

Arlington County Community Services Board
BY-LAWS
Adopted June 16, 2004
Amended September 19, 2007

ARTICLE I: NAME AND OFFICES

Section I.1 Name

This organization shall be known as the Arlington County Community Services Board (Board or ACCSB) and it shall have the powers and duties specified in Section 37.2-500 – 37.2.-511, and 37.2-612 of the Code of Virginia. The Board is an autonomous body, not a part of any other Arlington County entity.

Section I.2 Offices

The offices of the Board shall be located at 1725 North George Mason Drive, Suite 216, Arlington, Virginia 22207, until such time as the Board may determine it necessary or appropriate to relocate.

ARTICLE II: STATEMENT OF MISSION AND VALUES

Article II.1 Mission

The mission of the Arlington County Community Services Board (CSB) is to improve the quality of life of persons with mental illness, mental retardation/development responsibilities, and substance abuse problems who are living in our community, by ensuring that county services are provided efficiently and effectively. Our goal is to help people live and succeed in the community.

The CSB consists of eighteen volunteer members appointed by the elected Arlington County Board.

The CSB's specific responsibilities are to:

- **Establish policy, provide administrative and financial oversight, and evaluate** the County's publicly funded or operated mental health, mental retardation/developmental disabilities, and substance abuse services;
- **Serve** as the principal forum for residents and consumers to review and comment on these services;
- **Advocate** for the development and expansion of community services;
- **Educate** the community to understand the needs of individuals receiving services;
- **Coordinate** services with other public and private human services agencies; and
- **Plan** to meet the identified needs of persons served in the future.

Article II.2 Principles and Values

In fulfilling our responsibilities to our community for providing guidance and oversight for Arlington's programs for individuals who experience mental illness or mental retardation or substance dependence, we of the Arlington County Community Services Board advance these principles and values:

a) Human Rights: We value the dignity of each individual and shall proactively protect his or her human rights. All our programs and services, including those offered through other public, private or non-profit agencies, shall comply with the human rights mandates of the Code of Virginia.

b) Individual Choice: We will create an environment that allows for full participation by each individual in development of his or her treatment and service plans. Our goal is to achieve recovery and self-sufficiency to the maximum extent possible.

c) Community Integration and Independence: We shall provide opportunities for each individual to participate fully in our community, in the most integrated setting and with the maximum degree of independence possible. We consider opportunities to live and work in the community, and to benefit from the natural supports of family and friends, essential to the quality of life of each individual.

d) Best Practices and Continuum of Services: Our services shall be based on “best practice” – even where this means challenging conventional wisdom – and shall strive to meet the wants and needs of each person served. We shall provide a continuum of services that will offer flexibility and take into account the different levels of functioning of each individual.

e) Populations Receiving Priority: We shall serve the populations receiving priority as defined by the Commonwealth of Virginia. In addition, we support and promote services for related populations, such as persons with developmental disabilities who have special needs like those of persons with mental retardation.

f) Family Support: We believe that families are the most important and accessible resource and support for individuals. We shall take all necessary and appropriate actions to maximize the involvement and participation of consumers and family members of consumers in policy formulation and service planning, delivery and evaluation. Further, we shall develop linkages for consumers and families to community-based resources of work, recreation, education, training, and advocacy.

ARTICLE III: POLICIES

Article III.1 Order of Business

Except as otherwise provided herein, the latest version of Robert’s Rules of Order shall be used to ensure a democratic decision-making process at all meetings of the Arlington County Community Services Board and its committees.

Article III.2 Change of Bylaws

These Bylaws may be amended, revised or otherwise changed at any official meeting of the Board provided that written notice of the proposed action is given at the prior regularly scheduled meeting and at least seven (7) days prior to the meeting in which it is an action. Amendments and revisions will be accepted upon approval of a two-thirds (2/3) vote of the members present.

Article III.3 Board Policy

Board policy shall be established as follows:

- a) Any person may present an issue for policy consideration to the Board.
- b) If the Board agrees that a policy on a particular subject should be developed, it may direct the Executive Director or a committee to draft such a policy for its review.
- c) Formal Board adoption of policy routinely shall proceed as follows:
 - i. The Executive Director or committee member shall present a draft policy and intended implementation procedures to the appropriate committees and the Board for review and comment.
 - ii. A new policy may be adopted or a previously approved policy may be revised in a two-month cycle. The first presentation shall be for information and the second for approval.
 - iii. If the new or revised policy is considered by the Board to be responsive to emergency or exigent circumstances, the Board may adopt the policy at the first presentation.
 - iv. Reestablishment of a policy that contains no revisions or cancellation of a policy may occur upon its first presentation.
 - v. Policies of the Board shall be subject to suspension upon majority vote of a quorum of members present at a Board meeting.

vi. All policies will be reviewed by the Board periodically.

vii. The sole responsibility for review and action on policy matters lies with the Board.

d) Board policy shall be established by majority vote of Board members when there is a quorum. Board policy, when established, shall remain in effect indefinitely unless otherwise specified.

