

Bylaws of the Dakota County Local Advisory Council for Children's Mental Health

**Article I.
Organization and Management**

Section 1.01 Purpose, Authority, Duties, and History

Purpose. The local children's mental health advisory council shall seek input from parents, former consumers, providers, and others about the needs of children with emotional disturbance (hereinafter " children with mental health issues") in the local area on services needed.

Authority. The Comprehensive Mental Health Act of 1987 and the Children's Mental Health Act of 1989 require counties to establish local mental health advisory councils. The LAC is recognized by the Dakota County Board of Commissioners. The county board shall consider the advice of its local children's mental health advisory council in carrying out its authorities and responsibilities.

Duties. Statutory duties (MN Statutes 245.4875) include meeting no less than quarterly to review, evaluate and make recommendations regarding the local children's mental health system. Annually, the LAC shall: (1) arrange for input from the local system of care providers regarding coordination of care between the services (2) identify for the county board the individuals, providers, agencies, and associations as specified in MN Statute 245.4877, clause 2; (3) provide to the county board a report of unmet mental health needs of children residing in the county; (4) develop annual work plan in accordance with Dakota County policy #1015; (5) develop leadership opportunities for parents.

History. Prior to January 1, 2006 the Dakota County's Children's Mental Health Collaborative (CMHC) served as Dakota County LAC. When the CMHC and Family Services Collaborative merged in January 2006, Dakota County established a separate LAC.

Section 1.02 Membership. The Local Advisory Council for Children's Mental Health hereinafter the "LAC" shall consist of at least one of each of the following individuals:

- A. At least one person who was in a mental health program as a child or adolescent
- B. At least one parent or guardian of a child or adolescent with severe emotional disturbance
- C. One children's mental health professional
- D. Representatives of minority populations of significant size residing in the county
- E. A representative of the children's mental health local coordinating council
- F. One family community support services program representative

Section 1.03 Composition. The LAC will have at least one officer be an individual from the membership category of A or B from above and will actively recruit parent and

consumer members.

- Section 1.04 Administrative support. Dakota County will assign one staff person to help with technical support and facilitate the flow of information between the LAC and Dakota County Board of Commissioners.
- Section 1.05 Recognition of Members. The LAC will provide the Dakota County Board with a list of members annually.
- Section 1.06 Terms. LAC member will serve a term of two years and can serve consecutive terms.
- Section 1.07 Removals. Any member may be recommended for removal with cause at any time by 51% affirmative vote of the full LAC.

Article II. Meetings of the Board

- Section 2.01 Regular Meetings. Regular meetings of the LAC will be held at such times and places as shall be designated by the membership and shall be open to interested parties. Membership for all LAC meetings will be notified at least ten (10) working days in advance of such meetings.
- Section 2.02 Special Meetings. A special meeting of the LAC may be called for any purpose at any time by the Chair or upon request of any three or more members.
- Section 2.03 Notice of Meetings. Written notice of each regular and special meeting of the LAC stating date, time, and place and, in the case of a special meeting, the purpose of the meeting shall be delivered, mailed, e-mailed, or faxed to Members at least ten (10) working days in advance of such meetings and not more than thirty days before such meeting. No business shall be transacted at a special meeting except that which has been specified in the notice of the meeting.
- Section 2.04 Annual Meeting. An annual meeting shall be held at a time and location determined by the Chair.
- Section 2.05 Quorum. At each meeting of the LAC, the presence, in person or by electronic communication, of six members shall be necessary to constitute a quorum for the transaction of business. In the absence of such a quorum, any meeting may be adjourned by a majority of the members present. If a quorum is established when a duly called or held meeting is convened, the members may continue to transact business until adjournment, even though the withdrawal of a members(s) originally present leaves less than the proportion or number otherwise required for a quorum.

- Section 2.06 Absences. In the event that a member misses fifty percent (50%) or more of meetings in a calendar year, the members may vote to remove the member.
- Section 2.07 Voting. Each member shall have one (1) vote. Except as otherwise provided in these bylaws, all questions at a meeting shall be decided by the affirmative vote of a majority of members entitled to vote and who are present in person or connected by electronic communication at a duly held meeting.
- Section 2.08 Conflict of interest. County staff and those that receive funding will abstain from voting on any major funding issues.
- Section 2.09 Meetings by Electronic Communication. To the extent allowed by the Minnesota Open Meeting Law, a conference among Members by a means of communication through which the Members may simultaneously communicate with each other during the conference is a Board meeting if the same notice is given of the conference as would be required for a meeting and if the number of Members participating in the conference is a quorum. Participation in a meeting by this means shall constitute a Members presence at the meeting. Once a quorum is established, voting occurs as stated in Sections 2.07.
- Section 2.10 Adjournments. If any meeting of the Board is adjourned to another place, no notice as to such adjourned meeting need be given other than by announcement at the meeting in which it occurred.
- Section 2.11 Emergency Action without a Meeting. An action required or permitted to be taken at a LAC meeting but necessary due to an emergency may be taken by written notice signed by the number of Members who would be required to take the same action at a meeting of the LAC at which all Members were present; provided however, that all Members must be notified immediately of its text and effective date and provided further that the written action is effective when signed by a quorum of LAC Members unless a different effective time is provided in the written action. Failure to provide the notice does not invalidate the written action.
- Section 2.12 Meeting Rules and Procedures. Meetings will be conducted using Roberts Rules of Order except where inconsistent with these bylaws. Effort will be made to order the agenda so that items more important to youth members are moved to the front of the agenda to better capture their input.
- Section 2.13 Minutes. The LAC shall keep full and complete records of all meetings and actions. Minutes will be made available upon request to Members and to all interested parties.

