

**Department of Human Services
Addictions and Mental Health Division**

**Mental Health Planning and Management Advisory Council
September 16, 2008
BYLAWS**

ARTICLE 1. Purpose

The body shall be known as the Mental Health Planning and Management Advisory Council (PAMAC) of the Oregon Addictions and Mental Health Division (AMH). Its responsibilities include the following:

- a. Advise the AMH on mental health policies and programs for children, adolescents, adults, and older adults;
- b. Facilitate effective cooperative working relationships among the components of the mental health system;
- c. Make recommendations regarding the identification, development and utilization of resources;
- d. Identify problems and develop recommendations for resolution; and
- e. Serve as the Planning Council for purposes of monitoring, reviewing and evaluating the federally mandated state plan for mental health services.

ARTICLE 2. Membership

- a. The Mental Health Planning and Management Advisory Council shall be composed of members appointed by the Assistant Director of the AMH.
- b. When appointing members, the Assistant Director shall give consideration to geographic, cultural and ethnic representation and seek members who represent the varied interests of adults, older adults, children, and adolescents. The membership shall be as described below.

1. Four advocates for mental health services;
 2. Five people who are or have been recipients of public mental health services;
 3. Three family members of children/adolescents with serious emotional disorders;
 4. Three family members of adults with mental illness;
 5. Four representatives of mental health providers;
 6. Three representatives of community mental health programs;
 7. Eight representatives of state agencies serving persons with mental illness;
 8. One representative of the Governor ' s Commission on Senior Services to represent seniors with mental health service needs.
 10. Five ex-officio members including the two superintendents of the state hospitals and three representatives of the AMH, one of whom shall represent the interests of children. Ex officio ' s are non-voting members.
 9. The AMH Assistant Director may appoint one at-large representative for the PAMAC and any committee established.
- c. Members of the Council shall be responsible to communicate with constituents they represent regarding matters before the Council.
 - d. Council members may serve up to three consecutive three-year terms. The Nominating Committee shall recommend nominees to the Administrator. The terms of the Council shall expire each December 31, and new council members shall begin new three-year terms each January 1.
 - e. If members are not able to attend a meeting, they are encouraged to send an alternate. A Designated Alternate may participate and vote. Notice of the alternate shall be given in advance to the AMH staff.
 - f. AMH will view three absences within a year ' s period, without alternate representation, as a resignation from the Council.
 - g. Proxy votes are not allowed.

ARTICLE 3. Meetings

- a. Regular meetings of the Council will be held every other month. Committees of the Council will meet between regularly scheduled Council meetings.
- b. Special meetings may be called by either of the co-chairpersons, or by agreement of a majority of the Council members.
- c. One-third of the current Council membership shall constitute a quorum. Council decisions will be made by majority vote.
- d. All meetings are public meetings.

ARTICLE 4. Officers

- a. The officers of the Council shall consist of the co-chairpersons and vice co-chairpersons and shall be representative of the adult and children's mental health system, one of whom will be a consumer/survivor or family member.
- b. Two Officers (either co-chairpersons or vice co-chairpersons) shall be elected annually at the meeting most closely following December 1, and will serve two-year terms. Staggered elections allow for continuity in leadership.
- c. Officers shall assume their official duties immediately following the meeting in which they are elected and shall serve for a term of two years and until the election of their successors.
- d. A member shall not be eligible to serve more than two consecutive terms in the same office.
- e. Vacancies in offices shall be filled by Council election for the unexpired portion of the term.
- f. The co-chairpersons shall preside at all meetings of the Council; and shall represent the Council and conduct such business as the Council directs.
- g. The vice co-chairpersons shall act as aides to the chairpersons and shall perform the duties of the co-chairpersons in the absence or inability of the officers to act.
- h. Executive Committee. The officers of the PAMAC will serve as members of the Executive Committee. The Executive Committee will oversee the work

of the Council in between meetings, plan agendas with the Assistant Director (or designee), and receive recommendations from committees for full Council review.

ARTICLE 5. Committees

- a. There shall be two standing committees of the Council, the Children's Services Advisory Committee (CSAC) and the Adult Services Advisory Committee (ASAC).
- b. Other committees shall be created by the Assistant Director or the chairpersons of the Council or by vote of the Council, as necessary to carry out the functions of the Council. Time limited committees shall be assigned a specific task to be accomplished in a limited period of time and then discontinued.
- c. All committees will be staffed by a person from the AMH as assigned and approved by the Assistant Director for AMH.
- d. The AMH Assistant Director shall designate co-chairpersons for each committee created. One of whom will be a family member for CSAC or consumer/survivor for ASAC.
- e. Committees may include non-council members.
- f. The chairperson of each committee shall report to the Council at regularly scheduled meetings of the Council and submit a final report to the Council from the committee upon completion of the task assigned.
- g. The co-chairpersons shall serve as the Nominating Committee to recommend Council nominees to the Assistant Director and to nominate officers.
- h. A permanent sub-committee shall be established to focus on mental health systems for children and their family members. The sub-committee shall be known as the Children's System Advisory Committee (CSAC). The CSAC shall advise the AMH through reports and recommendations to the PAMAC on issues affecting the children's mental health system.

These issues include, but are not limited to:

1. System change and coordination, policy development, planning, evaluation, and fiscal development.

2. The committee will also address the specialized issues and services for transition age older adolescents and the young adults.
- i. A permanent sub-committee shall be established to focus on resolving adult mental health system issues. The sub-committee shall be known as the Adult Services Advisory Committee, (ASAC). The ASAC shall advise the AMH through recommendations and reports. Areas include, but are not limited to:
 1. Role of the State Hospitals in the system, management of census, and improved admission and discharge practices.
 2. System change and coordination, policy development, planning, evaluation, and fiscal development.
 3. The committee shall also address special issues such as:
 - Consumer driven services, workforce cultural competence, forensic services, transition age services (in collaboration with the Children's Advisory Committee), extended care services, older adult services, etc.
- j. A set of by-laws will be established to govern the operation of the standing Committees. Membership shall represent the geographic, cultural and ethnic population of the state, with 51% of the Committees being consumers, family members and advocates.
- k. AMH shall provide reimbursement for members for travel expenses, which may include mileage, meals, lodging, child-care and certain other miscellaneous items. Reimbursement will be provided to persons without agency sponsorship for such expenditures.

ARTICLE 6. Policies

- a. These bylaws may be amended or repealed at any regular or special meeting of the Council provided notice of changes have been made to Council members 15 days prior to the meeting. A two-thirds majority of the membership in attendance is required to adopt amendments.
- b. Robert's Rules of Order, newly revised, shall govern the conduct of members at all meetings of the Council.
- c. Minutes shall be taken at all meetings and shall include action items and

recommendations. Copies shall be emailed or mailed to all members. A staff person of the AMH shall perform the duties of secretary including preparation of minutes, agendas, correspondence and informational materials.

- d. Records of the Council shall be maintained by the AMH.

Minutes approved at the October 2, 2008 Council meeting.