

Utah Behavioral Health Planning and Advisory Council By-Laws 2013

The following document outlines By-Laws for the Utah Behavioral Health Planning and Advisory Council (UBHPAC). This document is to serve as a guideline for conducting business during UBHPAC and subcommittee meetings.

Pursuant to Public Law 102-321, the Division of Substance Abuse and Mental Health “will establish and maintain a State mental health planning council in accordance with the conditions described in Section 1914.

The name of the planning council is the Utah Behavioral Health Planning and Advisory Council, referred to in these by-laws as UBHPAC.

Mission Statement:

“Our mission is to ensure quality behavioral healthcare in Utah by promoting the collaboration, advocacy, education and delivery of services.”

Purpose:

“The purpose of this council is to support collaboration between providers, peers, community partners/advocates and state leadership in the responsible provision of integrated services relating to the prevention and treatment of, and recovery from, mental health and substance use disorders.”

Vision:

“The vision of this council is that quality integrated services relating to the prevention and treatment of, and recovery from, mental health and substance use disorders are available to all individuals, families and communities throughout Utah.”

Membership:

1. Membership Definitions:

Peer:

1. Individuals who access or have accessed mental health and/or substance use disorder and/or prevention services*, now or in the past
2. Any person considering themselves as having a lived experience of recovery
3. Family member/care giver of an individual in public or private mental health and/or substance use disorder and/or prevention services*, now or in the past

Provider:

1. Any person representing an entity that provides mental health and/or substance use disorder and /or prevention services*
2. Any person representing an entity focused on advocacy, education and/or prevention on behalf of a Peer.
3. Any person representing an entity that is consumer-led
4. Any individual person providing mental health and/or substance use disorder and/or prevention services*

Community Advocate/Partner:

1. Any person representing an entity that may include but is not limited to legal, social service, law enforcement, education, medical, academic/research, faith-based, military, and tribal with an interest in behavioral health

*education, resiliency and recovery support and treatment or other services

2. The UBHPAC shall include statewide representation by peers, providers, and community advocate/partner.
3. The UBHPAC shall solicit for at least 50% peer representation on the Council.
4. Membership will be comprised of up to 35 voting members representing the diverse populations outlined in the Membership Definitions.
5. Where possible, membership will represent the diverse cultural and ethnic populations of the state.
6. Individuals interested in becoming a voting Council member will need to first attend at least 2 UBHPAC meetings, and then submit an application for membership to the Membership Committee.
7. The application will be reviewed by the Membership Committee, and then voted on by the Executive Committee with final approval by a majority of the UBHPAC members present.
8. If membership is approved the individual will complete a UBHPAC orientation.
9. Members who have three consecutive unexcused absences from Council meetings are subject to have their membership privileges reviewed by the Executive Committee, or designee. This may result in removal from UBHPAC.

Duties:

1. Members are expected to be present in person or via electronic means. (Necessary accommodations for participation can be provided to attendees, via call-in and emails of minutes and agendas. Those accommodations need to be requested 48 hours in advance (i.e. no later than the Friday prior to UBHPAC meetings).)
2. Members are expected to assist in advising the Division of Substance Abuse and Mental Health in regards to the policies and use of resources in providing behavioral health services in Utah.

3. Members are also expected to bring lived experience and/or professional knowledge regarding behavioral health needs and statistics, review and evaluate progress of current and future plans and help participate in the allocation of resources to include federal block grant funds.