**Article III.
Officers**

- Section 3.01 Election, Qualification, Terms. The officers of the LAC shall consist of a Chair and Vice-Chair. Officers are elected for a term of two years at the meeting held in the first quarter of the calendar year. The executive committee is made up of the Chair, Vice-Chair and social services liaison to the county board of commissioners.
- Section 3.02 Meeting Presider. The Chair of the LAC shall preside at all meetings of the Board. In the event of absence or disability of the Chair, the Vice Chair shall assume responsibility of Chair.
- Section 3.03 Authority and Duties. In addition to the foregoing authority and duties, all officers of the LAC shall respectively have such authority and perform such duties as may be designated by the LAC.
- Section 3.04 Resignation, Removal, and Vacancies. An officer may resign by giving notice to the LAC. The resignation is effective, without acceptance, when the notice is given to the LAC unless a later effective date is named in the notice. Each officer of the LAC shall serve at the pleasure of the LAC and may be removed from office, with cause, by an affirmative vote of 6 members of the LAC. A vacancy in an office because of death, resignation, removal, disqualification, or other cause must be filled by a majority vote of the LAC present at the regular meeting in which a new candidate is nominated.

**Article IV.
Committees**

- Section 4.01 Committees. Ad hoc committees may be developed to address specific issues as deemed appropriate by the LAC.
- Section 4.02 Rules of Procedure. Subject to these bylaws and to such regulations as the LAC may adopt, each committee designated by the LAC may hold meetings at such times and places as it may deem determine. The bylaw rules for the LAC in Section 2.03 Notice of Meetings; Section 2.04 Waiver of Notice; Section 2.05 Quorum; Section 2.08 Meetings by Electronic Communication; Section 2.09 Adjournments; Section 2.10 Emergency Action without a Meeting; Section 2.11 Meeting Rules and Procedures; and Section 2.12 Minutes shall also apply to all committees.
- Section 4.03 Voting. Each Member shall have one (1) vote. Except as otherwise provided in these bylaws, all questions at a meeting of a committee shall be decided by the affirmative vote of a majority of Members entitled to vote and who are present in person or connected by electronic communication at a duly held meeting.

Section 4.04 Minutes. Ad hoc committees shall keep full and complete records of all meetings and actions. Committee chair shall submit minutes. Minutes will be made available upon request to members of the committee and to all LAC Members.

**Article V.
Indemnification of Officers and Members**

Section 5.01 All officers and members of the LAC shall be entitled to indemnification while performing their duties as a member of the LAC to the extent provided in Minnesota Statute, Chapter 466.

**Article VI.
Miscellaneous**

Section 6.01 Powers and Duties of the LAC. The LAC shall carryout Powers and Duties as defined in Section 1.01 of the bylaws.

Section 6.02 Dakota County Policy #1015. By-laws must be consistent with Dakota County Policy #1015 on Citizen Advisory Committee Membership. A copy of Dakota County Policy #1015 shall be provided to all citizen advisory committee members.

Section 6.03 Change of Bylaws. These bylaws may be amended at any time by affirmative vote of two-thirds of the LAC Members who are present at a duly held meeting; provided that written notice of the meeting and of the proposed amendment shall be given to each representative not less than ten (10) days nor more than thirty (30) days before any meeting of the Board at which an amendment of the bylaws is to be adopted. Any such amendment must not conflict with or be inconsistent with MN state statute or Dakota County Policy #1015 on Citizen Advisory Committee Membership.

Section 6.04 Grievance Policy. In the event of a disagreement between two or more LAC Members, the Members agree to abide by the following dispute resolution protocol:

Step One: The grieving Members will attempt to work out the dispute through direct communication with each other. If the dispute is not resolved at this step—

Step Two: The grieving Members will notify the LAC, in writing, of the nature of the dispute and request the LAC to hear the dispute at its next regular meeting and seek resolution at the meeting. Discussion shall comply with the State’s Open Meeting Law, M.S. Section 471.705. If the dispute is not resolved at this step —

Step Three: The LAC will take the matter under advisement and, at its following regular meeting, decide a solution for the grieving Members.

C END OF BYLAWS C

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