

SOMERSET COUNTY MENTAL HEALTH BOARD BYLAWS

MISSION STATEMENT

The Somerset County Mental Health Board shall oversee and monitor the provision of a continuum of mental health services to ensure the quality of and access to services for those in need on behalf of the residents of Somerset County. The Mental Health Board shall meet its obligations under the Rules and Regulations of the NJ Division of Mental Health and Addiction Services and shall serve as an advisory body to the Board of County Commissioners.

ARTICLE I.

Authorization, Name, Purposes

SECTION 1. In accordance with the provisions of the Community Mental Health Services Act of the State of New Jersey (Chapter 146 P.L. 1957) the Somerset County Mental Health Board (the Board) was established by the former Board of Chosen Freeholders for Somerset County, New Jersey.

SECTION 2. The functions and purposes of this Board in accordance with the above cited Act, are as follows:

- a) when required by the NJ DMHAS or the SC Human Services Director and Mental Health Administrator, develop and monitor a plan of community mental health services for Somerset County, and annually review and update said plan;
- b) appoint annually a Professional Advisory Committee to provide all necessary technical advice required by the Board;
- c) review, advise, and make recommendations regarding community mental health service projects in Somerset County submitted for State financial participation;
- d) perform such other duties as may be necessary or proper to carry out the purposes of the Community Mental Health Services Act and the responsibilities described in the Rules and Regulations Governing Community Mental Health Services and State Aid under said Act (NJSA 30:9A-1 to 30:9A-11).

SECTION 3. The Board shall be guided in its activities by the provisions of the Community Mental Health Act of 1957 and by such other pertinent instructions as may be issued by the Division of Mental Health and Addiction Services of the State of New Jersey Department of Human Services or by other competent authority.

ARTICLE II.

Members

SECTION 1. The Board shall be composed of not less than seven (7) nor more than twelve (12) residents of Somerset County and shall include such representatives as shall be deemed necessary to adequately carry out the purposes for which this Board is formed.

SECTION 2. Members shall be appointed by the Somerset County Board of County Commissioners according to the guidelines in the Rules & Regulations (10:37-3.1) for a term of three years. Members may not be reappointed after serving two consecutive three-year terms until two years shall have elapsed since the expiration of such terms.

SECTION 3. Conflicts of Interest: (10:37-3.4) The following individuals shall not be eligible for County Mental Health Board appointment: A) a paid or unpaid employee/volunteer of, a consultant of, a member of the governing body of, or a member of a formal advisory body of an agency under the County mental health board's jurisdiction or funded by the Division; B) Persons engaged in issuing any policy or contracts of individual or group business of any agency under the County mental health board's jurisdiction or those agencies' affiliate, subsidiary, or parent organization; C) Persons who are members of the immediate household or a direct business associate of a person described above; D) Persons employed by the County and/or its agencies (This exception shall not include the Board of Chosen Freeholders or a County welfare board that is not currently funded by the Division). A waiver must be sought from the Division for any other such appointees.

SECTION 4. A vacancy shall be filled for an unexpired term due to the resignation of a member or the absence of a member from three consecutive meetings during the year without notification.

SECTION 5. The Board shall include an ex-officio member of the Professional Advisory Committee.

ARTICLE III.

Officers

SECTION 1. The Officers of the Board shall be composed of the Chairperson and Co-Chairperson elected annually at the first meeting of the Board. All such officers of the Board shall hold office until the next election meeting or until their respective successors shall be elected and qualified.

SECTION 2. The Chairperson shall preside at all meetings of the Board, decide all questions of order, regulate its proceedings, appoint all committees, and perform all the duties required by the office or assigned by the Board.

SECTION 3. The Co-Chairperson shall act for and in the place of the Chairperson in the event of the absence of the Chairperson.

ARTICLE IV.

Meetings

SECTION 1. Regular meetings of the Board shall be held on the first Thursday of each month unless the Board shall select another time for any such meeting. Special meetings may be called by the Chairperson at the request of three members provided ten days notice is given by mail to the other members.

SECTION 2. Meetings shall be held at such place as the Board may direct.

SECTION 3. The Board shall meet a minimum of 8 times per year. (10:37-3.1)

SECTION 4. In the absence of the Chairperson or Co-Chairperson, a Chairperson pro-tem may be designated by the Board at any properly called meeting at which a quorum is present.

SECTION 5. Seven of the twelve members (or at least one-half of the total membership should it be any other number) shall constitute a quorum for the conduct of business.

SECTION 6. The regular meeting in any month may be omitted if so directed by the Board at a previous meeting, or if it is previously ascertained that a quorum will not be available.

SECTION 7. Roberts Rules of Order, Newly Revised shall be followed as far as practicable in the conduct of all meeting unless the Board shall provide otherwise in any particular instance.

SECTION 8. All resolutions and other actions of the Board shall be approved by a majority vote of those voting, provided a quorum is presented.

SECTION 9. The members of the Professional Advisory Committee shall be asked to at least one meeting of the Board during the year at which time the various tasks of the Committee shall be discussed.

ARTICLE V.

Committees of the Board

SECTION 1. The Full Board shall participate in the following areas of responsibilities. Review of contracts, Board Operations, Planning as necessary.

SECTION 2. Board subcommittees and task forces may be assembled as appropriate by the Chairperson, at the request of the Mental Health Administrator, Board Co-Chairperson, or any voting member of the Board.

SECTION 3. The responsibilities of the standing committees will be to achieve the Mission of the Board as follows:

a) Contracts Review: Review, recommend and monitor any contracts over which the Board has oversight. As needed, initiate and/or monitor any Division or Board recommendations to contracted agencies regarding changes in service delivery and/or compliance with contracted levels of service and State Standards.

b) Board Operations: Plan and implement an annual orientation of the Board and as needed, new members. Review and update the By-Laws as needed. Review the membership of the Board regarding the required representation and forward recommendations to the Nominating Committee, as needed. Annually assess the functioning of the Board, agendas, meeting attendance, the role of the Administrator, the activity of the Professional Advisory Committee, and any other elements that impact the operation of the Board, and forward any recommendations to the Board for consideration.

c) Planning Committee: Discharge the planning responsibilities of the Board, as governed by the guidelines of the Division of Mental Health and Hospitals. Oversee any planning process which establishes and annually updates in the Mental Health

Plan for Somerset County. Consult with the Professional Advisory Committee of the Mental Health Board for need technical assistance in the conduct and content of any planning process. Assure that the planning process fulfills the mission of the Board to secure a continuum of quality mental health services, (i.e., needs identification and projection, assuring consumer and family input, identification of gaps, establishment of priorities, conducting public hearings, etc.) Responding to other state initiatives or Board assigned responsibilities.

ARTICLE VI.

Amendment

SECTION 1. These bylaws may be amended at any meeting of the Board by a majority vote of the entire membership provided due notice of any proposed amendment shall have been given each member at least seven days prior to the meeting at which it is to be considered. The Board may direct that the vote on any properly proposed amendment shall be taken by mail.