Meetings:

1. UBHPAC meetings are open public meetings held monthly; date & time TBD by the Council.
2. Attendance at the meetings can be in-person or by call-in. All instruction for joining the meeting will be included in the agenda that is sent out prior to the meeting date.
3. Anyone from the general public is welcome to attend the meeting and do not need to complete an application to attend.
4. Meeting will be opened and closed by Council Chair or Interim-Chair or Co-Chairs.
5. Council meetings will utilize Robert's Rules of Order to help provide structure to taking action. (See Voting)

Committees:

1. Committee membership shall be formed from Council membership to be confirmed by a quorum of the Council. Members of the public may participate in Committee meetings but will not have any voting privileges.
2. Standing or ad-hoc committees shall be formed based on the needs identified by the UBHPAC membership.
3. Committee creation and membership shall be confirmed by a quorum of the Council.
4. Committee members can self-elect or be elected by others. They must be confirmed by a quorum of the Council in order to hold a committee position.
5. Committees shall be responsible for electing their own officers and must follow membership requirements set forth by the Council.
6. All committee actions must get final approval by a majority of the Council.
7. Ad-hoc and standing committees will be chaired by members of the Executive Committee.
8. Standing committees may include but are not limited to Executive, Membership, Block Grant, Budget, and Advocacy.
9. *Executive Committee:*
 - a. The Executive Committee shall be established from the current voting membership of the Council and confirmed by a quorum of the Council.
 - b. The Executive Committee duties include but are not limited to oversight of standing and ad-hoc committees, requests for technical assistance, and by-law development.
 - c. Executive Committee Officers are two Chairpersons, and a Secretary.

- d. Executive Committee Officer terms shall last for two calendar years from the time they are confirmed by the UBHPAC.
- e. The duties of the Chairpersons are to facilitate Executive Committee meetings, update the UBHPAC during general Council meetings and act as liaisons for the Council to the DSAMH.
- f. The duties of the Secretary are to take and maintain minutes of Executive Committee meetings, disseminate minutes and agenda, and keep up-to-date records of Committee membership, by-laws and other necessary paperwork.

10. Standing and Ad-hoc Committees:

- a. Shall abide by the by-laws of the Council.
- b. Set priorities in conjunction with Council needs and directives.
- c. Report to the Council after each committee meeting.
- d. Elect their own officers from within their membership.

Voting:

1. A majority vote of those UBHPAC members that are present is needed for approval of any actions of UBHPAC.
2. UBHPAC will follow Robert's Rules of Order for conducting meetings.
3. Voting at Council meetings will follow the procedures below:
 - a. A member of the Council must make a motion for a vote to be taken.
 - b. Another member of the Council must second the motion.
 - c. Discussions are held then a vote is taken.
 - d. UBHPAC members must vote "for" or "against" the motion, or "abstain" from voting.
 - e. A majority of the members present for the vote must vote "for" in order for a motion to pass.
 - f. In the event of a tie vote, the motion will be considered to have failed.

Agenda Setting:

1. Announcements (e.g. events, office locations, etc...) are due to the UBHPAC Chairperson at least one week in advance of UBHPAC meetings.
2. Requests for budget and program presentations to UBHPAC are to be sent to the Chairperson for consideration.
3. The Chairperson will review the request prior to the item being placed on the next meeting's agenda.
4. The Chairperson will disseminate any information received with the request to UBHPAC membership so that members can review material(s) prior to the presentation.
5. The agenda for each upcoming meeting will be made available on the Friday prior to the upcoming UBHPAC meeting.

Presentations to Council:

1. Division staff will have the opportunity to present to the UBHPAC on pertinent issues as needed and as requested.
2. Members will be allotted time to present to the UBHPAC regarding events, office locations, etc. as requested.
3. Agenda items that will require approval by the Council shall be allotted time to present with time for questions and answers.
4. Time will be allotted in each agenda for guests or public comment.
5. Agencies who wish to solicit funds through the UBHPAC shall follow these steps:
 - i. Contact the Executive Committee and request a meeting to present on their proposal
 - ii. Presentations will be assigned to the appropriate Committee Chair
 - iii. Solicitor will present to appropriate committee who will make a recommendation to the Executive Committee regarding the proposal.

Minutes:

1. UBHPAC minutes will be sent out one week prior to the upcoming UHPAC meeting for review and/or revisions.
2. Minutes will be approved at the beginning of UHPAC meetings by a quorum of committee members.
3. Minutes from past meetings will be archived.