

BYLAWS
of the
LOUDOUN COUNTY COMMUNITY SERVICES BOARD

ARTICLE I - NAME

The name of this Board shall be the Loudoun County Community Services Board, hereinafter referred to as the "Board".

ARTICLE II - PURPOSE

The purpose of this Board shall be to act as the agent of the County of Loudoun, Virginia, by serving as a policy/advisory community services board, that with staff support provided by the Department of Behavioral Health, Substance Abuse and Developmental Services will perform its powers and duties as enumerated in the Code of Virginia §37.2-504(B), as amended.

ARTICLE III - MEMBERSHIP

- Section 1.** The membership of the Board shall consist of not less than 6 or more than 18 persons, who shall be appointed by the Board of Supervisors of the County of Loudoun. The Board shall encourage said Board of Supervisors to maintain a Board membership that is as broadly representative as possible of all lay and professional elements of the community and of all geographical areas of the County. Membership shall comply with all other provisions of SUBTITLE II. BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES, CHAPTER 5, COMMUNITY SERVICES BOARDS, CODE OF VIRGINIA, SECTIONS §37.2.-500 through 511, including that one third of the appointments to the board shall be identified consumers or family members of consumers, at least one of whom shall be a consumer receiving services.
- Section 2.** A member of the Board shall be appointed for a term of three years from the first day of July of the year of appointment, except that of the members first appointed, several shall be appointed for terms of 1, 2, and 3 years. The selection of members for one, two and three year terms shall be as nearly equal as possible with regard to the number of Board members.
- Section 3.** Any Board member absent from four successive regular meetings or more than five in a year (July 1 through June 30) may be recommended to be removed from the Board provided that he or she be notified of this action prior to the meeting at which the action is to take place. The notice of removal will be in writing and will include information about the member's right to a hearing and the means by which a hearing can be obtained. Vacancies shall be filled in accordance with Article III, Section 4. No member shall be eligible to serve more than three full three-year terms on the Board, however, persons heretofore or hereafter appointed to fill vacancies may serve three additional full three-year terms.
- Section 4.** Vacancies shall be filled for the unexpired terms in the same manner as the original appointment.

Section 5. Ex-officio members may be appointed by this Board. Such members shall serve in an advisory capacity with no voting privilege.

Section 6. Orientation of new Board members will consist of at least the following procedures:

- a. Presentation and interpretation of the Board's by-laws
- b. Presentation and interpretation of Chapter 5, Title 37 of the Virginia Code.
- c. Review of agency organizational structure.
- d. Overview of program operations, budgets and funding sources.

When practical, orientation will be provided on a group basis. Orientation will be scheduled within 30 days following the appointment of any new member. Opportunities for additional training for board members will be provided through continuing education programs.

ARTICLE IV - POWERS AND DUTIES

The Board, as a direct agent of the Board of Supervisors, shall be subject to the laws and regulations relating to such agencies of Loudoun County and shall have the general power, duties and responsibilities of a Board as outlined in §37.2-504(B) of the Code of Virginia (1950), as amended.

As set forth in the Code of Virginia, these are:

1. Advise the local government regarding policies or regulations for the delivery of services and operation of facilities by the local government department, subject to applicable policies and regulations adopted by the Board.
2. Review and evaluate the operations of the local government department and advise the local governing body of each city or county that established it as to its findings.
3. Review the community mental health, developmental, and substance abuse services provided by the local government department and advise the local governing body of each city or county that established it as to its findings.
4. Review and comment on the performance contract, performance reports, and Comprehensive State Plan information developed by the local government department. The board's comments shall be attached to the performance contract, performance reports, and Comprehensive State Plan information prior to their submission to the local governing body of each city or county that established it and to the Department.
5. Advise the local government as to the necessary and appropriate actions to maximize the involvement and participation of individuals receiving services and family members of individuals receiving services in policy formulation and services planning, delivery, and evaluation.
6. Participate in the selection and the annual performance evaluation of the local government department director employed by the city or county.
7. Carry out other duties and responsibilities as assigned by the governing body of each city or county that established it.

ARTICLE V - OFFICERS OF THE BOARD AND THEIR DUTIES

- Section 1.** The officers of the Board shall consist of a Chair, Vice-Chair and Secretary who shall be elected by the Board and serve at the pleasure of the Board for a term of two years.
- Section 2.** The duties of the Chair shall be to:
- a. preside at all meetings of the Board and of the Executive Committee.
 - b. appoint all committees deemed necessary for operation of the Board.
 - c. work closely with the Executive Director of the Department of MHSADS.
 - d. be official spokesman for the Board, unless the Chair delegates such responsibility to another member of the Board.
 - e. perform any other duties determined by the Board or the Executive Committee.
- Section 3.** The Vice-Chair shall, in the absence of the Chair, perform the duties of the Chair and any other duties assigned by the Board or the Executive Committee.
- Section 4.** The Secretary, in cooperation with the Department's Administrative Services Staff, shall have overall responsibility for the maintenance of the official records of the Board and for the official correspondence of the Board as directed by the Chair.

ARTICLE VI - NOMINATIONS, ELECTIONS AND TERMS OF OFFICE

- Section 1.** The Board shall elect its officers – Chair, Vice-Chair, and Secretary – at the meeting in June proceeding the month in which said officers shall take office. In addition, one at-large member to serve with the officers shall be elected at the June meeting. Nomination for the four said positions shall be made to the Board in writing at the May meeting by the Ad Hoc Nominating Committee of not less than two or more than three members of the Board, who shall be appointed by the Chair. Further nominations for each office may be made from the floor at said June meeting. Elections shall be held at the June meeting, and officers shall take office as of July 1 for a two-year term.
- Section 2.** In the event of a resignation of an officer during the two-year term, the Chair shall appoint an Ad Hoc Nominating Committee of not less than two or more than three members of the Board for the purpose of presenting nominations to the Board for the vacant position by the next monthly Board meeting following the officer's resignation. Elections shall be held for the vacant position during the following consecutive monthly meeting. Further nominations for the vacant position may be made from the floor at the said meeting. The position thus filled will complete the two-year term of the resigned officer.

ARTICLE VII - MEETINGS

- Section 1.** Regular monthly meetings shall be held at a time to be determined by the Board, unless the Board decides otherwise.
- Section 2.** Special meetings of the board may be called by the Chair or upon written request of three members with at least seven (7) days notice of such meeting to the full Board.
- Section 3.** The quorum for all Board meetings shall be one-half of its members including the presiding officer.
- Section 4.** The Executive Committee shall meet at the discretion of the Chair or upon the call of any two of its members.
- Section 5.** The quorum for all Executive Committee meetings shall be a majority of the Committee.

ARTICLE VIII - EXECUTIVE COMMITTEE

- Section 1.** The elected officers – Chair, Vice-Chair, and Secretary – together with one at-large Board member, shall constitute the Executive Committee.
- Section 2.** It shall be the duty of this Committee to conduct necessary business between meetings of the Board. Actions taken by the Executive Committee must be reported in full at the next meeting of the Board. Business not necessary to be transacted between such meetings shall await the action of the full Board.

ARTICLE IX - GOVERNANCE

Roberts Rules of Order, revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE X - AMENDMENTS

These Bylaws may be amended at any regular meeting of the Board by two-thirds vote of those present and voting, notice of any proposed amendment having first been submitted in writing to the Board two weeks prior to the meeting.