

**Clatsop County
Human Services Advisory Council
By-Laws**

(Adopted September 24, 1997)
(Revised February 27, 2001)
(Revised January 13, 2003)
(Revised September 23, 2020)
(Revised September 27, 2023)

Article I – Name

The name of this organization shall be the Clatsop County Human Services Advisory Council.

Article II – Duties and Responsibilities

The general duties and responsibilities of this Council are:

1. To identify needs and establish priorities for the three areas of interest listed in Article III-Section 1 for the publicly funded human service delivery system.
2. To participate in the selection of service providers.
3. To participate in the evaluation of services to assure they are effectively addressing the needs and priorities, and are of high quality.
4. To provide a community balance and an independent opinion to the Clatsop County Board of Commissioners regarding service directions, decisions, and proposals.
5. To provide a link to the community at-large through advocacy, public information, and education activities sponsored by the County.

Article III- Structure

Section 1

The Human Services Advisory Council shall be made up of three areas of interest; each addressing a specific area of service as follows:

Developmental Disabilities—addressing the needs of and services for people with developmental disabilities and Intellectual/Developmental Disabilities and Autism Spectrum Disorder.

Mental Health – addressing prevention, intervention and treatment of individuals with mental health issues or other programs related to behavioral health by statute (ORS 430.630 (7)) (See attached Appendix A)

Alcohol and Drug will constitute the Local Alcohol and Drug Advisory Committee (LAPDC) as required by statute (ORS 430.290, ORS 430.342 and 430.350) in Clatsop County. (See attached Appendix A)

Section 2

The Council may convene a work group of knowledgeable persons to advise the Council in specific program areas or to address any ad hoc issues as needed. Other meetings of the Council will be called

as needed with one week's notice given by email, phone, or mail.

Section 3

The Council shall come together no less than four times per year to conduct the business of the Council.

Article IV – Membership

Section 1

All members are appointed by and serve at the pleasure of the Clatsop County Board of Commissioners and shall:

1. Be members of the residential or business community of Clatsop County.
2. Be appointed for terms of up to three years with reappointment at the pleasure of the Clatsop County Board of Commissioners.
 - Each term to begin March 1 and expire the last day of February.
 - Each term to be served at the pleasure of the Clatsop County Board of Commissioners.

Section 2

1. Membership on the Council shall not exceed Nine (9) voting members.
2. Persons employed by contracted providers of human services shall not be eligible for appointment. However, the Council may include one representative of each provider and they shall serve in an ex-officio capacity (non-voting).
3. Representation of mental health, alcohol and drug treatment, and developmental disability providers not under contract with the County or connected to contracted providers of the County shall not exceed one member per contracted service.
4. Membership shall represent: recipients of services, advocates, professionals in the field, key referral sources, non-contracted provider representatives, provider representatives (non-voting), and lay citizens in balanced representation. Representation shall also include minority members who reasonably reflect the proportion of the need for substance use disorder treatment and rehabilitation services of minorities in the community and at least one member who have mental or physical disabilities.

Section 3

1. After ~~two~~ unexcused absences from scheduled Council meetings by a member, the member will be contacted by the Chair to see what their intention of continued service on the Council is.
2. After three unexcused absences from scheduled council meetings by a member in one calendar year, the member will surrender their appointment.

Article V – Officers

Section 1

The officers of the Council will be a chairperson and vice-chairperson, with the term of office being one year. The duties of the Council chairperson shall be to preside at all meetings of the Council; to act as a liaison among: the County staff, public agencies, and the Clatsop County Board of Commissioners; and to assign tasks and duties to the respective ad hoc committees. The vice-chairperson will perform these duties in the absence of the chairperson. Election of officers will be held during the March meeting of every year.

Article VI – Rules of Procedure

Section 1 – Quorum

For the purpose of doing business, quorum shall be a majority of appointed membership of the Council. Once a quorum is established, business can be transacted for the remainder of the meeting regardless of the number of members present.

Section 2– Open Meetings

The Council shall conform to the procedures outlined in the Open Meeting Law of the State of Oregon

Section 3 – Conflict of Interest

There will be open discussion of situations, which might involve conflict of interest on the part of Council members. A member shall abstain from voting on a particular issue where there is a potential of direct benefit to the member or their agency.

Section 4 – Public Statements

No member of the Human Services Advisory Council is authorized to speak on behalf of the Council until the Council takes a position by formal action. This does not prevent any member from making public statements regarding personal or agency views on an issue as long as identification of membership on the Council is not involved.

Section 5 – Recommendations and Actions

1. Agenda Formation: Preliminary agenda formation for the next meeting will be developed through a process decided on by each body. Establishing the agenda shall be allowed at the beginning of each meeting of the Council. The Council and the Advisory Committees may consider any item submitted from any source. All issues of substance will be brought before the Council.
2. Recommendations: The Council may vote to refer matters to the Clatsop County Board of Commissioners with or without recommendations.
3. Minority Reports: Members of the Council may submit a minority report if the intent to do so is announced after the question is called and prior to the call for a vote. The minority report is submitted to the Board in conjunction with the Council's decision.
4. Robert's Rules of Order: Questions of procedure will be resolved on the basis of Robert's Rules of Order.

Article VII – Amendments

These By-Laws may be amended by an affirmative vote of a quorum at a meeting of the Human Services Advisory Council after special notification thirty days prior to the date of the meeting, and approval by the Clatsop County Board of Commissioners.

Appendix A

430.630 Services to be provided by community mental health programs; local mental health authorities; local mental health services plan.

(7) Each community mental health program shall have a mental health advisory committee, appointed by the board of county commissioners or the county court or, if two or more counties have combined to provide mental health services, the boards or courts of the participating counties or, in the case of a Native American reservation, the tribal council.

430.290 [1973 c.582 §§1,2; 1985 c.740 §13; 2009 c.595 §479; 2009 c.856 §§10,19; repealed by 2011 c.673 §45]

430.342 Local planning committees; duties; members.

(1) The governing body of each county or combination of counties in a mental health administrative area, as designated by the Alcohol and Drug Policy Commission, shall:

(a) Appoint a local planning committee for alcohol and drug prevention and treatment services; or

(b) Designate an already existing body to act as the local planning committee for alcohol and drug prevention and treatment services.

(2) The committee shall identify needs and establish priorities for alcohol and drug prevention and treatment services that best suit the needs and values of the community and shall report its findings to the Oregon Health Authority, the governing bodies of the counties served by the committee and the budget advisory committee of the commission. (3) Members of the local planning committee shall be representative of the geographic area and shall be persons with interest or experience in developing alcohol and drug prevention and treatment services. The membership of the committee shall include a number of minority members which reasonably reflects the proportion of the need for prevention, treatment and rehabilitation services of minorities in the community. [1977 c.856 §3; 2001 c.899 §3; 2009 c.595 §483; 2011 c.673 §21]

430.350 Assistance and recommendation of local planning committee.

(1) Every applicant for a grant made under ORS 430.345 to 430.380 shall be assisted in the preparation and development of alcohol and drug abuse prevention, early intervention and treatment services by the local planning committee operating in the area to which the application relates. Every application shall establish to the satisfaction of the Oregon Health Authority that the committee was actively involved in the development and preparation of such program.