

**LAKE COUNTY LOCAL MENTAL HEALTH TASK FORCE  
BYLAWS**

**ARTICLE I  
NAME AND DEFINITIONS**

**Section I: Name**

This organization shall be known as the Lake County Local Mental Health Task Force.

**Section II: Definitions**

The terms defined in this section shall have the meanings given unless otherwise provided by the context.

- Task Force – The Lake County Local Mental Health Task Force (hereinafter Task Force), established by the Lake County Health and Human Services Advisory Committee, serves as a Task Force to the Lake County Health and Human Services Advisory Committee, pursuant to Minnesota Statutes, Section 402.03.
- Board – The Lake County Health and Human Services Board (hereinafter “Board”), established under the provision of Minnesota Statutes, Sections 402.01 – 10.
- Task Force Member - Any interested citizen not a staff member or an Advisory Committee member; except the Task Force must be chaired by an Advisory Committee Member. Staff of the Health and Human Services Department are excluded from membership, but may advise at any and all levels when needed.

**ARTICLE II  
PURPOSE**

**Section I: Overall Purpose**

The overall purpose of the Task Force is to serve as an advisory committee to the Lake County Health and Human Services Advisory Committee to fulfill the provisions of Minnesota Statutes, Sections 245.466 and 245.4875, Subd. 5 and the provisions of Minnesota Statutes Section 402.03, pertaining to the requirement for a Health and Human Services Advisory Committee to have a permanent task force relating to mental health. Task Force actions shall include, but are not limited to, the following:

1. To actively participate in the formation of the mental health portion of the annual Children and Community Services Act Plan (formerly known as the Community Social Services Act Plan), as provided for in Minnesota Statutes, section 256E.09, Subd.2.
2. To actively participate in the development of mental health and related portions of the Lake County Health and Human Services Advisory Committee’s annual budget recommendations to the Board.
3. To review and evaluate implementation of the plan and the budget, and to provide recommendations to the Board for inclusion in the Lake County Health and Human Services Advisory Committee’s report to the Board.

4. To receive, review and comment on special interest group and community-at-large input regarding mental health issues, with respect to the Lake County Health and Human Services Plan, programs, service and performance.
5. To actively develop work groups within the Task Force to address various needs within the community as needed.
6. To perform such other duties as are requested by the Lake County Health and Human Services Advisory Committee.

**Section II: Mission Statement**

It shall be the mission of the Lake County Local Mental Health Task Force to advocate for all Lake County residents such programs and services that promote mental health wellness.

**ARTICLE III  
MEMBERSHIP**

**Section I: Membership**

The Task Force members will be appointed by the Lake County Health and Human Services Advisory Committee and shall be composed of a minimum of 10 members and no more than 25 members, who shall be citizens of Lake County or nonresidents with special interest in Lake County, identifiable groups, geographical areas and service providers fulfilling Minnesota Statutes, Section 245.466 and 245.4875, Subd.5. With the exception of special circumstances, no Lake County Health and Human Services staff member shall be members of the Task Force. Only one representative from any service provider or agency shall be a member of the Task Force during any one term. We will strive to achieve best practices as set forth in the LAC Handbook. If possible, membership should be comprised of the following:

1. 1/3 Consumers (any person who is receiving or has received mental health services)
2. 1/3 Providers of mental health services
3. 1/3 Citizens

In addition, membership shall include one consumer, one family member of an adult with mental illness, one mental health professional and one community support services program representative.

**Section II: Term of Office**

Members will serve one year terms. There will be no limit on reappointments.

**Section III: Appointments**

New members will be actively recruited annually. The Task Force will accept and review applications for new members as they are submitted and other information such as special interest, etc., from applicants. Annually the Task Force shall recommend new and existing members to the Advisory Committee for appointment.

**Section IV: Absences**

A member who is absent from three (3) consecutive regular meetings in one year, without prior notification, shall be sent a letter requesting membership intentions. If no answer is received prior to the next scheduled Task Force meeting, a recommendation will be brought to the Task Force to review their membership. At that time, it shall be decided to continue or discontinue that person's membership.

**Section V: Vacancies**

A vacancy on the Task Force during a term shall be filled as promptly as possible in accordance with Section III of this Article.

