BYLAWS OF THE
KING COUNTY BEHAVIORAL HEALTH BRIDGE
ADVISORY COMMITTEE

Date: ____

I. PURPOSE

The Behavioral Health Bridge Advisory Committee ("the Committee") serves as an advisory body to the King County Executive and King County Council. The Committee reviews, provides comment on, and makes recommendations relating to initiatives, services, and programs funded by the Behavioral Health Bridge sales tax, to ensure that the implementation and evaluation of the strategies and programs funded by the Bridge sales tax revenue are transparent, accountable, collaborative and effective.

In the broadest sense, the committee is a voice for all the taxpayers in King County, who want to realize the greatest possible value from the Bridge sales tax, "to prevent and reduce chronic homelessness and unnecessary involvement in the criminal justice and emergency medical systems and promote recovery for persons with disabling mental illness and chemical dependency by implementing a full continuum of treatment, housing and case management services." (From King County Ordinance 12320).

The committee will continue to operate until all revenue from the tax has been expended and a final evaluation report is submitted to council by the executive.

II. SCOPE OF RESPONSIBILITIES

The advisory committee shall act as an advisory body to the county executive and council. The advisory committee shall conduct reviews, provide comment on and make recommendations on the behavioral health bridge tax-funded initiatives, services, and programs. The advisory committee shall provide ongoing review, comments and recommendations on behavioral health bridge tax-funded programs until all sales tax revenues have been expended and the final evaluation of the behavioral health bridge programs and services has been submitted to the council.

A. The Role of the Advisory Committee shall be:

1. Review and provide written recommendations to the executive and the council on the implementation and effectiveness of the county's sales tax funded programs in meeting the purpose established in K.C.C. 4A.500.315 and the goals described in implementation plans that guide the uses of the behavioral health bridge fund;
2. Review and provide guidance on behavioral health bridge annual reports;
3. Review and make comment on emerging and evolving priorities for the use of the behavioral health bridge sales tax revenue;
4. Serve as a forum to promote coordination and collaboration between entities involved with sales tax programs;
5. Educate the public, policymakers and stakeholders on the behavioral health bridge sales tax funded programs; and

6. Coordinate and share information with other related efforts and groups including, but not limited to, the veterans, seniors, and human services levy citizen Advisory Committee, the children and youth advisory committee, the behavioral health advisory Committee, and the Advisory Committee of health, or their successors, to ensure that information is shared and, when appropriate, efforts are coordinated and not duplicated.

B. The Responsibilities of the Advisory Committee shall be:

1. When speaking for the committee in public forums, members will speak with a unified voice, bringing a common message to their partners and to the community.

    a. Members will come prepared to each meeting.

    b. Members will focus their comments on the specific agenda item under discussion, and respect the time allocated to each agenda item.

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

2. Members will acknowledge in committee meetings whether they are speaking for their individual agency or entity and constituents, or whether they are speaking for the committee as a whole.

3. Attend committee meetings as often as possible or identify a designee to attend in their place.

4. When a committee member finds it necessary to send a designee, they will ensure that the designee is prepared to participate in the meeting.

5. If both member and designee attend a meeting, only the member may serve as representative participant during Committee discussion or voting. If only the designee is present in the meeting, the designee may speak and vote on behalf of the representative role.

6. The committee shall elect co-chairs. One Co-Chair shall be elected from positions 1-13. The second co-chair shall be elected from positions 15-37.

7. Subcommittees and work groups may be formed at the discretion of the advisory committee.

III. MEMBERSHIP

Membership categories are defined by Ordinance ____. The Committee shall consist of no more than 37 members, with representation from required entities listed in Appendix A to these Bylaws.

A. Recruitment and Appointment

1. Positions 1 – 14 represent separately elected officials and a representative of the Behavioral Health Advisory Board.

2. Separately elected officials and King County agency directors or their designees are not required to be appointed or confirmed.

