



Passaic County Mental Health Board By-Laws

ARTICLE I: ORGANIZATION

Section #1: Name

The name of the board shall be, "Passaic County Mental Health Board," hereinafter referred to as "the Board".

Section #2: Office Location

The principal office for the Board is located at the Passaic County Department of Human Services, 401 Grand Street, Room 506, Paterson, New Jersey.

ARTICLE II: AUTHORIZATION

The Board was established by the Passaic County Board of County Commissioners, pursuant to the statutory authorization in N.J.S.A. 30:9A-1, *et seq.*, commonly known as the Community Mental Services Health Act and N.J.A.C. 10:34-3, *et seq.*

ARTICLE III: PURPOSE AND POWERS

Section #1: Mission

The Board shall help establish and develop comprehensive community mental health services in Passaic County, and make recommendations to the Passaic County Board of County Commissioners, State of New Jersey, and local agencies on the implementation of the Community Mental Services Health Act.

Section #2: Purpose

The purpose of the Board shall be to encourage the development of preventative treatment and after care services for people with mental illness and the improvement and expansion of existing community mental health services in Passaic County.

ARTICLE IV: REPRESENTATION

The Chairperson or his/her designee shall represent the Board in all matters involving the Board's affiliation to the Passaic County Board of County Commissioners or the Passaic County Department of Human Services.

ARTICLE V: MEMBERS

Section #1: Membership

The Board shall consist of not less than seven (7) nor more than twelve (12) residents of Passaic County, to serve without compensation. At a minimum, two (2) of the members must be or have been consumers of mental health services.

Section #2: Committees and Subcommittees

- a. Professional Advisory Committee. The Board shall appoint annually members to the Professional Advisory Committee (hereafter "PAC"), which shall include representation as set forth in N.J.A.C. 10:37-3.6.
- b. The Board shall create and appoint members to such Committees and Subcommittees as are useful to carry out the mission and duties as set forth herein.

Section #3: Resignation; Removal

A member may resign at any time by giving written notice of resignation to the Chairperson, Secretary, or Director of the Passaic County Department of Human Services. Any member who does not attend three (3) consecutive Board meetings without being excused, or does not attend more than fifty percent (50%) of the Board's meetings in any single year, should upon notification by the Board Chairperson be replaced.

Section #4: Quorum; Voting

For voting purposes, fifty percent (50%) of the entire membership of the Board shall constitute a quorum. Meetings and voting may be conducted telephonically, in accordance with N.J.S.A. 10:4-7, et seq., commonly known as the Open Public Meetings Act.

Section #5: Appointment; Term

Members shall be appointed via resolution of the Passaic County Board of County Commissioners for a term of three (3) years in accordance with the law.

ARTICLE VI: OFFICERS

Section #1: Powers and Duties of Officers

- a. *Chairperson:* The Chairperson shall serve as chairperson of the Board, an ex officio member of all Committees and Subcommittees, and shall preside over all meetings of the Board.

- b. *Vice-Chairperson:* The Vice-Chairperson shall prepare necessary reports serve as liaison to subcommittees, and shall preside over meetings in the absence of the Chairperson.
- c. *Secretary:* The Secretary shall keep and record accurate minutes of all regular meetings, coordinate all forms of communication to and from the Board, and maintain all records of Board business.

Section #2: Appointment of Officers

The Chairperson and Vice-Chairperson shall be selected from among the members of the Board and voted into office by simple majority of Board members present. The Secretary shall be nominated by the members and voted into office by a simple majority of Board members present. The Secretary may be, but is not required to be, a member of the Board.

ARTICLE VII: MEETINGS

Section #1: Open Public Meetings Act

All meetings shall be advertised by the Secretary in accordance with N.J.S.A. 10:4-7, *et seq.*, commonly known as the Open Public Meetings Act.

Section #2: Number of Meetings per Year

The Board shall meet not less than eight (8) times per year between July 1 and June 30 of each year.

Section #3: Roberts Rules of Order

Robert's Rules of Order shall govern all parliamentary procedures of the Board not specifically delineated herein.

Section #4: Annual Reorganization

The appointment of officers shall occur yearly, at the Board's first meeting of each year beginning July 1, and each officer shall serve (1) year, expiring June 30 of said year.

ARTICLE VIII: NON-DISCRIMINATION

The Board shall not discriminate in any manner against any person by reason of race, color, sex, sexual orientation, gender identity, age, disability, veteran or military status, national origin, or religious or political affiliation.

ARTICLE IX: CONFLICTS OF INTEREST

The following individuals are not eligible to be members of the Board: (a) a paid or unpaid employee/volunteer of an agency under the Board's jurisdiction or funded by the New Jersey Division of Health and Addiction Services; (b) a consultant of an agency under the Board's jurisdiction or funded by the New Jersey Division of Health and Addiction Services; (c) a member of the governing body of an agency under the Board's jurisdiction or funded by the New Jersey Division of Health and Addiction Services; (d) A member of a formal advisory body of an agency under the Board's jurisdiction or funded

by the New Jersey Division of Health and Addiction Services; (e) a person engaged in issuing any policy or contract of individual or group business of any agency under the Board's jurisdiction or those agencies' affiliate, subsidiary, or parent organization; (f) persons who are of the immediate household or a direct business associate of a person described above; or (g) persons employed by the County of Passaic and/or its agencies, unless granted a waiver.

ARTICLE XI: AMENDMENTS

These Bylaws may be amended only by a majority vote of the Board, previous notice of the nature of any proposed amendment having been given at least ten (10) days before action thereon shall be taken.