

**North Texas Behavioral Health Authority
Provider Advisory Council
BYLAWS**

**Article I
CREATION, PARTICIPANTS, NAME, PURPOSE**

Section 1.1 Creation, Participants, Service Area

- (A) The North Texas Behavioral Health Authority (NTBHA) was created via an inter-local agreement to serve as the Local Behavioral Health Authority and the Single Portal Authority and to provide local input, monitoring, planning, resource identification and procurement, Provider and forensic education, systems coordination, and ombudsman activities. The eleven-member, Board of Directors is representative of each of the counties and each is appointed by their respective County Commissioner's Courts.
- (B) The North Texas Behavioral Health Authority's Provider Advisory Council was formed, pursuant to the Bylaws of NTBHA, to represent Provider interests in the NorthSTAR pilot as well as regional planning and development and to make specific recommendations regarding the need for and delivery of behavioral health services in the NorthSTAR service delivery area. The Provider Advisory Council shall serve as an extension of the Board of Directors of the North Texas Behavioral Health Authority.
- (C) The NorthSTAR Service Area consists of the following counties: Collin, Dallas, Ellis, Hunt, Kaufman, Navarro, and Rockwall.

**Article II
MEMBERSHIP**

Section 2.1 Membership

- (A) The Provider Advisory Council shall serve the Board of Directors in an advisory capacity and shall have no ability to bind and/or speak for the Board of Directors without the express written consent of the Board of Directors
- (B) The Provider Advisory Council shall consist of active, recognized NorthSTAR service providers with representation to reflect: adult/youth, mental health/substance abuse services and the geographic diversity of the NorthSTAR Region.
- (C) Each member shall have one (1) vote which is held by the designated member representative.
- (D) No action shall be taken by the Provider Advisory Council without a majority vote of a quorum of the members. A quorum shall be a simple majority of the member representatives present at the time the vote is taken.
- (E) A majority or less of the members may deliberate on any matter, provided that such deliberation adhere to the Texas Open Meetings Act, but no formal action will be taken without a quorum.

**Article III
OFFICERS**

Section 3.1 Officers

- (A) Officers: The officers of NTBHA’s Provider Advisory Council shall consist of a Chair, a Vice-Chair, and NTBHA will provide staff support to prepare minutes and produce relevant documents for the Board of Directors.
- (B) Election: The officers shall be elected by a simple majority of a quorum of the membership. No member shall hold more than one office in the same term.
- (C) Term: Officers shall serve a term of one (1) year and may serve two (2) consecutive terms.
- (D) Elections: Elections shall be held during the regularly scheduled meeting in August of each year and terms shall commence on September 1st of that year.
- (E) Resignation: Officers may resign at any time by providing written notice thereof to the Executive Director of the North Texas Behavioral Health Authority. Unless otherwise specified in the written notification, the resignation shall take effect upon receipt of the notice. NTBHA’s Board of Directors must accept the resignation of any officer.
- (F) Vacancies: A vacancy in the office of Chair or Vice-Chair shall be filled at the next regularly scheduled meeting and the member elected to fill a vacancy shall serve for the remainder of the unexpired term of such officer’s predecessor.
- (G) Responsibilities: The principal duties of the officers are as follows:
 - (1) Chair: The Chair, and in the Chair’s absence the Vice-Chair, shall preside over the meetings of the Provider Advisory Council, appoint committees and work groups as necessary, make presentations reflective of actions/needs/observations of a quorum of the Provider Advisory Council to NTBHA Board of Directors, report back to the Provider Advisory Council as necessary, appoint a member to serve as Chair in the event that no other officer is able to attend, serve on committees and work groups as needed.
 - (2) Vice-Chair: The Vice-Chair shall serve as Chair in the event of the Chair’s absence for any cause whatsoever; perform additional duties as may be prescribed from time to time by the Provider Advisory Council; and, serve on committees/workgroups as needed.
 - (3) NTBHA’s Staff Representative: The PAC Chair shall coordinate with NTBHA’s staff representative the taking of minutes and the maintenance of all records in the offices of the North Texas Behavioral Health Authority and staff committees/workgroups as needed.