**ARTICLE IV  
OFFICERS**

**Section I: Officers**

The Chairperson of the initial Task Force, who shall be a member of the Lake County Health and Human Services Advisory Committee, shall be appointed by the Board for a term to expire December 31 of that year. Thereafter, the Task Force shall appoint a Chairperson, who shall be a member of the Lake County Health and Human Services Advisory Committee. The Task Force shall also appoint a Vice-Chairperson and a Secretary to serve as officers of the Task Force. It is preferable that at least one officer be a consumer. Each officer shall serve for a period of one year, commencing at the January meeting of each calendar year, or until his/her successor is duly appointed. All officers must have served on the Task Force for at least nine (9) months before being elected to office.

Only in the absence of an appointed Secretary, Health and Human Services staff may provide secretarial services. In that instance, the secretary provided shall not be an officer or a voting member of the Task Force.

**Section II: Duties of Officers**

**A. Chairperson**

1. The Chairperson shall preside at all meetings of the Task Force, shall perform the usual duties of the Chairperson and may speak for, and on behalf of, the Task Force.
2. Task Force Meeting Minutes will be included in the Lake County Health and Human Services Board Packet.
3. The Chairperson or designee shall initiate work groups as warranted.

**B. Vice-Chairperson**

1. In the absence of the Chairperson, the Vice-Chairperson shall assume all the powers and duties of the Chairperson.

**C. Secretary**

1. Issue notice of all Task Force meetings, keep the minutes and maintain a record for that purpose.
2. Certify records of the Task Force meetings and perform such additional duties as may be established by the Task Force from time to time.

3. Request and obtain any necessary administrative support from the Lake County Health and Human Services Department.

## **ARTICLE V MEETINGS**

### **Section I: Regular Meetings**

Regular meetings of the Task Force shall be held at least quarterly, at such time and place as shall be determined by the Task Force. Task Force members shall be sent notification of the specific time and place and tentative agenda, together with appropriate materials, at least five (5) calendar days prior to the meetings. The Task Force shall not be limited to such agenda items during its meetings.

Each August, and at other times as needed, at least one (1) member of the Task Force, who shall be recommended by the Task Force, shall meet jointly with the appointed representative(s) of the Lake County Public Health Task Force and the Lake County Health and Human Services Advisory Committee.

### **Section II: Special Meetings**

Special meetings of the Task Force may be held upon the call of the Chairperson, Vice-Chairperson or a majority of members of the Task Force. Notice of a special meeting shall be sent to Task Force members at least three (3) days prior to the meeting. In the event of an emergency, notice may be waived by two-thirds of the Task Force.

### **Section III: Quorum**

To conduct business, a quorum of members must be present. A quorum shall consist of 50 percent plus one of the total membership.

### **Section IV: Conduct of Business**

- A. The Task Force shall conduct business according to commonly accepted procedures.
- B. There shall be no voting by proxy and each member shall have one vote.
- C. All official Task Force positions, reports, etc. will be stated in writing to the Advisory Committee.

### **Section V: Records of Meetings**

The Secretary shall prepare the minutes of the meetings, and the Chairperson and Secretary shall certify said minutes. Copies shall be provided to Task Force members, the Advisory Committee and members of the Board.

### **Section VI: Open Meetings**

All Lake County Local Mental Health Task Force meetings shall be open to the public. Notices of meetings will be posted.

**ARTICLE VI  
GENERAL PROVISIONS**

**Section I: Amendments**

The Task Force will recommend amendments of the Bylaws to the Advisory Committee for their approval. The Lake County Health and Human Services Board will then ratify the Bylaws. These bylaws may only be altered by a majority vote of the Lake County Health and Human Services Board.

**Section II: Approval and Ratification**

These bylaws are hereby approved by resolution of the Lake County Health and Human Services Advisory Committee on July 15, 2013; and ratified by the Lake County Health and Human Services Board, effective July 23, 2013.

These bylaws are hereby approved by resolution of the Lake County Health and Human Services Advisory Committee on March 26, 2004; and ratified by the Lake County Health and Human Services Board, effective April 22, 2014.