

## **BYLAWS OF MENTAL HEALTH RESPONSE ADVISORY COMMITTEE**

Adopted June 16, 2015, as amended November 15, 2016

### **Article 1. Name**

The body shall be known as the Mental Health Response and Advisory Committee (MHRAC). This committee is established under the terms of the settlement agreement between *United States of America v. City of Albuquerque*, No. 1:14-cv-1025 RB/KK.

### **Article 2. Tasks**

In accordance with the Settlement Agreement between the US Department of Justice (DOJ) and the City of Albuquerque, the purpose of the MHRAC is to work collaboratively to provide guidance to the City of Albuquerque Police Department (APD) to improve outcomes for individuals perceived to be or actually suffering from mental illness or experiencing a mental health crisis.

The Mental Health Response and Advisory Committee shall:

- provide guidance to assist the City in developing and expanding the number of crisis intervention certified responders, CIU, and COAST.
- be responsible for considering new and current response strategies for dealing with chronically homeless individuals or individuals perceived to be or actually suffering from a mental illness or behavioral health disorder, identifying training needs, and providing guidance on effective responses to a behavioral crisis event.
- provide guidance to APD on the development of protocols that govern the release and exchange of information about individuals with known mental illness to facilitate necessary and appropriate communication while protecting their confidentiality.
- review data collected by crisis intervention certified responders, CIU, and COAST for the sole purpose of facilitating program guidance.
- review the behavioral health training curriculum; identify mental health resources that may be available to APD; network and build more relationships; and provide guidance on scenario-based training involving typical situations that occur when mental illness is a factor.
- seek to enhance coordination with local behavioral health systems, with the goal of connecting chronically homeless individuals and individuals experiencing mental health crisis with available services.

Within 12 months of the Effective Date, and annually thereafter, the Advisory Committee will provide a public report to APD that will be made available on the City of Albuquerque website, which shall include recommendations for improvement, training priorities, changes in policies and procedures, and identifying available mental health resources.

### **Article 3. Membership**

Members. The MHRAC will be composed of nineteen members. The MHRAC shall include representation from APD command staff, crisis intervention certified responders, Crisis Intervention Unit (“CIU”), Crisis Outreach and Support Team (“COAST”), and City-contracted mental health professionals. The Committee will also have members representing the Albuquerque Department of Family and Community Services, the University of New Mexico Psychiatry Department, community mental health professionals, advocacy groups for consumers of mental health services (such as the National Alliance on Mental Illness and Disability Rights New Mexico), mental health service providers, providers of services to people who are homeless, interested community members designated by the Forensic Intervention Consortium, and other similar groups. Members will draw on their experiences and subject matter expertise to inform recommendations to APD and the City of Albuquerque while always striving to work collaboratively to serve the larger community rather than representing the specific interests of agencies or interest groups.

### **Article 4. Quorum**

A quorum is required to conduct business, i.e. recommendations of policies, procedures and training methods and recommendations regarding program development and expansion. A majority of the MHRAC’s membership shall constitute a quorum. The MHRAC may establish an electronic form of communication where MHRAC members may discuss MHRAC topics. However, a majority vote of the members present shall be required to carry a motion, proposal or resolution. Business requiring a quorum vote will be added to the meeting agenda at least five days before such a meeting unless the nature of the meeting is such that shorter notice cannot be avoided. All members shall have voting rights. Sworn members of the Albuquerque Police Department will collectively have one vote on the Committee.

The MHRAC may form subcommittees as it decides may be necessary to address designated topics and provide input to the Committee as a whole for further consideration.

### **Article 5. Terms of Office**

Committee members shall serve for two years and may be appointed for an additional one-year term. If a member chooses to terminate their service with the MHRAC, that member will provide no less than a 30-day written notice to the Chair/Co-Chairs. It shall be the responsibility of the MHRAC to vote for a replacement member.

Upon notice to the MHRAC member and consensus from the MHRAC, a member may be recommended for dismissal from the MHRAC for the following reasons: failing to attend three consecutive meetings without prior notification unless an emergency prevents such notification, and failure to collaborate with the MHRAC in achieving its goals and tasks.