Article III.4 Policy and Procedures Manuals

All policies approved by the Board shall be formally documented in a Policy Manual for reference by the Board, ACCSB staff, DHS staff in ACCSB programs, and contract agency personnel. Policies no longer applicable due to revisions or cancellation will be retained separately. Board members shall receive a copy of the Policy Manual as a part of their orientation.

A Procedures Manual containing procedures and practices relevant to staff and program operations will be created and maintained by the Executive Director.

These Manuals shall be kept available for public review.

ARTICLE IV : MEMBERSHIP

Article IV.1 Terms of Office

The term of office of each member of the Board shall be for three years beginning July 1 the year of appointment.

Vacancies shall be filled for unexpired terms in the same manner as original appointments.

No person shall be eligible to serve more than three full three-year terms. However, persons appointed to fill vacancies may serve three additional full three-year terms.

Any member of the Board may be removed by the County Board for cause (including lack of attendance) after being given a written statement of the cause(s) and an opportunity to be heard thereon. Unless contrary to County Board policy, the Arlington County Community Services Board may establish policies on attendance, including excused absences, of its Board members and may enforce such by recommendations to the County Board for removal.

Compensation, if any, of Board members for meeting attendance shall be established by the County Board pursuant to Section 37.2-503 Code of Virginia limits.

Article IV.2 Member Duties

All Board members:

a) shall be provided with sufficient training, both orientation and ongoing, to enable them to exercise their authority and carry out their responsibilities. With prior approval within policy established by the Board, Board members may be reimbursed for their expenses while attending conferences and seminars.

b) are expected to serve on at least one standing committee of the Board. No fewer than three (3) Board members should serve on each standing committee.

c) are expected to prepare for meetings, read distributed materials, participate actively in Board discussions, and contribute their knowledge, skills, and expertise.

d) are expected to attend all scheduled Board meetings and all scheduled meetings of the Committees of which they are a member. Whenever possible, a member must give 48 hours advanced notice of their inability to attend a meeting. A member with three consecutive absences may be requested by the Board Chair to provide a written statement to show cause why they should not be recommended to the County Board for removal.

Requests to staff members that would affect an employee's workload, staff assignments, work priorities, or position responsibilities must be made through the Executive Director or his/her designee.

Article IV.3 Code of Ethics

Members of the Board shall, in their official capacity as Board members:

- Work to implement the overall mission of the organization, in conformance with the ACCSB principles and values (see Article II) and not have direct involvement in staff operations.
- Abide by established conflict of interest policies; see Article IV.4.

- Approach all Board issues with an open mind, prepared to make the best decision for the whole organization, avoiding over-identification with specific Board services and programs.

Keep confidential all client specific issues, personnel issues and other matters exempted from release by the Virginia Freedom of Information Act and/or the Federal Health Information Portability and Accountability Act (HIPAA).

- Acknowledge that the Chairman of the Arlington County Community Services Board or his/her designee is the official spokesperson for the Board to the media and others and act accordingly when dealing with the public.

Article IV.4 OUTSIDE EMPLOYMENT AND CONFLICT OF INTEREST

Each individual member of the Board shall be responsible for meeting the requirements of the State and Local Government Conflicts of Interests Act, *Virginia Code Section 2.2-3100 et seq.* (formerly *Virginia Code Section 2.1-639.1 et seq.*) The Board shall develop and periodically update, in conjunction with the Office of the County Attorney, a memorandum of guidance addressing the most commonly occurring conflicts or issues to assist Board members in maintaining compliance. Additionally, Board members are encouraged to avoid the appearance of impropriety in the course of their participation in Board responsibilities, even if such participation is not prohibited conduct. In some instances where a Board member has a personal or professional interest in or affiliation to a matter under consideration by the Board that does not rise to the level of a prohibited conflict, the member may wish to take other steps to avoid or ameliorate the appearance of impropriety through recusal, abstention, disclosure, or other similar action. Board members are prohibited from using their County positions for personal or family financial gains from private employment either as an individual or in a group practice in which they have a pecuniary interest. Group practice is defined as two or more service providers who work together and share profits and liabilities resulting from that work.

These same requirements, as well as Board policy, apply to DHS staff assigned to ACCSB programs.

