

Bylaws of the Dakota County Local Advisory Council for Adult Mental Health

**Article I.**

**Organization and Management**

Section 1.01 Purpose, Authority, Duties, and History

**Purpose.** The local adult mental health advisory council (hereafter “LAC”) shall seek input from individuals, family members, providers, and others about the needs of adults with mental illness in the local area on services needed. The LAC should provide an opportunity for its members to provide insight, feedback and recommendations about how mental health care is provided to county and state policy makers from those with first-hand wisdom and experience.

**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 mental health advisory council in carrying out its authorities and responsibilities.

**Duties.** Statutory duties (MN Statutes 245.466 Subd. 5) include meeting no less than quarterly to review, evaluate and make recommendations regarding the local mental health system. Annually, the LAC shall: (1) arrange for input from the regional treatment center's mental illness program unit regarding coordination of care between the regional treatment center and community-based services; (2) identify for the county board the individuals, providers, agencies, and associations as specified in section 245.462, subdivision 10 (see below for details); (3) provide to the county board a report of unmet mental health needs of adults residing in the county to be included in the county's mental health plan, and participate in developing the mental health plan; and (4) coordinate its review, evaluation, and recommendations regarding the local mental health system with the state advisory council on mental health.

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

- a. At least one individual with lived mental health experience
- b. One family member of an adult with mental illness
- c. One mental health professional
- d. One community support services program representative

Section 1.03 Composition. The LAC will have at least 51% people with a lived mental health experience and family 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. Each LAC member will serve a term of two years and are allowed to serve consecutive terms as voted on by the LAC.

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 opened 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 meetings 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, or e-mailed 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 a simple majority of the 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.
- 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 Fourth quarter of the calendar year.
- 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 51% of the full 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

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