



Behavioral Health Advisory Council

Council By-Laws

STATE OF WYOMING BEHAVIORAL HEALTH ADVISORY COUNCIL

The Behavioral Health Advisory Council is appointed by the Governor for the purpose of advising the Governor and the Director of the Department of Health regarding statewide mental health issues as required by 42 U.S.C. § 300x-3.

Duties of the Council

- A. To review annual mental health plans submitted by the State pursuant to 42 U.S.C. § 300x-4(a), Public Health and Welfare, and to submit to the State any recommendation for the Council for modifications to the plan.

To serve as an advocate for adults with serious mental illness and co-occurring disorders, children with a severe emotional disturbance and other individuals with mental illness or emotional problems; and monitor, review and evaluate, not less than once each year, the allocation and adequacy of behavioral health services within the State, and to provide direction to the Behavioral Health Division in its functioning and allocation of resources.

Voting Membership

- A. Representatives of State Agencies, one (1) member each
 1. Department of Education,
 2. Department of Employment, Division of Vocational Rehabilitation,
 3. Department of Family Services,
 4. Department of Corrections,
 5. Department of Health, Mental Health and Substance Abuse Services section Administrator,
 6. Department of Health, Medicaid Division
- B. Representative of Providers
 1. Wyoming Association of Mental Health and Substance Abuse Centers (WAMHSAC), two (2) members, one (1) designated to represent substance abuse issues and one (1) to represent mental health issues.
- C. Representatives of the following three public and private advocacy organizations:
 1. Protection and Advocacy Systems, Inc., of Wyoming, one (1) member,
 2. Wyoming State Legislature, one (1) Senator and one (1) Representative,
 3. Representative of a local housing Authority, one member.
- D. Adults with serious mental illness or co-occurring disorders who receive or have received mental health services.
- E. Family members of adults with serious mental illness who are receiving or have received mental health services.



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- F. Family members of children with serious emotional disturbance who are receiving or have received mental health services.
- G. Adolescents, including transition age youth, 18-24 years of age at date of appointment.
- H. Tribal representation from the Northern Arapaho and Eastern Shoshone Nations.
- I. Representation from the L.G.B.T.Q. community.

Council Membership Requirements

- A. The Council shall not exceed 32 members.
- B. The ratio of parents of children with serious emotional disturbance to other members of the Council must be sufficient to provide adequate representation of such children in the deliberations of the Council.
- C. The Council may not consist of more than forty-nine (49%) of individuals who are State employees and providers. Consumers who work for provider agencies shall hold membership as consumers of services.
- D. The Mental Health and Substance Abuse Services section Administrator serves as a member of the Council, representing the Behavioral Health Division (Division).
- E. Other employees of the Division, including program managers and Wyoming State Hospital designees, serve as consultants and staff to the Council, but are not voting members.
- F. Only those individual appointed by the Governor shall have voting rights on the Council.
- G. Representatives of behavioral health stakeholders groups operating in Wyoming may have ad-hoc (non-voting) representation at Council meetings at the organizations own expense.

Appointment of Council Members

Members of the Behavioral Health Advisory Council are appointed by the Governor and serve at his/her pleasure.

Frequency of Council Meetings

Members of the Behavioral Health Advisory Council shall meet at minimum twice annually, and may meet as frequently as every two months, at the Council's discretion.



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Procedures and Practices

- A. At the Council's last meeting of the calendar year, a Chair, Vice Chair, and Membership Representative must be elected.
- B. The Past Chair shall be an Officer of the Council.
- C. All terms of office shall run January 1 through December 31 of the year following election.
 1. The duties of the Chair shall be:
 - i. To work with the Council and the Behavioral Health Division to set meeting agendas;
 - ii. To chair Council meetings;
 - iii. To facilitate accomplishment of business by the Council; and
 - iv. To sign on behalf of the Council any communications approved by the Council.
 2. The duties of the Vice Chair shall be to assume the duties of the Chair in the absence of the Chair.
 3. The Chair and Vice Chair shall serve no more than two (2) consecutive terms.
 4. The Membership Representative shall represent those interested in joining the Council and encourage interested individuals to apply; assisting in the application process as needed, and notifying the Division's appropriate staff of submitted applicant.
 5. Notification stages of unexcused absence:
 1. Membership Representative
 - i. Notification of unexcused absence and request to join next meeting.
 2. Chair
 - i. Notification of continued unexcused absence, request attendance at next meeting, warning of notification to the Governor's office.
 3. Governor's Office
 - i. Notification of three or more absences have been documented.
 6. The Past Chair shall act in support of the Chair and Vice Chair.
- D. Member Representation Recommendations:
 1. Membership recommendations to the Governor shall emphasize representation by consumers, those with co-occurring disorders, family of adult consumers, family of children, and adolescent consumers, as well as, adolescents including transitional youth.



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2. Whenever possible, membership recommendations to the Governor will be taken into consideration preserving non-mandated categories of membership, such as but not limited to, minorities and ethnic diversity and shall attempt to address geographic diversity.
3. State agency representatives shall be recommended by the Department or Division Administrator with approval by the Governor.

E. Member Terms Recommendations:

1. The Council shall recommend to the Governor members be appointed for three (3) year terms, with one-third (1/3) of the membership being appointed each year.
2. The Council shall provide written notification of a member's three or more unexcused absences to the Governor, and shall request the member's appointment to the Council be revoked. The member shall be informed of the revocation through written notice from the Governor's office, if he/she so chooses.
3. Proxy representation shall be allowed upon written request, with a written vote presented to the Council Chair prior to the meeting. Proxy representation shall be limited to one (1) meeting per year, per member.
4. Members requesting to leave the Council, shall notify the Governor's Office in writing and send a copy to the Chair and the Division's appropriate staff.

F. Quorum:

1. A simple majority of current Council voting membership shall constitute a quorum for the purposes of Council votes.

A vote of the Council may be held by polling the Council voting membership by regular or electronic mail. The vote will be official upon receipt of a simple majority decision of the current Council voting membership.

G. Procedure:

The Council shall operate flexibly under Robert's Rules of Order.

H. Minutes:

Summary minutes shall be kept for every Council meeting and distributed to members. These minutes shall be taken by one of the State staff assigned to the Council. Meeting minutes require approval from the Council before considered final.

I. Location of the Meeting:

Council meeting location shall be determined by the Council before the conclusion of the meeting prior to the next meeting. Locations are usually held in Cheyenne or Casper, but may be scheduled at another site for special purposes, (e.g., touring programs, communicating with mental health centered Boards, and similar reasons).