

## **MOUNT ROGERS COMMUNITY**

### **SERVICES BOARD**

#### **BY LAWS**

#### **ARTICLE 1 - NAME**

The name of this Board shall be the Mount Rogers Community Services Board, hereinafter referred to as the Board.

#### **ARTICLE II - PURPOSE**

The purpose of this Board shall be:

- A. To act as the agent of the Counties of Bland, Carroll, Grayson, Smyth and Wythe and the City of Galax, Virginia, in the establishment and operation of community mental health, intellectual and developmental services, and substance abuse programs as provided for in Chapter 5 Title 37.2 Code of Virginia, relating to the Virginia Department of Behavioral Health and Developmental Services, hereinafter referred to as the Department.
- B. To provide a system of comprehensive community mental health, intellectual and developmental services, and substance abuse services which relate to and aforesaid jurisdictional boundaries,

#### **ARTICLE III – MEMBERSHIP**

Section 1. The membership of the Board shall consist of not fewer than five nor more than fifteen persons, approved and appointed by the Chairman of the Board of Supervisors of their respective counties and in the case of Galax, the Mayor. The membership shall be as broadly representative as possible of all lay and professional elements of the community, but shall specifically exclude any employee of the Department.

Section 2. Each jurisdiction shall be represented on the Board in proportion to population, with each political subdivision having at least one member.

Section 3. Members of the Board shall be appointed for a term of three years from the first day of January of the year of appointment.

Section 4. Members are expected to attend a minimum of six meeting per year. Failure to meet minimum attendance requirements will result in a letter from the Board to the appropriate political subdivision.

Section 5. Vacancies shall be filled for the unexpired terms in the same manner as the original appointment.

Section 6. Ex-officio members may be appointed by this Board or by the local governments. Such members shall serve in an advisory capacity with no voting privileges.

#### **ARTICLE IV – POWERS AND DUITES**

The Board, as a direct agent of the governmental entities, which have established it, shall be subject to the laws and regulations to such agencies of those governments and shall have the general powers, duties, and responsibilities of a Board as outlined in Chapter 5 of Title 37.2-504, et. seq., Code of Virginia as amended.

#### **ARTICLE V – OFFICERS AND THEIR DUTIES**

Section 1. The officers of the Board shall be a chairperson, a vice-chairperson, a secretary, and a treasurer, who shall be elected by the Board and serve at the pleasure of the Board.

Section 2. The duties of the chairperson shall be:

- A. To preside at all meetings of the Board and of the Executive Committee.
- B. To appoint all committees deemed necessary for operation of the Board.
- C. To work closely with the Executive Director of the Board.
- D. To perform any other duties determined by the Board.
- E. To keep the Department informed of the activities of the Board.
- F. To send out notices of meetings of the Board and of the Executive Committee.

Section 3. The vice-chairperson shall in the absence of the chairperson perform the duties of the chairperson and any other duties assigned by the Board.

Section 4. The secretary shall keep accurate records of all meetings of the Board and of the Executive Committee. The secretary shall perform other duties as requested by the Board.

Section 5. The treasurer \* shall:

- A. Review payments from the Board accounts.
- B. Present a financial statement at every meeting of the board and at other times as requested by the Board.
- C. Preside over meetings of the Budget and Finance Committee.

\*The official fiscal agent of the Board shall be the treasurer of the County or City serving as fiscal agent for the Board as specified in Chapter 5 of Title 37.2-501, et seq., Code of Virginia, as amended.

## **ARTICLE – NOMINATION, ELECTIONS, AND TERMS OF OFFICE**

Section 1. The Board shall elect its officers at the first regular meeting of the calendar year.

Section 2. The terms of office shall be for one year. No officer may serve more than two consecutive terms in the same office. A quorum must be present and voting in order to constitute an election.

Section 3. Any vacancy occurring in the officers shall be filled by the Board.

## **ARTICLE VII – MEETINGS**

Section 1. Regular monthly meetings shall be held at a time determined by the Board.

Section 2. Special meetings of the Board may be called by the chairperson or upon written request of three members, No official action may be taken at a special meeting except that which is included in the call.

Section 3. The quorum for all Board meetings shall be one-half of its members, including the chairperson or vice-chairperson.

Section 4. The Executive Committee shall meet at the discretion of the chairperson.

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 plus one member of the Board shall constitute the Executive Committee, of which the chairperson and the secretary shall be, respectively, chairperson and secretary.

Section 2. It shall be the duty of the Executive Committee to conduct necessary business between meetings of the Board, all action to be ratified at the next regular board meetings.

## **ARTICLE IX – STANDING COMMITTEES**

- A. Budget and Finance Committee: This committee shall act in an advisory capacity to the Treasurer of the Board. It shall aid in the preparation and presentation of budgets at various levels of government.
- B. Policy, Planning, and Evaluation Committee: This committee shall regularly review and evaluate policies and programs operated either directly by the Board

or through contractual agreements, to insure the adequacy of service and conformity to accepted standards, examine present unmet needs, and also develop projected needs for program services.

- C. Personnel Policy Committee: This committee shall develop and monitor compliance with the personnel policies adopted by the Board, and recommend to the Board such changes in those policies as may seem advisable from time to time. It shall also assume responsibility for the initial performance evaluation for the Board's Executive Director, and present the evaluation for action to the full Board.

#### **ARTICLE X – PARLIAMENTARY PROCEDURE**

Robert's 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 by-laws.

#### **ARTICLE XI – AMENDMENTS**

These by-laws may be amended any regular meeting of the Board by two-thirds vote of those present and voting, notice of such change(s) having been submitted in writing two weeks prior to the meeting.