**Article IV
FISCAL REQUIREMENTS**

- Section 4.1 Business Address:
- (A) The address of NTBHA’s Provider Advisory Council shall be the same as the North Texas Behavioral Health Authority

- Section 4.2 Reimbursement of Expenses:
- (A) Members can not be reimbursed for expenses which have been incurred in participating on this Council.

**Article V
MEETINGS**

- Section 5.1 Monthly Meetings

- (A) The Provider Advisory Council shall meet monthly at such time and place as is stated in the notice calling such meeting.
- (B) Any officer, three or more members acting in concert, a NTBHA Board member, or NTBHA’s Executive Director may call additional meetings as necessary.
- (C) A meeting schedule shall be posted and meetings conducted in accordance with the Texas Open Meetings Act, Government Code, Chapter 551.
- (D) Written notice of the meeting, excluding meetings of sub-committees and workgroups, which includes an agenda shall be provided to the staff liaison at least seven (7) days prior to the meeting to allow for posting and distribution to Board members.
- (E) Written notice of the meetings which includes an agenda shall be provided to the other members at least five (5) days prior to the meeting. The staff liaison may assist with distribution
- (F) The agenda for each meeting shall include an item entitled “Public Commentary: under which any person will be allowed to address the Provider Advisory Council on relevant matters. By a simple majority, the members may establish procedures for Public Commentary, including a time limit for each speaker.
- (G) The Provider Advisory Council shall make decisions in the discharge of its responsibilities without discrimination based upon any person’s race, creed, gender, religion, national origin, age, physical condition, economic status, diagnosis, or philosophy.
- (H) Minutes of all meetings shall be taken by the NTBHA staff liaison. All minutes, as corrected, following approval by the members shall be maintained in NTBHA’s offices.
- (I) In the event that a member is unable to attend, it is the member’s responsibility to notify the Chair, Vice-Chair, or NTBHA prior to the meeting.
- (J) In the event that a member is absent from three consecutive meetings, the Chair shall notify the staff liaison so that the information may be relayed to the nominating Board member and any appropriate action may be recommended by that Board member to the full Board of Directors

**Article VI
STANDING AND SPECIAL COMMITTEES**

Section 6.1

Standing committees:

- (A) Standing Committees will be approved NTBHA’s Provider Advisory Council;
- (B) Standing Committees shall elect a Chair who shall be responsible for minutes and reports to the Provider Advisory Council

Section 6.2

Special Committees and Workgroups:

- (A) Special, singularly focused, committees/workgroups may be appointed by the Chair as needed.
- (B) Special committees/workgroups shall elect a chair who shall be responsible for minutes and reports to the Provider Advisory Council

**Article VII
AMENDMENTS**

Section 7.1

Amendments:

- (A) A simple majority of the Provider Advisory Council may recommend to the Board of Directors any alteration or amendment to the BYLAWS as well as the repeal of the BYLAWS
- (B) A simple majority of a quorum of the Board of Directors shall approve/disapprove any and all changes to the BYLAWS for the Provider Advisory Council

**Article VIII
MISCELLANEOUS**

Section 8.1

Severability:

- (A) If any provision of these BYLAWS is determined to be illegal, invalid, or unenforceable under present or future laws, such provision shall be fully severable. These BYLAWS shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never comprised a part hereof. The remaining provisions hereof shall remain in full force and effect and shall not be affected by the illegal, invalid, or enforceable provision or its severance herefrom.
- (B) In lieu of such illegal, invalid, or unenforceable provision, a majority of members shall make recommendations to the Board of Directors as to similar provisions that may be possible and legal, valid, and enforceable.

Headings:

- (A) The headings used in these BYLAWS are for reference purposes only and do not, in any way, affect the meaning and/interpretation of these BYLAWS.