



**Department of Mental Health
Division of Behavioral Health
State Advisory Council Bylaws**

Article I – Name

The body shall be known as the Division of Behavioral Health State Advisory Council (SAC).

Article II – Mission

To advise the Division of Behavioral Health in the development, funding, prevention, public understanding and coordination of specialized services to meet the needs of Missourians with mental health and substance use disorders.

Article III – Responsibilities

In order to accomplish this mission the SAC shall:

- Collaborate with the DBH to develop and review the state plans for delivering behavioral health services pursuant to Title 42, 300x-3 (Federal statute) and CSR 631.020.8.
- Advise DBH in the development of models of services and long range planning and budgeting priorities.
- Identify statewide needs and recommend what specific methods, means, and procedures should be adopted to improve and upgrade the behavioral health service delivery system for citizens of this state.
- Provide education and information about mental health and substance use.
- Monitor, evaluate, and review the allocation and adequacy of behavioral health services within the state.
- Provide oversight for suicide prevention activities.

Article IV – Organization

- A. The Director of the Division of Behavioral Health shall appoint up to 32 members to the State Advisory Council.
- B. Members shall have a professional, research, or personal interest in the prevention, recovery, evaluation, treatment, rehabilitation, and system of care for children/youth with serious emotional disturbance and persons affected by behavioral health disorders and their families. The SAC shall include representatives from the following:

1. Non-government organizations or groups and state agencies concerned with the planning, operation or use of behavioral health services.
 2. Individuals with mental health and/or substance use disorders who are receiving or have received behavioral health services and who are familiar with the need for such services.
 3. Family members of adults with mental health and/or substance use disorders or families of children with emotional disturbance.
- C. The membership composition of the State Advisory Council shall follow the guidelines set forth in Title 42, 300x-3 (Federal statute) and CSR 631.020 as follows:
1. At least 50 percent of the members of SAC shall be self-identified behavioral health consumers defined as Primary Consumers: A person who is an active or former recipient of mental health, substance use and/or developmental disabilities services, regardless of source of payment. Parents, family members, and/or legal custodians/guardians of children and youth are primary consumers if they are actively engaged in the treatment planning and/or delivering services and supports for the child or youth.
 - a. With respect to the membership of the SAC, the ratio of parents of children with a serious emotional disturbance to other members of the Council is sufficient to provide adequate representation of such children in the deliberations of the SAC.
 - b. With respect to the membership of the SAC, the ratio of individuals with Serious Mental Illness to other members of the SAC is sufficient to provide adequate representation of such individuals in the deliberations of the council.
 2. No more than 50 percent of the members of SAC shall be Providers defined as follows: An entity/service delivery system, which uses, purchases and/or coordinates with mental health, substance abuse and developmental disabilities services provided by the Department of Mental Health.
 - a. Representatives of the following state agencies are mandated: mental health, education, vocational rehabilitation, criminal justice, housing, social services, and Medicaid.
 3. One member shall represent veterans and military affairs.
- D. The SAC shall be representative of the state's population, taking into consideration their employment, age, sex, race, and place of residence and other

demographic characteristics of the state, determined essential by the SAC and Director.

Article V – Membership

- A. The terms of office for members shall be a full three (3) years. A member of the SAC may serve an additional three-year term if properly nominated and approved by the SAC and the Division Director. Exceptions to terms of office can be made at the discretion of the SAC with approval by the Division Director.
- B. Nominations for vacant council positions shall be accepted from any individual or organization.
- C. Vacancies, when they occur, shall be announced and publicized.

Article VI – Officers

- A. The SAC shall elect the co-chairpersons and co-vice-chairpersons every two years. One co-chairperson will represent mental health issues and one co-chairperson shall represent substance use issues. The co-chairpersons shall mentor the co-vice-chairpersons to become chairpersons. Nominations shall occur in October and elections in December, except in cases of extraordinary circumstances.
- B. The co-chairperson shall preside at all meetings of the SAC and appoint all committees and task forces. The co-vice-chairpersons shall preside at meetings in the chairperson's absence, and act for the chairperson when he/she cannot attend. In the absence of both the co-chairpersons and co-vice-chairpersons, the presiding officer at the meeting shall be the Chairperson of one of the SAC committees.

