Ralph Chamness
Chief Deputy
Civil Division

Jeffrey William Hall
Chief Deputy
Justice Division

Blake Nakamura
Chief Deputy
Justice Division

DISTRICT ATTORNEY
SALT LAKE COUNTY
SIM GILL

RECEIVED
MAY 19 2011
BY:

May 5, 2011

Vonnie Fisher
Assistant Fiscal Data Coordinator
Salt Lake County Human Services, Division of Behavioral Health Services
2001 S. State Street, S2300
Salt Lake City, Utah 84190-2250

Re: BHSAC Bylaws

Dear Vonnie:

I have reviewed the proposed bylaws for Salt Lake County's Behavioral Health Services Advisory Council, and I am approving them as to form.

If you have any questions or concerns, please contact me at ext. 2611.

Sincerely,

Mitchell F. Park
Deputy District Attorney
Civil/Litigation Division

Enclosures

SALT LAKE COUNTY
BEHAVIORAL HEALTH SERVICES
ADVISORY COUNCIL

BY-LAWS
(Last Updated 4/13/11)

Article I — Name and Authorization

Section 1 — The name of this Advisory Council shall be the Salt Lake County Behavioral Health Services Advisory Council (BHSAC).

Section 2 — BHSAC is created by authorization of the Salt Lake County Mayor's office (Mayor). It shall serve at the pleasure of the Salt Lake County Division of Behavioral Health Services (Division) for the purpose of advising the Division and assisting the Division in providing policy recommendations for the Mayor and County Council.

Article II — Purpose

Section 1 — BHSAC shall act in an advisory capacity to the Division on matters related to the planning and allocation of mental health and substance abuse resources in Salt Lake County (County) and to the allocation of all public funds available for that purpose.

Section 2 — BHSAC shall advise the Division on mental health and substance abuse needs, trends and activities related to mental health and substance abuse services. The Division shall represent BHSAC advisement to the Mayor and County Council.

Article III — Function

Section 1 — BHSAC will make non-binding recommendations to the Division regarding the allocation of public funds available for mental health and substance abuse services in the County.

Section 2 — BHSAC, in concert with the Division, shall advocate for mental health and substance abuse issues and inform public policy makers and the public on issues, needs, resources, and policies which affect the residents of the County.

Article IV — Membership

Section 1 — BHSAC shall consist of not more than fifteen (15) members.

Section 2 BHSAC shall be comprised of members selected from persons representative of interested groups in the community. This should include community stakeholders and consumers.

Section 3 When appointing members to BHSAC, the Division/Mayor's office will strive for a balance in terms of gender, ethnicity, and knowledge of behavioral health services.

Section 4 The Division will be responsible for the implementation of the process to nominate individuals from the vacant categories for the BHSAC for submission to the Mayor's office. The procedures to be followed will be maintained on file for public review in the Salt Lake County Division of Behavioral Health Services.

Section 5 BHSAC members shall be appointed for a term of two (2) consecutive years, except that BHSAC may occasionally provide for longer or shorter terms of office in order to create staggered expiration of terms. A BHSAC member may not serve more than three (3) full consecutive terms, or a total of six (6) years.

Section 6 BHSAC members' terms that expire during re-bids or other critical events shall have their terms automatically extended to the conclusion of that special event.

Section 7 Any BHSAC member's seat shall be declared vacant when such member has three unexcused absences. Each member has the ability to appear via conference calling if needed.

Section 8 Vacancies which may occur shall be filled for the remainder of the unexpired term by appointment of the Division / Mayor's Office through the specified selection process.

Section 9 Members of the staffs or boards of agencies funded by the Salt Lake County Division of Behavioral Health Services requires disclosure of such conflict of interest and will not be eligible to participate in funding recommendations to the Division regarding the allocation of public funds available for mental health and substance abuse services in the County. BHSAC members are subject to state statutory provisions regarding conflicts of interest and disclosure statements.

Section 10 BHSAC members may not send alternates or designees to meetings to represent them or to vote except as is approved by BHSAC by a majority vote. Under no circumstances shall an alternative or designee vote.

Article V — Officers

Section 1 — Officers of BHSAC shall be Chairperson and Vice Chairperson/Chair Elect. All officers shall be elected by BHSAC at an annual meeting designated for this purpose. Officers shall hold office for one (1) year.

Section 2 — Officers shall be elected annually from the membership of BHSAC by nomination from the open floor.

Section 3 — BHSAC Chairperson shall preside at all BHSAC meetings, and shall have the right to vote on all issues before BHSAC.

Section 4 — The BHSAC Vice Chairperson/Chair Elect shall have all powers and duties of the Chairperson in his/her absence.

Section 5 — The Salt Lake County Division of Behavioral Health Services shall provide staff to BHSAC as needed.

Article VI — Committees

Section 1 — BHSAC may choose to utilize a committee of local mental health and substance abuse services providers to assist in studying various issues of concern to BHSAC.

Section 2 — BHSAC members will review recommendations from Division regarding.

Article VII — Meetings

Section 1 — Notice of regular general BHSAC meetings shall be provided at least five (5) days in advance.

Section 2 — A quorum is established when the majority plus one of the BHSAC members appear for any properly called meeting of BHSAC; and a quorum for any committee or panel shall consist of a majority of its members. If a quorum is present, a majority of those persons present at a BHSAC meeting shall decide its action.

Section 3 — In an emergency situation, a vote by phone or in writing, followed by a confirmation of the vote in subsequent minutes may be allowed.

Section 4 — The Chairperson or Vice Chairperson/Chair Elect acting in behalf of the chair may call special or emergency meetings.

Article VIII — Amendments

Section 1 — The BHSAC may make recommendations for the amendment of these By-Laws by a majority vote of the BHSAC membership. The Division / Mayor's Office may make changes to the By-Laws with or without the approval of the BHSAC. At the annual meeting set aside for election of officers, amendments to those By-Laws may be proposed and voted on by BHSAC. Amendments at other times are possible, but discouraged.

Section 2 — Written notice, setting forth the proposed amendment(s), shall be mailed or given to each BHSAC member at least five (5) days prior to the meeting during which they are to be considered.

Section 3 — BHSAC By-Laws, and any subsequent amendments, shall become effective upon approval by the Division, DA's office and Salt lake County Mayor.

Article IX — Rules of Order

Roberts Rules of Order (Newly Revised Edition) shall apply in all situations not specifically covered by these By-Laws.

WHEREFORE, these BY-LAWS are approved this 18 day of May, 2011.

SALT LAKE COUNTY

By: _____
Mayor or Designee

STATE OF UTAH)
:ss
County of Salt Lake)

On this 18 day of May 2011, Linda Hamilton personally appeared before me, who being duly sworn, did say that s/he is the CAO of Salt Lake County, Office of Mayor, and that the foregoing instrument was signed on behalf of Salt Lake County, by authority of law.

KAREN R. LOWE
NOTARY PUBLIC - STATE OF UTAH
My Comm. Exp. 01/08/2014
Commission # 581113

_____
NOTARY PUBLIC, Residing in Salt Lake County, State of Utah

My Commission Expires:

_____

APPROVED AS TO FORM
Salt Lake County District Attorney's Office
By _____
Deputy District Attorney
Date May 5, 2011