

MENTAL HEALTH & RECOVERY BOARD OF PORTAGE COUNTY

155 E. Main Street, Kent, Ohio 44240

Name/Subject: Mental Health & Recovery Board of Portage County Bylaws	ID: BL1
	Type: ___ Policy <input checked="" type="checkbox"/> Bylaw
	Pages: 1 of 3
Effective Date: 11/11/2013	Status: <input checked="" type="checkbox"/> Active ___ Draft
Approved By: Mental Health & Recovery Board of Portage County	Supersedes: 11/15/1995
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Written By:	
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Next Review:	
Discontinued/ Replaced: Bylaws approved 11/15/1995	Responsibility:
Related Procedures:	Related Forms:

ARTICLE I. OFFICERS

- A. The officers of this Board shall be the Chairman and the Vice-Chairman to be elected by a simple majority of the members of the Board. The election shall take place at the annual meeting of the Board.
- B. The officers plus the Chairpersons of the standing committees shall constitute the Executive Committee.
- C. Officers shall serve for a term of one year, or until their respective successors are duly elected. Terms shall commence upon the completion of the annual meeting, or upon completion of the meeting of their election.

ARTICLE II. DUTIES OF OFFICERS

- A. The Chairman shall preside at all meetings of the Board and shall perform such other duties as are customarily required of the Chairman. In addition, the Chairman shall have the power to designate Board members to fulfill the duties of absent officers or vacant offices.
- B. The Vice-Chairman shall assist the Chairman and shall act for the Chairman in his/her absence.

ARTICLE III. MEETINGS

- A. All meetings of the Board shall be held in conformance with the requirements of Section 121.22 of the Ohio Revised Code.
- B. All meetings shall be held in conformance with Robert's Rules of Order.
- C. The annual meeting shall be held at the time and place designated by the members.

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- D. The Board shall meet monthly, except as determined by the Executive Committee, but no less than four times a year.
- E. Special meetings of the Board may be called at any time by the Chairman, and shall be called at any time by the Chairman upon the request of one third of the members of the Board.
- F. One week notice of the annual meeting and of any special meeting shall be given in writing to each member, and the notice shall designate the time and place of such meeting. In the case of a special meeting, the notice shall state the purpose for which the meeting is being called. Any member of the Board waives such notice of any meeting if in attendance at that meeting.
- G. A majority of the duly qualified members of the Board shall constitute a quorum.
- H. Members of the Board will be permitted no more than four absences from regularly scheduled Board meetings during any twelve month period. A letter shall be sent to the Board member after each absence. After the fourth absence, the appointing authority shall be notified and a replacement may be sought.

ARTICLE IV. COMMITTEES

- A. Prior to the annual meeting of the Board, the Chairman shall select three members to serve on a nominating committee, and shall designate the chairperson thereof. At the annual meeting, the nominating committee shall propose a slate of members to serve as officers of the Board. Nominations may be made for any office from the floor at the annual meeting.
- B. The Board shall create a Clinical Committee which shall address both mental health and addiction issues.
- C. The Board may create additional standing committees with such duties and authority as the Board shall specify. Members of such committees shall be appointed by the Chairman and shall serve at the pleasure of the Chairman.
- D. The Chairman may create temporary committees and appoint members to such committees to serve at his/her pleasure.
- E. All committee meetings shall be held in compliance with the requirements of Section 121.22 of the Ohio Revised Code.

ARTICLE V. HEARINGS

- A. Any aggrieved person or agency, having an interest in any action of the Board, who is dissatisfied by such action or failure to act on a proposal for action, may state in writing the basis for complaint within ten days after the action or failure to act, to present the complaint and request action or reconsideration. The Board shall consider said complaint at the next

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regularly scheduled Board meeting, and if deemed appropriate by the Board, shall conduct a hearing on said complaint within sixty days after receipt of said complaint, and shall give at least ten days prior written notice of the date, time, and place of such hearing to the complainant.

- B. Hearings held pursuant to this Article shall be held in compliance with the requirements of Section 121.22 of the Ohio Revised Code.
- C. The complainant shall be entitled to be represented by counsel or any other person chosen by the complainant.
- D. Rules governing the conduct of the hearing shall be established by the Board.
- E. Nothing in this Article shall be construed as allowing for an appeal of any provision contractually agreed to by the Board and any other party.

ARTICLE VI. FINANCIAL RECORDS OF THE BOARD

- A. The financial records of the Board shall be kept in accordance with generally accepted accounting principles, applicable federal requirements, and further by any requirements of the Ohio Department of Mental Health and the Ohio Department of Alcohol and Drug Addiction Services.

ARTICLE VII. NON-DISCRIMINATION

- A. The Board shall not discriminate against any person on the basis of race, color, religion, sex, national origin, disability, age, ancestry, or economic circumstance in matters concerning the provision of service to, or the employment or retention of said persons.

ARTICLE VIII. AMENDMENTS

- A. The provisions of these Bylaws may be amended at any meeting of the Board by a two-thirds majority vote of those in attendance.