Article IV.5 Member Compensation

If the County Board, pursuant to Section 37.1-503 of the Code of Virginia, establishes a compensation policy for Board members, the Board may establish policies to implement that policy.

ARTICLE V: MEETINGS OF MEMBERS

Article V.1 Public Participation

The Board shall encourage the public to attend meetings of the Board, to observe its deliberations and to inform the Board of relevant issues. The public may address the Board on matters that are relevant to the Board during public comment at Board meeting and at other times at the discretion of the Chair. The Board shall create a policy detailing the procedures to facilitate public participation and to publicize the existence of this option.

Article V.2 Meeting Procedures

A quorum shall be necessary to conduct business. A quorum shall be the greater of: a majority of the appointed Board members in good standing or seven (7) Board members.

All issues voted on by the Board shall be decided by majority vote when there is a quorum, unless otherwise indicated for specific types of votes.

The Board shall meet monthly unless otherwise agreed. The Board's Executive Committee is authorized to act for the Board when time constraints prevent the convening of the Board. Those Executive Committee actions may be ratified by the Board.

The minutes of each meeting of the Board and its committees shall be taken by a Secretary designated by the Executive Director. When approved by the Board or the committee, minutes shall be made available for public review.

ARTICLE VI: OFFICERS

Article VI.1 Chair

The Chair of the Board is designated by the County Board annually for a term to begin July 1. Duties of the Chair include:

- a) Presiding over meetings of the Board.
- b) Presiding over meetings of the Executive Committee.
- c) Appointing Board members, and from them the Chair, to each of the standing committees
- d) Participating in the performance evaluation of the Executive Director as specified in Article VII.2.
- e) Serving as the spokesperson for the Board or designating another Board member to do so, including serving as the Board's liaison to the County Board and to the Virginia Association of Community Services Boards.

Article VI.2 Vice-Chair

The Vice-Chair shall be a Board member selected by the County Board, for a term they specify.

The Vice-Chair shall fulfill the duties of the Chair in his/her absence. In addition, the ACCSB may assign other responsibilities to the Vice-Chair.

ARTICLE VII: COMMITTEES

Article VII.1 Executive Committee

The Executive Committee shall consist of the Chair, the Vice-Chair, and the Chairs of all standing committees. The immediate past Chair of the Board shall serve as a non-voting member of the Executive Committee to facilitate continuity.

Unless another committee is created, the Executive Committee shall serve as the budget committee of the Board. If a separate committee is created, the chairs (or their designees) of the standing committees shall be among its members.

If a matter is time sensitive, the Executive Committee may act on behalf of the Board, but must later seek Board approval for such action.

Article VII.2 Performance Evaluation of the Executive Director

The Executive Committee shall prepare an annual evaluation of the Executive Director using the procedures to be adopted by the Board and in compliance with Arlington County personnel rules. This performance evaluation shall be in addition to the Arlington County standard personnel evaluation. Except when this evaluation is under discussion, the Executive Director, or his/her designee, shall serve as a non-voting member of the ACCSB and all of its committees.

Article VII.3 Standing Committees

The Board shall have the following standing committees to facilitate the conduct of business: Administration Committee, Children and Youth Committee, Mental Health Committee, Mental Retardation/Developmental Disabilities Committee, Substance Abuse Committee. Committee jurisdiction and mission shall be established as a Board policy.

In addition to Board members, members of the public may serve as voting members of standing committees. These individuals shall be appointed by the committee chair after consulting with the Board Chair.

These standing committees shall review program policies and operations, participate in planning processes and make recommendations to the full Board.

Article VII.4 Ad Hoc Committees

The Board or the Chair may create ad hoc committees as needed to facilitate the conduct of business and set their tenure.

In addition to Board members, members of the public may serve as voting members of ad hoc committees. These individuals shall be appointed by the committee chair after consulting with the Board Chair.

Article VII.5 Public Participation

To the extent practicable, all Board committees shall adhere to the public participation standard set in Article V.1 above.

ARTICLE VIII: GOVERNMENTAL AGREEMENTS**Article VIII.1 County Manager**

In order to perform its functions, the Board shall enter into a memorandum of agreement with the Arlington County Manager. This memorandum shall specify the selection procedure for and the operational role of the Executive Director, who shall report to the Board and the Deputy Director of DHS, as well as provide for legal counsel to the Board.

Article VIII.2 Other

In order to perform its functions, the Board shall review and implement joint working agreements with the Arlington Public Schools, the Sheriff of Arlington County as well as other Arlington County and other governmental entities.