Subcommittee Membership: Every MHRAC member shall be appointed to be an active member of at least one standing subcommittee.

#### **Article 6. Officers**

It shall be the responsibility of the MHRAC to select two Co-Chairpersons from the membership. The co-chairs will have staggered terms. One of the first co-chairpersons will serve a six month term and the other co-chair person shall serve a one year term, and thereafter, each term will be one year.

#### **Article 7. Meetings**

The MHRAC will meet monthly and will be open to the public. It is our hope that all committee members will attend each meeting. If you cannot attend a meeting, please contact the MHRAC Co-Chairs in advance. Meeting agendas will be prepared and provided to members along with appropriate briefing materials. Minutes will be prepared by APD staff and disseminated one week prior to the next regularly scheduled meeting. Notice of the date, time, place and agenda of meetings shall be emailed or otherwise given to each member at least five days in advance of the meeting. The notice shall also be posted on the Mental Health Resource Advisory Committee webpage (<http://www.cabq.gov/mental-health-response-advisory-committee>) at least five days in advance of the meeting.

The MHRAC will determine at least annually at a public meeting what notice for a public meeting is reasonable.

#### **Article 8. Rules of order**

- Members shall be respected for the perspective, knowledge and experience they bring to the discussion.
- Each member is expected to listen well, avoid interrupting, and be open to new ideas.
- No member shall speak to the media on behalf of the MHRAC without the approval of the MHRAC.
- Each member is expected to be respectful of the time commitment. We will begin each meeting on time and end on time, unless a time extension is agreed to by the group.
- Handouts will be allowed in meetings but they must be approved by the co-chairs a week prior to each meeting. People wishing to provide handouts ideally should send them electronically to be approved by the co-chairs.

### **Article 9. MHRAC Records**

All official records of the MHRAC shall be made available for public inspection on a website hosted by the City of Albuquerque and copies kept at the Albuquerque Police Department. Meeting minutes will include: the date, time and place of the meeting, the names of all members of the MHRAC attending the meeting and those who were absent, a description of the substance of all proposals considered during the meeting and a record of any decisions made or votes taken that shows how each member voted. A draft of the minutes will be prepared within 10 working days of the MHRAC meeting. The minutes will be approved, amended or disapproved at the next meeting where a quorum of the MHRAC is present.

### **Article 10. Amending the By-Laws**

These by-laws may be amended at a regular meeting of the board by a vote of two-thirds of the voting MHRAC members present at the meeting. The member or members proposing the amendment shall submit an amendment package that includes: a draft of the precisely worded amendment, the current part of the by-law to be amended, and a draft of the by-law as it will read if the amendment is adopted. The amendment package should also include the name of the member or members who are proposing the amendment and the rationale for offering the amendment. It may also include other information such as whether a committee or board endorses or opposes the amendment. To provide adequate notice, the amendment package will be provided to the Committee at the meeting prior to the meeting at which the vote will be taken. Votes shall be counted and the results are to be recorded in the minutes.

### **Article 11. Public Input**

The agenda and schedule of the MHRAC meetings shall be developed and agreed upon by the MHRAC Co-chairs and members. Public community input into MHRAC is a critical component of this body's activity. Public input shall be received by MHRAC through sub-committee meetings, which may be open to public participation, through electronic means such as emails or through Internet surveys, or through regularly scheduled public comment sessions as part of regular MHRAC meeting agendas. The MHRAC may set reasonable time limits or comment limitations in order to facilitate committee functioning and ensure access to a range of community members' input.

### **Article 12. Member Identification**

MHRAC members shall be identified in minutes and MHRAC documents by their names, except in cases where a member has requested not to be identified, and the Co-Chairs have agreed. Input from community and non-members may be identified by name, or generic designations, where identifying information is not provided, or a community member requests to be anonymous.

### **Article 13. Alternates for Peer MHRAC Members**

MHRAC participation by peers, family members, advocates and behavioral health services consumers is an important function of MHRAC. Recognizing that such individuals may sometimes face unique challenges or obstacles to consistent participation, four peer participants are designated as members of MHRAC, with four additional alternates. An alternate may take the place of one voting member of MHRAC if the identified member is unable to attend. Alternates may not vote unless taking the place of an absent member.