

BYLAWS OF THE KING COUNTY BEHAVIORAL HEALTH ADVISORY BOARD

I. PURPOSE

The purpose of the King County Behavioral Health Advisory Board (BHAB) is to act in an advisory capacity to the King County Executive on behavioral health (to include both mental health and substance use) policy, programs, and services. The Board shall serve and function as the King County Behavioral Health Administrative Services Organization's advisory Board pursuant to RCW 71.24.300. Additionally, the Board shall serve and function as the Crisis Care Center levy advisory Board under Ordinance 19572.

II. SCOPE OF RESPONSIBILITIES

The BHAB shall:

- A. Serve in an advisory capacity to the King County Executive and the King County Council on matters concerning behavioral health conditions including education, prevention, treatment, crisis response, and service delivery in the region (see KCC 2A.300.050).
- B. Participate with King County, in its capacity as King County's Behavioral Health Administrative Services Organization (BHASO) to enhance the ability of the behavioral health system to work effectively and deliver high-quality services (see KCC 2A.300.050).
- C. Participate with King County, in its capacity as the BHASO, to facilitate equitable access to education, prevention, treatment, and recovery from behavioral health conditions (see KCC 2A.300.050).
- D. Independently review and provide comments to the BHASO, on plans, budgets, and policies developed by the BHASO (see RCW 71.24.300).
- E. Provide local oversight regarding the activities of the BHASO and work with the BHASO to resolve significant concerns regarding service delivery and outcomes (see RCW 71.24.300).
- F. Approve BHRDs annual Substance Use Prevention, Treatment, and Recovery Services (SUPTRS) Block Grant and Mental Health Block Grant (MHBG) expenditure plan and provide annual documentation of the approval (see BHASO contract).
- G. Advise the King County Executive and the King County Council on matters pertaining to implementation of the Crisis Care Center (CCC) levy (see KCC 2A.300.050).

- H. Visit each existing CCC annually to better understand the perspectives and priorities of CCC operators, staff, and clients (see KCC 2A.300.050).
- I. Beginning in 2025, and until 2033, review and certify the CCC levy annual report (see CCC Implementation Plan).
- J. Beginning in 2025, and until 2033, report on the CCC levy to the Council and community through online annual reports (see KCC 2A.300.050) by no later than August 15 of each year (see CCC Levy Implementation Plan).
- K. Utilize and develop relationships with public and private agencies and organizations concerned with behavioral health conditions to advance the behavioral health system and drive system improvements (see KCC 2A.300.050).
- L. Develop relationships with the community to promote integrated treatment of mental health, substance use, and physical health care services (see KCC 2A.300.050).
- M. Represent the BHAB and coordinate with other King County activities and endeavors intended to further the likelihood that the needs of individuals living with behavioral health conditions are considered and addressed as appropriate (see KCC 2A.300.050).
- N. Provide input to the state on various regulatory, policy and programmatic issues related to behavioral health (see KCC 2A.300.050).
- O. Advocate for the needs of individuals living with behavioral health conditions at the local and state level (see KCC 2A.300.050).

III: MEMBERSHIP

A. Recruitment and Appointment

1. The BHAB staff liaison will conduct recruitment for prospective members in accordance with Executive Policy LES 7-1 (AEP). The staff liaison will strive to recruit members from diverse communities of King County as described in this section. The recruiting methods employed by County staff shall include strategies to achieve this balance.
2. Board members participate in the selection of members by recruiting and interviewing candidates and preparing recommendations concerning the appointment of candidates and reappointment of members.
3. The Director of the Department of Community and Human Services recommends candidates to the King County Executive.
4. The King County Executive shall appoint members of the Board, subject to confirmation by the council as provided in KCC 2.28.002. An appointment shall be deemed to have been made on the date the letter of appointment is filed with the clerk of the Council.
5. An appointee must review and sign the King County Board or

Commission Member Code of Conduct form, review the King County Code of Ethics summary, take the Open Public Meetings Act training, take the Public Records Act Training, and complete an annual King County Ethics Office financial disclosure form.

6. An appointee may exercise the powers of office beginning thirty (30) days after appointment, or such earlier time as he or she is confirmed by the Council (See KCC 2.28.003). Appointees remain subject to later confirmation or rejection by the Council.
7. Any member whose term has expired may continue to serve until his or her successor is appointed, and either is confirmed or is authorized to exercise official power under the provisions of KCC 2.25.003(B); provided, however, that the office of a holdover who has been reappointed and rejected by the council shall be deemed vacant and such holdover shall not exercise the powers of such office; and provided further that no member who has vacated an office as provided by law shall serve as a holdover in that office (see KCC 2.28.003(C)).

