

# **CLARK COUNTY MENTAL HEALTH SALES TAX ADVISORY BOARD BY-LAWS**

## **ARTICLE I      NAME**

The name of the organization shall be the Clark County Mental Health Sales Tax Advisory Board.

## **ARTICLE II      PURPOSE AND GENERAL FUNCTION**

The Board acts under the authority granted to it in Clark County Resolution 2018-02-18 and shall serve the purpose of:

1. Creating, collecting and evaluating new funding requests for the mental health sales tax revenue; and
2. Providing advisory input to the county manager's recommended budget to the county council.
3. Additional duties assigned by the authority of the Clark County Council through a resolution, as desired.

## **ARTICLE III      MEMBERSHIP**

The board members shall include the following officials or their designees with each member having one vote.

1. Superior Court Judge (1)
2. Community Services Department Director (1)
3. Community Services Mental Health/Substance Abuse Program Manager (1)
4. Public Health Director (1)
5. District Court Administrator (1)
6. Juvenile Court Administrator (1)
7. County Council (2):
  - Rural Representative
  - Urban Representative

## **ARTICLE IV      BOARD DUTIES**

The Board will have the following duties and activities:

1. Meet at least annually or as needed to provide oversight and review of county actions relating to implementation and use of the Mental Health Sales Tax
2. Make recommendations to the County Manager's recommended budget to the County Council
3. Follow the eligible use requirements as described in RCW 82.14.460
4. Ensure a functional community continuum of care by maximizing local resources with other funding systems
5. Recommend and periodically review/update the fund balance reserve policy

## **ARTICLE V      OFFICERS**

Chair and Vice Chair roles will be filled by the two assigned county councilors. In the absence of the Chair the Vice Chair will serve in this role.

## **ARTICLE VI OFFICER DUTIES**

1. The Chair shall: call Board meetings as required; preside over Board meetings; create and approve agendas for Board meetings; make appointments to committees; and serve as spokesperson for the Board and primary contact for County staff.
2. The Vice-Chair shall: assist the Chair in carrying out his or her duties; and perform all duties of the Chair in his or her absence.

## **ARTICLE VII COMMITTEES**

The Chair may appoint such committees as may be necessary or appropriate to carry out the objectives and purposes of the Board, and for the period required to execute its duties. Any such committees will be chaired by a current Board member.

## **ARTICLE VIII MEETINGS**

Advisory Board meetings shall be scheduled, noticed, and held consistent with the Open Public Meetings Act.

### **Section 1: Special Meetings**

The Chair may call special meetings as needed.

### **Section 2: Quorum**

A majority of the members of the Board shall constitute a quorum for the transaction of the business.

### **Section 3: Meeting Procedures**

Business meetings will be conducted using parliamentary procedures, based on Roberts Rules of Order. Said procedures shall be the binding authority used to resolve disputes, deadlocks or any other situations which may prevent the Board from performing in legal business.

## **ARTICLE IX AMENDMENTS**

Any part of these bylaws may be amended by a majority vote of the membership present at any regular or called meeting of the Board at which a quorum is present, provided that written notification and a copy of such proposed amendment(s) have been given to the members of the Board at least ten days in advance of such meeting.

## **ARTICLE X CONFLICT OF INTEREST**

Given the eligibility requirements described in RCW 82.14.460, there will be times that sitting Board members submit requests for funding. In the event that a sitting Board member submits a funding request, that Board member shall recuse himself/herself from any scoring and voting activities related to that request. Notice of recusal will be given to the Chair prior to submitting the request.