

**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 liaison for discussion and comment before forwarding to the appointing authority. The Appointing Authority (consisting of the board chair, one (1) representative holding a Department of Health and Welfare board seat, and one (1) representative holding a County Commissioner board seat) 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. The name will then be submitted to the board for ratification with a two-thirds majority vote.

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

**Duties of Chair:** The Board Chair conducts Behavioral Health Board meetings, approves the meeting agenda, 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. Attend monthly Behavioral Health Board leadership calls with the Idaho Department of Health and Welfare.

**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 Liaison when Board members are unable to attend Board meetings and notifies any member after two consecutive absences. The Board Secretary coordinates with EIPH liaison 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 liaison 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 Liaison:** EIPH liaison will develop the Board meeting agenda after receiving suggestions from Board members, will take minutes at each meeting, which shall include all action items and recommendations. The liaison will provide administrative assistance during the meeting and will distribute agendas, minutes, and other informational material prior to Board meetings. The liaison will maintain the Region VII Behavioral Health Board website. The liaison 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 liaison.

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. The Board may also terminate membership for inappropriate activities. 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 liaison.

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 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 at least 72 hours before a regular scheduled board meeting prior to the event. 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, including those of any subcommittees, 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 liaison 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 should notify EIPH liaison 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 30<sup>th</sup> 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. Subcommittee chairs shall be members of the Board. Individuals who are not members of the Board may be invited to attend subcommittee meetings but are not voting members of the subcommittee.

#### **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: FUNDING REQUESTS, SCHOLARSHIIPS, & GRANTS**

The board offers the following types or awards of financial assistance to support the Region 7 Behavioral Health Board Mission:

1. Martha and John Tanner Memorial Grant
  - a. Funding: \$1,000 per year
  - b. Timeline: Opens July 1<sup>st</sup> of each year and closes August 31<sup>st</sup> of that same year
2. Idaho Conference of Alcohol and Drug Dependency Scholarships
3. Region 7 Behavioral Health Board Grants as determined by the Board

The Board awards based on improving our systems of care within Region 7 for those affected by behavioral health issues. We will do this by evaluating gaps in services, encouraging collaboration among stakeholders, ensuring monitoring of critical statistics, and developing strategic plans based on information.

Reimbursement grant requests will not be allowed.

Individuals or community organizations receiving funds, scholarships, and/or grants from the Region 7 Behavioral Health Board will be required to complete the Funding Acknowledgement Form (see Appendix A) prior to receiving their award.

#### **ARTICLE X: 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 meeting at which they are presented for adoption.

These bylaws were approved at a regular Board meeting on the 16th day of September 2022.

Signatures: \_\_\_\_\_  
Darin Burrell, Chair

**APPENDIX A**

**Funding Acknowledgement Form**

I, \_\_\_\_\_, acknowledge that I am receiving fund(s), scholarship(s), and/or grant(s) from the Region 7 Behavioral Health Board and agree to the below terms and conditions:

The award is for the sole purpose of the official motion from the Region 7 Behavioral Health Board. Any deviation from the activities listed in the original funding request, scholarship request, and/or grant request must be approved in writing by the Region 7 Behavioral Health Board or the EIPH liaison prior to implementation.

In the case of travel changes that affect the implementation or completion of activities, including in the case of conference or event attendance, I will work with the EIPH liaison to provide travel changes including cancellation in a timely manner. Any expenses incurred when travel changes are not made with the EIPH liaison, it will be my responsibility to pay. In the case of hotel stays, any personal room charges will not be charged to the Region 7 Behavioral Health Board.

The awardee receiving funds may be asked to report on their grant activities and use of funds at a monthly Region 7 Behavioral Health Board meeting or through a written report. If an awardee fails to provide a requested report, the board may determine that the awardee may no longer receive funds from the Region 7 Behavioral Health Board.

The awardee holds the Region 7 Behavioral Health Board harmless of any claims of liabilities, costs, or expenses arising from damages, losses or injuries.

These funds need to be expended by: \_\_\_\_\_

<b>Name of Awardee:</b>
<b>Awardee Signature</b>
<b>Date</b>
<b>Telephone Number</b>