B. Composition

1. The BHAB shall be composed of no less than 9 and no more than 18 members, who shall be broadly representative of the geographic and demographic character of the region and people served.
2. The Board's composition shall include at least one resident of each King County crisis response zone as defined by Ordinance 19572.
3. A majority of the Board membership shall be made up of one or more of the following: persons having lived experience with one or more behavioral health conditions; parents or legal guardians of persons having lived experience with one or more behavioral health conditions; and persons self-identified as being in recovery from one or more behavioral health conditions. Behavioral health conditions include mental health or substance use conditions or both.
4. At least two members of the Board must be persons who have previously received crisis stabilization services.
5. At least two members of the Board must be persons with professional training and experience in the provision of behavioral health crisis care.
6. The Board must have law enforcement representation.
7. The board includes tribal representation, upon request of a tribe (see WAC 182-538C-252).
8. Board members shall have knowledge of and embrace the principles of the King County Equity, Racial, and Social Justice (ERSJ) Initiative, and

suggest and support policies to remove barriers that limit the ability of some to achieve their full potential. The County will provide new Board members with an overview of the County ERSJ plan following appointment.

9. No more than four elected officials shall be appointed to the Board (see WAC 182-538C-252).
10. Board members shall not be employees, managers, or other decision makers of entities with which King County, acting as the region's BHASO, contracts, who have the authority to make policy or fiscal decisions on behalf of the entities (see KCC 2A.300.050).
11. Unless otherwise specified by the enabling legislation or waived by the Executive, King County employees and non-residents of King County are prohibited from serving on a King County board, commission or committee (see Executive Policy ACO-5-2-EP).

C. Terms of Office

1. A full term shall be three years and board members may potentially serve up to two full three-year terms in addition to any partial term (see KCC 2A.300.050).
2. Board members are limited to serving no more than two-consecutive terms unless stated otherwise in the board's enabling legislation or waived by the Executive for unusual circumstances (see King County Executive Policy ACO-5-2-EP).
3. Any member whose term has expired shall continue to serve until a successor is appointed and either is confirmed or is authorized to exercise official power under KCC 2.28.003 (B); provided, however, that the office of a holdover who has been reappointed and rejected by the council shall be deemed vacant and such holdover shall not exercise the powers of such office; and provided further that no member who has vacated an office as provided by law shall serve as a holdover in that office (see KCC 2.28.003 (C)).

D. Resignations

1. A member of the BHAB may resign by presenting a written statement of intent to resign to the staff liaison 30 days prior to the effective date of resignation.
2. In accordance with Executive Policy ACO-5-2-EP, the staff liaison shall immediately provide written notice of resignation to the Office of the King County Executive.

E. Terminations

1. A Board member who fails to meet their Board member responsibilities is subject to removal by the King County Executive.
2. Causes for removal include but are not limited to: failing to attend three consecutive regular meetings without prior notice to the staff liaison; refusal to use the King County issued email account when conducting Board business electronically; failing to file an annual financial disclosure form with the King County Ethics Office; violating the King County Boards and Commissions Code of Conduct; and failing to take the Open Public Meetings Act Training, the Public Records Act Training, or other trainings required by King County.
3. Any member who cannot attend for up to six months or more due to work or personal circumstances must request a leave of absence that must be approved by a majority of Board members.

F. Vacancies

1. A BHAB position shall be deemed vacant upon the occurrence of any of the events specified in RCW 42.12.010, or upon withdrawal by an appointee who has not yet been confirmed; failure to continue to meet qualifications for appointment during a member's term; or voluntary resignation prior to the expiration of an appointed term (see KCC 2.28.004).
2. Upon receiving notice of events that constitute a vacancy, the Staff Liaison shall immediately provide written notice of vacancy to the Office of the King County Executive.
3. Until a successor is appointed and either confirmed or is authorized to exercise official power under KCC 2.28.003(B), the BHAB shall be deemed temporarily reduced in number for all official purposes except as otherwise provided by law.
4. The BHAB may not be temporarily reduced in number to less than two members (see KCC 2.28.004 and RCW 42.12.010).

IV: OFFICERS

A. Elections and Terms of Office

1. Officers of the BHAB shall consist of two Co-Chairs (see KCC 2A.300.050).
2. Co-Chair term start dates shall differ by one year.
3. Elections of Officers shall be held during an open public Board meeting in the fall of each year for a term beginning the first of January of the year following the election.
4. They shall be elected by a simple majority of the members, shall serve for a period of two years, and shall hold office until their successors are elected and installed.

5. Co-Chairs may be reelected for a second, two-year term.
6. Any confirmed member of the BHAB is eligible to be elected to the office of Co-Chair.

B. Resignation

Officers may resign from office by presenting a written statement of intent to the staff liaison 30 days prior to the effective day of such resignation.

C. Termination

Officers may be removed from office for cause by a two-thirds vote of the remaining members present at that meeting, providing that a quorum is present, and providing that a notice of such contemplated action has been sent to the officer to be removed at least 30 days prior to the vote.

D. Vacancies

1. Vacancies in offices of the BHAB shall be filled by special election at a regular or special meeting of the BHAB that shall be held not later than 90 days from the time of the vacancy.
2. Term of office for an interim Officer shall be for a period equal to the unfinished term of the previous incumbent.

