

**DENTON COUNTY BEHAVIORAL HEALTH LEADERSHIP TEAM  
BYLAWS**

**ARTICLE I NAME**

The name of the organization shall be the Denton County Behavioral Health Leadership Team, "DCBHLT".

**ARTICLE II MISSION/VISION**

To significantly increase mental health access, services, and cohesive and complete treatments in Denton County. (A permanent vision/mission will be developed under the guidance of the Strategic Planning Sub-Committee and adopted by the DCBHLT).

**ARTICLE III ORGANIZATION**

**Section 3.1: Existence**

The period of existence of the Denton County Behavioral Health Leadership Team shall be perpetual beginning June 11<sup>th</sup>, 2015.

**Section 3.2: Purpose**

The purpose of the Denton County Behavioral Leadership Team (DCBHLT) is to convene as a policy making team tasked with improving the planning, coordination, oversight, and implementation required to create systems change, for behavioral health services in Denton County.

**Section 3.3: Fiscal Agent/Backbone Organization**

The name of the agent and address of the DCBHLT is:

United Way of Denton County Inc.

1314 Teasley Lane

Denton, TX 76205

United Way of Denton County Inc. (UWDC) will serve as the fiscal agent and backbone organization of the DCBHLT to provide staff, guide vision and strategy, support aligned activities, establish shared measurement practices, build public will, advance policy and mobilize funding. DCBHLT shall serve under the auspices of UWDC. The fiscal year shall follow UWDC and commence on April 1<sup>st</sup> and end on March 31<sup>st</sup>.

**ARTICLE IV Appointments**

**Section 4.1: Appointment**

Appointment to DCBHLT is available to eligible entities as set forth below. The membership should represent the geographic, demographic and cultural diversity of Denton County, and to better serve the behavioral health needs of Denton County.

The members of the DCBHLT shall consist of the following entities:

- Federal and State Legislatures
- Denton County Commissioners Court
- Denton City Council
- Lewisville City Council
- Corinth City Council
- Small Cities/Towns
- Health Systems, Hospitals, MHMR, Health Department
- Health Insurance Providers
- Human Systems, ISD's, Higher Education, Law Enforcement, WATCH
- United Way of Denton County

**Section 4.2: Terms of Appointment**

Initial appointments of the DCBHLT shall serve a two (2) year term to ensure consistency and maintain a working knowledge of the DCBHLT. Subsequent appointment terms will be developed by the DCBHLT consisting of two (2) and three (3) year terms.

**Section 4.3: Duties of Appointees**

To ensure members are actively engaged members are expected to attend 50% of the meetings.

**ARTICLE V MEETINGS**

**Section 5.1: General Meetings**

Meetings of the DCBHLT will be held monthly for a period of six (6) months. DCBHLT members will review the scheduling needs to determine meeting frequency after the initial six (6) months. Meetings of the DCBHLT shall be held at the United Way of Denton County Inc. office. All meetings of the DCBHLT will be open to the public. Meeting agendas and minutes will be made available through the DCBHLT/UWDC website.

**Section 5.2: Special Meetings**

Special meetings of the DCBHLT may be called by the executive officer.

**Section 5.3: Notice of Meetings**

Notice of meetings shall be provided at least 3 days prior on the UWDC/DCBHLT website, and notification delivered by phone, mail, or email.

**Section 5.4: Chairperson/Co-Chairperson**

The DCBHLT shall elect a chair and co-chair to preside over meetings. In the absence of the chair, the co-chair shall preside.

**Section 5.5: Secretary**

The secretary shall be an elected member of the DCBHLT, and shall be responsible for the written minutes of the DCBHLT.

**Section 5.6: Workgroup Meetings**

Workgroup meetings will be held monthly or as needed to conduct the business of the DCBHLT. Additional meetings maybe convened as necessary to meet the goals and objectives of the DCBHLT.

Section 5.7: Quorum

A simple majority shall be necessary and sufficient to constitute a quorum for the transaction of DCBHLT business.

Section 5.8: Voting

Each appointee of the DCBHLT shall be entitled to vote in person or electronically if deemed necessary for the transaction of business. In the event of an electronic vote, members will vote accordingly and sufficient documentation will be kept and provided at the next official meeting. Only appointees to the DCBHLT shall have voting rights. Ex-officios and alternates attending meetings on behalf of an absent appointee may not vote.

Section 5.9: Parliamentary Authority

The meetings of the DCBHLT shall be governed by the parliamentary rules and usages contained in the current edition of the "Roberts Rules of Order" unless otherwise directed within these bylaws.

**ARTICLE VI Officers/BHLT Appointees**

Section 6.1: DCBHLT Appointees

The DCBHLT shall consist of no less than sixteen (16) and no more than thirty-six (36) members. Such number may be increased or decreased by amendment to these Bylaws and the DCBHLT structure. The DCBHLT shall be composed of appointees from the following entities.

