

BYLAWS

Behavioral Health Crisis Center Oversight Board

ARTICLE I – Name

This body shall be known as the Guilford County Behavioral Health Crisis Center Oversight Board, hereinafter known as the Board.

ARTICLE II – Purpose

The purpose of the Board shall be to make recommendations to the Guilford County Board of Commissioners and provide advice, in compliance with state law and county regulations, regarding the development or review of policies associated with the promotion and care of individuals in crisis and related conditions of the community including the following matters:

- Review and recommend services to be rendered by the Behavioral Health Crisis Center except where the imposition of a fee is prohibited by statute or where an employee of the Crisis Center is performing the services as an agent of the State;
- Advise about problems relating to the centers, and assist in the planning of long-range goals and objectives;

The Board shall have no responsibility or authority over personnel, budget or contracts.

ARTICLE III - Duties and Functions of The Board

- A. The Board shall provide a formal written report to Cone Health and the County at least every six (6) months.
- B. The Board shall have the opportunity to review and give input on the annual budget but shall not have decision rights relative to the operation budget.
- C. The Board shall establish measures of success and performance metrics.

ARTICLE IV- Membership of the Board

An eleven-member Board, with four (4) representatives appointed by Cone Health, four (4) appointed by the County, one (1) Guilford County LME MCO representative (Sandhills Center), one (1) mental health community representative, and one (1) at-large community representative member appointed jointly. Each member will serve a three-year term.

- A. Cone Health – The Cone members shall be the Behavioral Health Service Line Leader, the Behavioral Health Medical Director, and two (2) other representatives appointed by Cone Health CEO.
- B. County – The County members shall be the Human Services Director, the Emergency Services Director, and two (2) County Commissioners.
- C. A Mental Health Community Representative appointed jointly by the rest of the Board.
- D. The director of the area mental health, developmental disabilities, and substance abuse authority, or that person’s designee.
- E. A community at-large position.
- F. The representatives appointed by the Cone Health CEO, the County Commissioners, and the Mental Health Community Representative will serve a three (3) year term, with no term limit.
- G. The Behavioral Health Service Line Leader and the Human Services Director will also serve as staff to the Board as needed.

ARTICLE V – Officers and Duties

The Board will have a Chairman, Vice-Chairman, and Secretary.

In its first year:

The Chairman position will be held by an At-Large member elected by the full Board membership and the Vice-Chairman position will be held by a member of the Guilford County delegation.

In its second year:

The Chairman position will be held by a member of the Guilford County delegation and the Vice-Chairman position will be held by a member of the Cone Health delegation.

In subsequent years hereafter:

The Chairman and Vice-Chairman positions shall be rotated on an annual basis between Guilford County and Cone Health members of the Board.

- A. **Chairman:** A Chairman shall be elected by the Board from among its members.
 - 1. The term of the Chairman shall be one (1) year, beginning as of the first meeting in January, upon approval of the Board.

2. Ideally, a Chairman shall have served at least one (1) year as Vice Chairman prior to their term as Chairman.
3. The Chairman shall decide matters of order and procedure, unless directed otherwise by a majority of the Board in session at the time. The Chairman shall follow Robert's Rules of Order in conducting the meetings and will have authority to:
 - Rule motions in or out of order, including the right to rule out of order any motion patently offered for obstructive or dilatory purpose;
 - To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this ground;
 - To call a brief recess at any time;
 - To Adjourn in an emergency;
 - The Chairman shall appoint any Sub-Committees found necessary to investigate any matter before the Board; and
 - The Chairman shall be responsible for the appointment and governance of all Sub-Committees.

B. Vice-Chairman: A Vice-Chairman shall be elected by the Board from among its members.

1. The term of the Vice-Chairman shall be one (1) year, beginning as of the first meeting in January, and he or she may serve for no more than two (2) successive terms;
2. The Vice-Chairman shall preside in the absence of the Chairman, fill any unexpired term of the Chairman, and assume all duties and responsibilities delegated by the Chairman;
3. The Vice-Chairman shall perform such other duties as directed by a majority of the Board; and
4. In the event the office of the Vice-Chairman becomes vacant, a Vice-Chairman shall be elected by the Board to serve the unexpired term.
5. The Vice-Chairman shall perform such other duties as directed by a majority of the Board.
6. In the event the office of the Vice-Chairman becomes vacant, a Vice-Chairman shall be elected by the Board to serve the unexpired term. The Vice-Chairman position will be filled by a member of either the Cone Health or Guilford County delegation, whichever is opposite the organization represented by the Chairman.

C. Secretary: The Secretary/Clerk position shall be filled by Guilford County staff. The Secretary, subject to the direction of the Chairman and the Board, shall maintain records, conduct correspondence of the Board and ensure matters subject to Open Meetings Laws, are upheld.

- D. **Other Officers:** Should the Chairman and Vice Chairman both be absent from a meeting, the Board shall elect a temporary Chairman to serve during the meeting. Should the Secretary be absent, a temporary Secretary will be appointed by the Chairman.

Article VI – Meetings

The Board shall meet at least quarterly, of which one (1) of those meeting shall serve as its annual meeting. Initially, the Board will likely meet more frequently.

Meetings: Regular meetings of the Board shall be held quarterly and shall be scheduled for the year each December. Special meetings of the Board may be called at any time by the Chairman, provided that at least forty-eight (48) hours notice of the meeting is issued through the Clerk and to each member of the Board and the meeting is properly noticed, in accordance with open meetings laws. All meetings shall be open to the public, unless subject to exception as identified in open meetings laws. A listing of the regular meeting schedule shall be filed in a central location and with the County Clerk to Board annually. Any special meeting that is held at some time or place different from the schedule of regular meetings shall have written notice posted with the County Clerk to Board, and mailed or delivered to each person who has requested it, at least forty-eight (48) hours before the meeting. Whenever there is no business for the Board, the Chairman may dispense with the regular meeting by giving notice to all members at least twenty-four (24) hours in advance and posted at the meeting site.

Quorum: A quorum shall consist of a simple majority of the full Board membership. The vote of a majority of those members present shall be sufficient to decide matters before the Board, provided that there is a quorum.

Reference to Robert’s Rules of Order: To the extent not provided for in these bylaws and to the extent that the reference does not conflict with the spirit of these rules, the Board shall refer to Robert’s Rules of Order for unresolved procedural questions.

ARTICLE VII – Amendments

These By-Laws may be amended by a super majority vote of the full Board.