E. Duties

1. The Chairpersons shall preside at all meetings of the BHAB, shall ensure the Board maintains a balanced perspective that includes mental health, substance use, and co-occurring conditions, shall be an ex-officio member of all committees, shall appoint all committees not otherwise provided for, and shall perform all other such duties as are consistent with that position.
2. The Chairpersons shall sign a record of all proceedings.
3. The Co-Chairs shall assist each other in the conduct of the meetings. At least one Co-Chair shall be present at all meetings.

V: COMPENSATION

- A. Members who are neither employees of King County nor employees of other municipal governments, and who are not otherwise compensated for their participation on the Board as part of a professional role, shall receive compensation for attendance at BHAB meetings and CCC visits.
- B. Eligible Board members will be paid for a maximum of two events per month at \$75/event. The compensation amount per event shall be automatically adjusted annually, and every year thereafter, at a rate equivalent to the twelve-month change in the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index for All Urban Consumers for the Seattle-Tacoma-Bellevue

Statistical Metropolitan Area, which is known as the CPI-U. However, if the twelve-month CPI-U is negative, there shall not be an adjustment.

- C. Members will receive payment once per quarter, approximately 30 days after each quarter's end.
- D. Members may be paid costs allowable under King County rules and ordinances including providing parking vouchers for official Board meetings. The County will pay costs if funding is made available for this purpose.

VI: MEETINGS

- A. The BHAB shall meet at least once every month at a time and place determined and announced by the staff liaison. Any regular monthly meeting may be cancelled at the discretion of the Chairpersons for cause. Special meetings may be called at the discretion of the Chairpersons or by written request of five members of the BHAB. All meetings are conducted consistent with the Open Public Meetings Act (OPMA).
- B. Members of the Board are encouraged to attend meetings in person whenever possible. Members of the Board may participate in meetings by phone or video conferencing technology. In the event that a member attends a meeting by phone or video, the meeting minutes must reflect the member's name and the telecommunication device used to participate in the meeting.
- C. All meetings of the BHAB shall be open to the public, except for certain exceptions outlined in the OPMA, (RCW 42.30.030).
- D. All persons must be permitted to attend, and attendees cannot be required to register their names or other information as a condition of attendance. Disruptive and disorderly attendees may be removed (RCW 42.30.040 & .050)
- E. Except in an emergency situation, the Board must provide an opportunity at or before every regular meeting at which final action is taken for public comment. The public comment required may be taken orally at a public meeting, or by providing an opportunity for written testimony to be submitted before or at the meeting (see RCW 42.30.240).
- F. The minutes of all regular and special meetings except executive sessions shall be promptly recorded and be open to public inspection (see RCW 42.30.035).
- G. Agendas must be made available on the BHAB website at least 24 hours in advance of the meeting (see RCW 42.30.077).

VII: VOTING

- A. Voting can occur in open public meetings in person, by phone or other

electronic means that allow for real-time verbal communication (see RCW 42.30.230). Roll call voting will be done by show of hands or verbally.

- B. A majority, at least 50% plus one, of BHAB members shall constitute a quorum for the transaction of business at any meeting. Vacant Board positions or positions of those on leave of absence will not be used in determining the quorum. The act of a majority of the Board present at a meeting at which a quorum is present shall be the act of the Board, unless law requires the act of a greater number.

VIII: COMMITTEES

- A. Committees of the Board may include standing committees needed to carry out the Board's work and ad hoc committees created as needed.
- B. Pending members cannot serve on committees until 30 days after their appointment letter is stamped by the clerk of the Council (see KCC 2.28.003(B)).
- C. Every Board member shall be appointed by the Chairpersons to be an active member of at least one standing committee.
- D. Non-Board members may assist Board committees as subject matter experts and serve as members of committees or subcommittees.
- E. The Co-Chairs may appoint members of the public to serve on subcommittees.

IX: COMMUNICATION

- A. All Board members are issued a King County email account for the purpose of conducting Board business only.
- B. Board members are required to regularly use their assigned King County email accounts when conducting board business via email. If the Board uses document sharing software, the software must also be a King County licensed product (see ACO-5-2-EP).
- C. Board members who neglect to regularly use their King County issued email account when conducting electronic Board business will be subject to removal by the King County Executive.

X: RULES OF ORDER

Roberts Rules of Order shall govern all proceedings of all meetings of the BHAB and the committees, insofar as they do not conflict with or are not inconsistent with the provisions of these bylaws.

XI: BYLAWS ADOPTION AND AMENDMENT

- A. These bylaws must be approved by a majority vote of the Board members
- B. These bylaws may be amended by a two-thirds vote of the entire BHAB, providing that at least fourteen (14) days' notice of proposed bylaw amendments has been provided to the BHAB membership. All changes must also be reviewed and approved by the Boards and Commissions Liaison prior to adoption.

XII: CONFLICT OF INTEREST

Any member or organization that has a conflict of interest concerning any matter before the BHAB shall inform the Board before participating in discussion and shall refrain from voting on the matter. A conflict of interest shall be defined as any issue in which there is conflict between a member's public obligation and private interests including financial and other interests.

Approved By:



Susan McLaughlin

Director, King County Behavioral Health Division