- |   |   |
|---|---|
| (1-3) Federal and State Legislature     | (3-7) Health Systems, Hospitals, MHMR, Health Department              |
| (3-5) Denton County Commissioners Court | (1-2) Health Insurance Providers                                      |
| (1-2) Denton City Council               | (4-10) Human Systems, ISD's, Higher Education, Law Enforcement, WATCH |
| (1-2) Lewisville City Council           | (1) United Way of Denton County                                       |
| (1-2) Corinth City Council              |   |
| (1-2) Small Cities/Towns                |   |

Section 6.2: Eligibility

To be eligible a person must be appointed by one of the above name entities as outlined in **Article 6 Section 6.1** and possess strong business, policy, or health background.

With regards to appointments:

- Cities/Towns should identify a council member, senior staff, executive, or community member;
- Non-profit organizations should identify a board member;
- Higher Education should identify a senior level representative;
- All others should identify a board member, or senior level representative

Appointees are expected to remain actively engaged and report to the appointing agency/organization on an ongoing basis to ensure accurate communication. In the event an appointee is not fulfilling their role, the DCBHLT will request a new appointee from the appointing agency/organization.

Section 6.3 Officers

Officers of the DCBHLT are eligible for two consecutive one (1) year terms. Elections will be held during the 1<sup>st</sup> meeting in June.

DCBHLT shall call for a nominating committee to be formed to present a slate of officers annually.

Section 6.4: Chair

The Chair shall preside at all meetings of the DCBHLT and shall exercise leadership to ensure the goals and objectives of the DCBHLT are carried out. He/She shall have the powers and duties of supervision and management as it pertains to the office of Chair. The Chair shall serve a one year term and be elected each year.

1. The Chair shall convene and manage meetings;
2. The Chair shall set the agenda;
3. Represent the DCBHLT at meetings;
4. Assure compliance with Roberts Rules of Orders

Section 6.5: Co-Chair

The Co-Chair shall assist the Chair in the leadership of the DCBHLT. The Co-Chair shall serve a one year term and be elected each year. The duties of the Co-Chair include, but not limited to the following:

1. Perform all duties of the Chair in the absence of the Chair, and when so shall have all of the powers and duties of Chair.
2. Prepare to succeed to the office of the Chair in the event of the Chairs resignation or vacancy.

Section 6.6: DCBHLT Secretary

The secretary shall be an elected member of the DCBHLT, and shall be responsible for the written minutes of the DCBHLT. The Secretary shall serve a one year term and be elected each year.

Section 6.7 Past Chair

The past chair, shall be an elected member of the DCBHLT, and will serve in an advisory capacity to ensure continuity of operations.

Section 6.8 DCBHLT Ex-Officios

The DCBHLT shall appoint ex-officio members as appropriate. Ex-officios will offer input, but will abstain from voting on matters of the DCBHLT.

Section 6.9: DCBHLT Workgroup/Sub-Committee Chairs

Workgroups/Sub-committees shall provide ongoing reports and recommendations to the DCBHLT to ensure ongoing communication and leadership as it relates to the overall goals and objectives of the DCBHLT.

Section 6.10: Resignation of DCBHLT Appointees

Any member of the DCBHLT may resign at any time by giving written notice to the Chair at least 30 days in advance, and by notifying the appointing authority.

Section 6.11: DCBHLT Vacancies

Vacancies shall be filled by the appointing agency/organization within 30 days of the vacancy and approved during the next regularly scheduled meeting.

Section 6.12: Compensation of Officers/BHLT Appointees

The officers/appointees shall not receive a salary or compensation.

Section 6.13: DCBHLT Workgroups/Subcommittees

The workgroups/subcommittees of the DCBHLT are defined by the DCBHLT as deemed appropriate and necessary. Additional workgroups may be added and disbanded as needed.

- Veterans
- Mental Health Court
- Jail Diversion
- Crisis/Detention/Commitment
- Child and Family Systems
- Integrated Care
- Community Conversations
- Workforce
- Community Case Management

**ARTICLE VII AMENDMENTS**

The Bylaws may be amended by a two-thirds vote of the DCBHLT members present at any regular or special meeting. Recommendations shall be submitted to the DCBHLT at least thirty (30) days prior to consideration.

**ARTICLE VIII NON-DISCRIMINATION**

The members, officers, directors, committee members, employees and persons served by DCBHLT shall be selected entirely on a non-discriminatory basis with respect to national origin, race, religion, color, sex, marital status, ancestry, sexual orientation, people with disabilities, age or veterans status.

**ARTICLE XI CONFLICT OF INTEREST**

Any appointee who benefits financially, directly or indirectly as a result of an action/vote must abstain from the action/vote. A “benefit” shall include the possibility, or appearance, of personal financial gain to the appointee. A benefit occurs when the member or a person in the member’s immediate family, and/or a partner or other business associate, and or their employer stand to gain financially from the action/vote.

**ARTICLE XII Confidentiality**

It is the policy of the DCBHLT and workgroup members to annually review the conflict of interest and confidentiality form. A copy of this form will be distributed to all DCBHLT appointees and workgroup members for signature.

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DCBHLT Secretary

\_\_\_\_\_  
Date