Article VII – Committees

- A. The SAC shall recognize two standing committees, the Mental Health Disorders Committee and the Substance Use Disorders Committee. The purpose of these committees is to ensure adequate representation and focus on the issues unique to each committee. The co-chairpersons of these standing committees shall equally share the leadership of the full SAC.
- B. Executive Committee:
 - 1. The membership of the Executive Committee shall consist of the co-chairpersons of the SAC, co-vice-chairpersons, and a member-at-large.

2. The Executive Committee shall meet at least every other month to set the SAC meeting agenda and to discuss any SAC business. In addition, the Executive Committee shall meet at the call of the chairperson, upon request of three or more of the committee members, or a call of the Division Director. A quorum shall consist of a majority of Executive Committee members.

C. Project Committee:

1. In addition to the standing committees, the co-chairpersons may initiate project committees as needed. These committees shall address special issues such as block grant planning identified by the SAC or the DBH as topics relevant the SAC purpose, authority or to the Behavioral Health delivery system.
2. The SAC shall establish a written description of the purpose and task assigned to each project committee.
3. Project Committee members will report to the full SAC at each meeting.
4. A Project Committee will disband when it has completed its assigned tasks.
5. The SAC, at its discretion, may establish and terminate any project committee as deemed necessary by a simple vote of the SAC members present.

Article VIII – Meetings

- A. The SAC shall meet at least every ninety days at the call of the Division Director or the SAC chairperson.
- B. A quorum requires the attendance of at least 50% of the members of the SAC.
- C. When necessary, a telephone or email poll may be conducted to complete the quorum necessary for action and to conduct other SAC matters in a timely manner, and such action shall be included in the minutes of the next regularly scheduled meeting.
- D. All Council sessions are public meetings as defined by the Sunshine Law, “Any meeting, formal or informal, regular or special, of any governmental body at which any public business is discussed, decided, or public policy formulated.”

Article IX – Meeting Attendance

- A. SAC members are expected to attend every meeting. If absence is unavoidable, members are expected to notify the SAC liaison.

- B. Absence from three (3) consecutive meetings in any calendar year without prior notification shall be considered as a resignation from the SAC.

Article X – Minutes

Minutes of all SAC meetings and standing committees shall be taken by a member of the staff of the Division of Behavioral Health, as designated by the Division Director. In the absence of a staff member, the Chairperson or Committee Chairperson shall designate a member then present to record the minutes. Such minutes shall be furnished to all SAC members prior to the next SAC meeting.

Article XI – Conflict of Interest

No member of the SAC may participate in or seek to influence a decision or vote of the SAC if the member would be directly involved with the matter, or he or she would derive income from it. Further, when in discharging any responsibility associated with the business of the SAC, there is an apparent conflict of interest on any member's part, said member shall withdraw and/or abstain from such proceedings with such action being noted in the official record of the SAC. Where such action is not initiated by the member, another member may raise the question to be decided by a vote of the members if the member does not withdraw and/or abstain after the point is raised.

Article XII - Miscellaneous

- A. Compensation: Each member shall be reimbursed for reasonable and necessary expenses including travel expenses pursuant to the travel regulations for employees of the Department, actually incurred in the performance of his/her official duties.
- B. Amendments: Any SAC member may present amendments for consideration at any meeting. Such amendment will be voted on at the next regular meeting and requires a 2/3 majority of members present to amend the bylaws.
- C. The Division Director shall:
 - 1. Serve as the primary Departmental consultant to the State Advisory Council.
 - 2. Provide the SAC and committees with Division staff for technical assistance and secretarial support.