3. A member of the advisory committee who has been confirmed to serve on another county Advisory Committee or commission is not required to be confirmed to serve on the advisory committee.
4. Positions 15 through 37 of the advisory committee are subject to appointment by the county executive and confirmation by the county council.
    a. The staff liaison to the Behavioral Health Bridge 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.
    b. Advisory Committee members participate in the selection of members by recruiting and interviewing candidates and preparing recommendations concerning the appointment of candidates and reappointment of members.
    c. The Director of the Department of Community and Human Services recommends candidates to the King County Executive.
    d. The King County Executive shall appoint members of the Advisory Committee, 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.
    e. An appointee must review and sign the King County Advisory Committee 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.
    f. 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.
5. Terms of Office
    g. Members representing positions 15-37 shall serve in staggered terms in accordance with K.C.C. 2.28.010.C.
    h. A full term shall be four years and Advisory Committee members may potentially serve up to two full four-year terms in addition to any partial term (see KCC 2A.300.050) unless stated otherwise in the Advisory Committee's enabling legislation or waived by the Executive for unusual circumstances.
    i. All full terms shall have a start date of July 1, and an end date of June 30 four years later. Advisory Committee members in a represented position vacated by the previous member before term expiration shall be considered to be filling a partial term.

B. Resignations
    1. A member of the Advisory Committee 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. The staff liaison shall immediately provide written notice of resignation to the Office of the King County Executive.

C. Terminations

1. An Advisory Committee member who fails to meet their Advisory Committee 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; failing to attend 60% of the Bridges monthly meetings, whether Advisory or appointed subcommittee meetings; failing to file an annual financial disclosure form with the King County Ethics Office; violating the King County Advisory Committees 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 Advisory Committee members.

D. Vacancies

1. An Advisory Committee 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 provide written notice of vacancy to the Office of the King County Executive within two weeks of vacancy.
3. Until a successor is appointed and either confirmed or is authorized to exercise official power under KCC 2.28.003(B), the Advisory Committee shall be deemed temporarily reduced in number for all official purposes except as otherwise provided by law.

IV. MEETINGS

A. The Committee or its Subcommittees shall meet regularly, generally monthly, and through a mix of virtual and in-person meetings.

B. At least one meeting each year shall be held in person. Members should make every effort to attend this annual in-person meeting.

C. In person meetings will be held in locations around King County to foster participation from across the King County region. Locations of in-person meetings shall be advertised a minimum of 30 days in advance.

D. All meetings are open to the public except executive sessions as allowed under state law. Location, date and time shall be posted on the website of the Department of Community and Human Services.

E. Agendas, reading materials and minutes of the previous meeting are distributed in advance. Materials will be emailed to members four days in advance of the meeting and posted publicly a minimum of three days in advance of the meeting on the website of the Department of Community and Human Services.

F. Meetings will begin and end on time.

G. During all meetings, members are asked to remain attentive to the agenda discussion and respond only to urgent calls or notifications.

H. During virtual meetings, members are asked to come onscreen to the extent possible, and particularly when making comments or sharing perspective.

I. Issues that can't be addressed at one meeting will be put in a "parking lot" to be addressed at a subsequent meeting.

J. Executive sessions may be called at the discretion of the co-chairs for one of the reasons listed in RCW 42.30.110. Such sessions are closed to the public.

K. Except in an emergency situation, the Advisory Committee must provide an opportunity at or before every regular meeting at which final action is taken for public comment. Public Comment is limited to two minutes per speaker. Public comment 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).

L. There will be an open comment period at the end of each meeting of the committee as an opportunity for Advisory Committee members to share announcements or share information on implementation in their communities

M. Members or their designees will sit at the table (for in person meetings) or will identify themselves and their role when participating virtually. Public attendees shall refrain from participating during meetings and shall sit at the perimeter for in-person meetings.

N. Upon request, members who are not full-time county employees will be reimbursed for parking expenses for in-person meetings. Meetings held in downtown Seattle shall reimburse for costs to park in the King County parking garage. Meetings held elsewhere in King County will provide information in the meeting packet on preferred parking locations that qualify for reimbursement. Reimbursement forms will be available at each in-person meeting from Bridge project staff.

V. VOTING

A. The Bridge Advisory Committee will proceed with a consensus model for decision making. When a decision on Advisory Committee action is required, the following steps will be taken:

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

C. The chair will call for closure of discussion on a matter and summarize the chair's understanding of the committee's position on the issue to be decided.

D. The chair will then determine whether there is consensus by asking whether there are any members who cannot support the Advisory Committee's position on the issue being decided.

E. If members have concerns but are willing to support the Advisory Committee's position, consensus will be reached. The record will reflect any stated concerns.

F. If a majority vote of quorum does not vote in favor of an item, that item may be deemed closed or brought to a future meeting for further discussion and resolution.

G. Discussion and final decision-making on committee business will not occur by email, nor will secret ballot or secret voting be allowed.

H. In situations where both the committee member and their designee is present at a meeting, only the primary member shall vote.

