWDH Board of Health.