

BYLAWS OF THE THURSTON MASON BEHAVIORAL HEALTH ADMINISTRATIVE SERVICE ORGANIZATION ADVISORY BOARD

PURPOSE

The purpose of the Thurston Mason Behavioral Health Administrative Services Organization (TMBH-ASO) Advisory Board (AB) is to provide independent, community-based advice to the TMBH-ASO Governing Board, TMBH-ASO Management Team, local jurisdictions, and crisis system.

Additionally, it is the purpose of the AB to advocate for an effective system of care that recognizes local needs of the community and people using behavioral health crisis services.

A. AUTHORITY

The TMBH-ASO AB is established in accordance with the Interlocal Agreement establishing the TMBH-ASO for Thurston and Mason Counties, amended January 2020, and amended again October 2023 and in compliance with the provisions of RCW, Chapter 71.24-300, WAC 182- 538D-0252 and Washington Health Care Authority Contract with TMBH-ASO.

B. SCOPE

The responsibilities of the TMBH-ASO AB shall be:

1. To provide oversight activities to advise the TMBH-ASO Governing Board (herein referred to as the “Board”) or representative thereof concerning the planning, delivery and evaluation of those behavioral health services which promote recovery and resilience, and which are the responsibility of TMBH-ASO.
2. To provide a medium for public testimony regarding behavioral health concerns which are the responsibility of TMBH-ASO.
3. To review and provide comment on TMBH-ASO relevant Quality Assurance Plans, Strategic Plans, and Budgets which relate to behavioral health and contracted services before such plans and budgets are acted on by TMBH-ASO.
4. To review and provide comment on TMBH-ASO Federal Block Grant Plans.
5. To advocate that the needs of all individuals within the region are met (including, but not limited to , the needs of people with special needs, elderly people, disabled people, children/youth, Native Americans, people who identify as Lesbian, Gay, Bisexual, transgender, Questioning (LGBTQ) and people with low incomes as eligible for crisis services as established by the TMBH-ASO Governing Board.
6. To assist TMBH-ASO with dissemination of information to the general public for the purpose of education.

C. LIMITATIONS OF RESPONSIBILITIES

1. No AB member shall give the impression they are representing the Governing Board or TMBH-ASO without express written permission (as all AB members serve only in an advisory capacity to TMBH-ASO). Permission must be authorized by a majority vote of the AB and by the TMBH-ASO Governing Board representative (TMBH-ASO Administrator).
2. No AB member shall interact with regional contractors or State/Federal agencies as an authoritative representative of the AB without express written permission. Permission must be authorized by a majority vote of the AB and by TMBH-ASO Board representative.
3. AB members shall refer any individual with questions or concerns regarding TMBH-ASO policies, contracts, compliance, BH-ASO staff, fraud and abuse and other performance issues directly to the TMBH-ASO Board representative.

D. MEMBERSHIP

1. Body: The AB shall be composed of not less than six (6) and not more than fifteen (15) members.
2. Representation: Members shall be representative of the community; shall include at least two Mason County residents representing Mason County; and at least three from Thurston County and should include representation of, minorities, family members and consumers. In addition, each regional Tribe shall be requested for AB membership as well as local law enforcement.
3. Tenure: Members of the Board shall serve three-year terms until their successor is appointed and qualified. Multiple terms may be served by a member if the AB allows. Final authority for term limit exemptions will rest with the TMBH-ASO Governing Board.
4. Appointment:
 - a. Members of the AB are appointed by the Thurston and Mason Behavioral Health Administrative Service Organization Governing Board. The Board for Mason and Thurston Counties represents their respective counties.
 - b. An applicant may be initiated by the County BoCC or the TMBH-ASO Board, or the AB may make a recommendation to the Board. The Board will notify the AB Liaison of their support of the applicant.
 - c. Applicants will be asked to attend one to two meetings of the AB. The applicant will have an opportunity to speak on their interest in serving on the AB with the current members.
 - d. Final authority for AB appointments rests with the Board.
5. Qualifications: No persons either receiving funds by contract or employed by an organization in receipt of funds subject to the advice of the respective Board may be appointed to that Board.

6. Compensation: Members of The AB may not be compensated for the performance of their duties as members of a Board.
7. Removal: Any AB member may be removed from his or her appointment by the Board for good cause. The AB* may recommend the removal of a member to the Board by a majority vote of the AB Board at any regular or special meetings of the AB Board. Notice of the proposed removal recommendation must be sent to the member in writing one week prior to the date of the meeting at which such a removal recommendation is to be voted upon. Such notice must state the cause of the proposed recommendation.
8. Leave of Absence: A member may request a leave of absence for up to one year if the member is temporarily unable to attend Board meetings and/or participate in Board activities. The request, in writing, must state the length of leave, and it must be submitted to the Advisory Board. The Advisory Board's recommended action will be forwarded to the Board. No more than two members will be granted leave of absence at a given time.

E. PROCEDURES

1. A quorum shall consist of fifty percent plus one of the active members of the AB. A quorum shall be required to transact business at any regular or special meeting.
2. Regular meetings shall be held once each month, a minimum of nine months per year. Place and time of such meetings will be established by the AB and the public so informed.
3. Special meetings may be called at the request of the Chairperson, or at the request of at least half of the Board's membership.
4. The annual meeting shall be the regular meeting for the month of March, at which time shall be held the election of officers for the ensuing year.
5. More than three consecutive unexcused absences from meetings shall cause the AB Board to recommend to the Board that a member be removed from the AB Board.
6. Unexpired terms: The Board shall be notified of persons who resign. Such vacancies shall be filled by the Board for the remainder of the term. If an appointee serves more than 18 months, it shall be considered a full term for the purposes of tenure.
7. Use of Technology for Attendance: Although the level of “engagement” — via social interaction, hearing and comprehension — can be limited when using the virtual meeting technology in lieu of physically attending the AB meetings, any or all AB members are allowed to use virtual meeting technology for any and all meetings of the AB, due to the difficulty of, and time required for, travel.

F. OFFICERS

1. The officers of the AB shall include only a Chair and a Vice- Chair.
2. The term of office held by the Chair and by the Vice-Chair shall be one (1) year, served from 1 January until 31 December, following election in the previous calendar year.
3. The Chair may be re-nominated, and re-elected, per approval of the AB Board. Also, the Vice-Chair may be re-nominated, and re-elected, per approval of the AB Board Elections for the Chair and for the Vice-Chair shall be held concurrently during the last meeting of the AB in each calendar year. Elections will always be preceded by nomination. Nominations will be opened at the third-to-last (October) AB meeting and will close at the second-to-last (November) meeting. The names of nominated candidates for the position of Chair and for the position of Vice-Chair must be submitted directly to the AB.
4. Any current member of the AB may submit their own name, or the name of another member. The name of any current member of the AB whom the current chair or the Governing Board Representative believes to be a suitable candidate, but who was not otherwise nominated may be nominated. Nominees must be current members of the AB who have actively served on the AB for a minimum of 6 months.