

Lane County Acute Care Council Bylaws
Mission Statement

The Lane County Acute Care council affirms the right of every acute care psychiatric patient to receive appropriate, effective, and compassionate treatment in a safe environment which respects each patient's human dignity and individual worth. The Council shall advise and work cooperatively with the Lane County Psychiatric Hospital and the Lane Stabilization and Rehabilitation Center to assist in accomplishing their goals of stabilizing, controlling, and ameliorating patients' mental or emotional disorders, and or facilitating each patient's return to a less restrictive environment as early as is reasonably possible.

ARTICLE I. PURPOSE

The Lane County Acute Care Council (hereinafter referred to as the "Council") recognizes that our community benefits broadly when individuals who are suffering from acute mental and emotional disorders receive timely, appropriate and effective medical treatment, and recognizes at the same time that the right to determine one's own treatment is fundamental to a patient's individual freedom and civil rights. The Council seeks therefore to empower patients to exercise responsible control for their own treatment and care.

The responsibilities of the Lane County Acute Care Council shall include:

- a. identifying and analyzing issues or problems and making recommendations to maintain and improve the quality of care and treatment to patients, including patient transitions into and out of the Lane County Psychiatric Hospital and the Lane Stabilization and Rehabilitation Center;
- b. facilitating effective, cooperative working relationships between Lane County Psychiatric Hospital, the Lane Stabilization and Rehabilitation Center, and all other components of Lane County mental health system;
- c. participating in ongoing improvement in the quality of patients' care and the protection of patients' rights, including but not limited to issues pertaining to informed consent, medication overrides, and the use of restraints and seclusion;
- d. reviewing quarterly reports regarding the use of restraints;
- e. identifying and making recommendations regarding the development and utilization of resources; and
- f. participating in the development of policy related to Lane County acute care beds.

ARTICLE II. MEMBERSHIP

Lane County's acute care psychiatric facilities provide services to individuals from many backgrounds and experiences. The Council recognizes that it must draw on the perspectives and viewpoints of individuals from similar backgrounds and experiences if it is to represent the interests and concerns of the diverse communities served by Lane County Psychiatric Hospital and Lane Stabilization and Rehabilitation Center.

The Council shall seek to enhance the diversity of its membership by including individuals whose participation will enable the Council to consider issues from a variety of viewpoints and perspectives. Accordingly, the Council shall include individuals who are themselves living with a mental illness or disorder, as well as persons who have been personally impacted by another person's mental illness. The Council shall actively seek to include individuals who reflect the racial, ethnic, cultural, political, and sexual orientation diversity of Lane County.

A. The Council shall include:

- a. up to three representatives of mental health patients, who have utilized or who may utilize acute care mental health services in Lane County;
- b. the program manager for Lane County Mental Health or his or her designee;
- c. a representative from the Office of Mental Health Services;
- d. a staff representative designated by Lane Stabilization and Rehabilitation Center;
- e. a staff representative designated by the Lane County Psychiatric Hospital;
- f. a staff psychiatrist designated by the Lane County Psychiatric Hospital;
- g. a representative designated by Sacred Heart Behavioral Services;
- h. up to two representatives of families of mental health patients who have utilized or who are likely to utilize acute care services in Lane County;
- i. a representative designated by South Lane Mental Health; and
- j. a representative designated by Siuslaw Pacific Center.

B. Terms and Conditions of Membership

- a. A letter of interest or recommendation may be submitted to the Council by or on behalf of any individual who wishes to become a Council member as specified in a. or i. above. Applicants' letters shall be reviewed by the Council at the next Council meeting. Appointment of new Council members will be made in the form of a motion supported by a majority of Council members.

b. One half of all initial Council members shall be chosen by majority vote of the Council to serve for a term of one year beginning April 15, 1996. The remaining initial Council members shall serve for a term of two years beginning April 15, 1996. Individuals who become members of the Council after the initial formation of the Council shall serve for a term of two years beginning on the first day of the month when the individual is accepted into the Council by majority vote of the Council.

c. Council members are expected to notify the Chairperson in advance if they will be unable to attend a Council meeting. Council members may have no more than two absences without prior notification to the Chairperson within any calendar year. If a member has more than two such absences, the Council may terminate the person's membership or ask the designating agency to select another representative, as appropriate. Membership terminations shall require a vote of the majority of the Council and shall be done in writing.

d. Council-designated members as specified in sections a. or h. above who choose to resign from the Council shall submit a formal letter of resignation to the Council Chairperson, including their resignation date.

e. Organizations specified in b., c., d., e., f., g., or i. above shall inform the Council Chairperson in writing of any changes regarding their representatives, designees, or alternatives, and the date such changes become effective.

ARTICLE III. MEETING

a. Regular meetings of the Council will be held at times and locations determined by the Council and must be held at least on a quarterly basis.

b. Special meetings may be called by the Chairperson or by agreement of a majority of Council members. Special meetings or portions of meetings may be closed to the public if confidential subject matter will be discussed.

c. A simple majority of Council members constitutes a quorum. Council decisions will be made by majority vote of those present.

d. The Chairperson will develop an agenda in advance of each meeting by accepting agenda items from voting members. The agenda and pertinent background information shall be mailed to all Council members at least ten days prior to the meeting.

e. All meetings are public meetings. Notice shall be given to the public of the time and place of all regularly scheduled meetings, and of the principal subjects to be discussed.

ARTICLE IV. OFFICERS

a. The Officers of the Council shall consist of the Chairperson and Vice Chairperson.

- b. Officers shall be elected annually at the Council’s first meeting of the calendar year.
- c. Officers shall assume their duties immediately following the meeting in which they are elected and shall serve for a term of one year until the election of their successors.
- d. Vacancies in offices shall be filled by Council election for the unexpired portion of the term.
- e. The Chairperson shall preside at all meetings of the Council, shall have a vote, shall be ex-officio on all committees, and shall represent the Council and shall conduct business as the Council directs.
- f. The Vice Chairperson shall act as aide to the Chairperson and shall perform the duties of the Chairperson in the absence or inability of the Chairperson to act, until such time as a new Chairperson has been elected.

ARTICLE V. COMMITTEES

- a. Committees or task forces shall be appointed by the Council, or by majority vote of the Council, as is deemed necessary to carry out the functions of the Council.
- b. Committees or task forces may include non-Council members.

ARTICLE VI. POLICIES

- a. These by-laws may be amended or repealed at any time at any regular or special meeting of the Council provided notice of changes has been give to all Council members 15 days prior to the meeting. A two-thirds majority of the Council is required to amend the Council bylaws.
- b. Minutes shall be taken at all meetings. Subject to those exemptions provided under Oregon’s open meetings and public records laws, the minutes shall include:
 - a list of Council members who are present, and of those who have notified the Chairperson of the expected absence;
 - all motions, proposals, resolutions, and measures proposed and their disposition;
 - the results of all votes;
 - the substance of any discussion on any matter; and
 - reference to any document discussed at the meeting.
 A copy of the minutes shall be mailed to all Council members and made available to the public within two weeks following a Council meeting.
- c. Records of the Council shall be maintained at Lane County Health and Human Services.

Al Levine, Chairperson Date