VI. OFFICERS

A. Selection

1. The Committee shall select a chair or co-chairs. Officer terms are two years, and co-chairs may be nominated for an additional term.
2. Any confirmed member of the Advisory Committee is eligible to be elected to the office of Co-Chair, and when possible, this will be one member from seats 1-14 and one member from seats 15-37.

B. Duties

3. Provide leadership to the Committee.
4. Facilitate meetings.
5. Set agendas with staff support.
6. Review and approve meeting notes and materials.
7. Request formation of subcommittees or workgroups.
8. Determine consensus or call for votes when necessary.
9. Serve as spokespersons for the Committee.
10. Ensure adherence to Committee operating rules and/or propose revisions or amendments to the Operating Rules when the need arises.

C. 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.

D. 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.

E. Vacancies

1. Vacancies in offices of the Advisory Committee shall be filled by special election at a regular or special meeting of the Advisory Committee 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.

VII. STAFFING

The Behavioral Health and Recovery Division of the Department of Community and Human Services, and the Office of Management and Budget will provide staffing to the Bridge Advisory Committee.

The role of Bridge project staff is to support the Bridge Advisory Committee through:

F. Clear and timely communication.

G. Assisting the chairs in preparation of agendas, meeting notes and other tasks.

H. Provision of background information and materials.

I. Timely distribution of materials.

J. Prompt response to questions and concerns.

K. Regular communication with the staff of other relevant efforts and groups.

L. Scheduling meeting room and arranging for meeting refreshments.

M. Ensuring that a summary of each of the regularly scheduled committee meeting is produced and posted on the MHCADSD website.

N. Availability and responsiveness to the needs of the chairs.

Requests from other committee members for staffing support on committee-related projects need to be routed through the chairs.

VIII. COMPENSATION

A. Members who are not full-time county employees may be reimbursed for parking expenses when attending in-person Committee meetings in locations that do not already provide parking.

B. This will be a note about compensation for members who fill the lived experience/young adult seats (currently being considered by council)

IX. SUBCOMMITTEES AND WORKGROUPS

A. Committees of the Advisory Committee may include standing committees needed to carry out the Advisory Committee's work and ad hoc committees created as needed.

B. Non-Advisory Committee members may assist Advisory Committee committees as subject matter experts and serve as members of committees or subcommittees.

C. The Co-Chairs may appoint members of the public to serve on sub-committees.

X. BYLAWS ADOPTION AND AMENDMENT

A. The advisory committee shall adopt rules governing its operations at its first meeting. These bylaws must be approved by a majority vote of the Advisory Committee members

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

XI. CONFLICT OF INTEREST

Any member or organization that has a conflict of interest concerning any matter before the Bridge shall inform the Advisory Committee 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.

Appendix A: Advisory Committee Membership

As detailed in Ordinance ____, the Bridge Behavioral Health Sales Tax Advisory Committee shall be composed of representatives from each of the following:

1. The King County council;
2. The King County executive;
3. The King County superior court;
4. The King County district court;
5. The King County prosecuting attorney's office;
6. The King County sheriff's office;
7. The Seattle-King County department of public health;
8. The King County department of judicial administration;
9. The King County department of adult and juvenile detention;
10. The King County department of community and human services;
11. A provider of both mental health and chemical dependency services in King County;
12. A provider of culturally specific mental health services in King County;
13. A provider of culturally specific chemical dependency services in King County;
14. The King County behavioral health advisory committee;

15. A representative of an organization with expertise in helping individuals with behavioral health needs in King County get jobs and live independent lives;
16. A provider of domestic violence prevention services in King County;
17. A provider of sexual assault victim services in King County;
18. An agency providing mental health and chemical dependency services to youth;
19. Harborview Medical Center;
20. An entity serving individuals experiencing homelessness in King County;
21. King County systems integration initiative, which is an ongoing work group established by the executive for addressing juvenile justice matters;
22. The Community Health Council;
23. The Washington State Hospital Association, representing King County hospitals;
24. The Sound Cities Association;
25. The city of Seattle;
26. The city of Bellevue;
27. Labor representing a bona fide labor organization;
28. The office of the public defender;
29. The National Alliance on Mental Illness;
30. Puget Sound educational services district;
31. A representative of a philanthropic organization;
32. A representative of an organization with expertise in recovery;
33. A representative of the five managed care organizations operating in King County;
34/35 Two individuals representing behavioral health consumer interests who have lived experience with behavioral health conditions;
36. A representative of a grassroots organization serving a cultural population or cultural populations; and
37. A representative of unincorporated King County.