ARTICLE IX: OTHER**Article IX.1 Definitions**

The following definitions shall apply herein:

- a) "ACCSB" or "Board" refers to the citizen governing Board of the Arlington County Community Services Board appointed by the Arlington County Board.
- b) "ACCSB" refers to the Arlington County Community Services Board as a service provider.
- c) "DHS" refers to the Arlington County Department of Human Services where all MHMRSAS programs in the County reside.
- d) "Member in good standing" refers to Board members in compliance with all applicable rules of Section 37.1 of the Code of Virginia and such rules as the County Board may specify at the time of appointment.
- e) "MHMRSAS" refers to mental health, mental retardation, and substance abuse services.
- f) "Policy" refers to a plan of action stating an objective and the preferred means of achieving it.
- g) "Procedure" refers to a mandatory rule applied to ACCSB services provision. Where applicable, procedure must be consistent with the policies of the Board, Arlington County, and the State Board of Mental Health, Mental Retardation, and Substance Abuse Services. Unless otherwise specified by the Board, all procedures are issued by the Executive Director.

Article IX.2 Procurement

The Board shall comply with the Arlington County Purchasing Resolution and procurement procedures.

When Arlington County issues a request for proposals (RFP) for ACCSB programs, regardless of the service delivery mode or particular vendor chosen to provide a service, compliance with Federal, State, and local standards governing the service or funding, including the Arlington County Purchasing Resolution, is required. In accordance with Arlington County procurement policies, the Chair of the Board may appoint one or more members of the Board to serve on the evaluation committee that reviews the responses to the RFP.

Article IX.3 Planning

The Board shall be responsible for the development and updating, no less than every six years, of a strategic plan designed to ensure the provision of appropriate services to our consumers.

The opinions of consumers, their families, service providers and other interested members of the community will be solicited in the development and annual updating of the strategic plan in one or more forums selected by the Board.

The Board shall cause to be developed and periodically reviewed a quality and performance improvement plan including appropriate monitoring mechanisms.

Article IX.4 Legislative Requests

By policy, the Board shall create mechanisms for the review of legislation and regulatory requirements that affect ACCSB operations and the transmission of recommendations to the County Board, the Virginia General Assembly, and appropriate regulatory bodies.

Article IX.5 Non-Discrimination

The ACCSB adopts the County Board's non-discrimination policy as its own for staff and individuals served.

Article IX.6 Organizational Affiliations

By policy, the Board may become a member of regional and state-wide organizations with similar missions as well as provide for the designation of Board and/or DHS/ACCSB staff representatives thereto and the limits of their representational authority.

Article IX.7 Awards

The Board shall recognize staff at nearly every regular meeting through Staff Appreciation Awards. This recognition is provided to DHS staff that continuously goes beyond the call of duty demonstrating their strong commitment and dedication to furthering the mission of the Board. Awardees will be selected through a process overseen by the Executive Director.

At the last regular meeting of the fiscal year in June, the Board shall honor staff, Board members, and other members of the community, as appropriate, for their dedication, outstanding service and commitment to serving individuals with serious mental illness, mental retardation, and/or those who abuse substances. The following awards with criteria shall be considered:

Dr. Dimitri Georgopoulos Award

The Dr. Dimitri Georgopoulos Award shall be made to an employee of the DHS staff for meritorious service. Qualities and attributes of awardees will be those demonstrating an outstanding and exceptional contribution to the CSB community. Awardees will be those who have demonstrated strong dedication, outstanding service, and commitment. Examples include high quality work, creative ideas or innovation leading to an improvement in CSB services.

The Executive Committee, in consultation with the Executive Director, will select the recipient of the Dr. Dimitri Georgopoulos Award.

Staff Recognition Award

The Staff Recognition Award shall be made to a DHS employee(s) for meritorious service. Qualities and attributes of awardees will be those demonstrating an important contribution to the CSB community. Awardees will be those who demonstrate a longstanding commitment that benefits and supports the CSB population.

The Executive Committee, in consultation with the Executive Director, will select the recipient(s) of the Staff Recognition Award.

Chairman's Award for Advocacy

The Chairman's Award for Advocacy shall be made to a Board member that has demonstrated exceptional ability over the year to pursue policy changes at either the local, state, or federal level in an effective manner. Awardees will be those who have made a significant and sustainable contribution to the betterment of the CSB community.

The Chair will select the recipient(s) of the Chairman's Award for Advocacy.

Term Ending Appreciation Award

The Term Ending Appreciation Award shall be made to a Board member that has successfully completed their 3-year term and will no longer serve on the Board. Awardees will be recognized for their outstanding service and dedication to the CSB community.

Richard T. Greer Lifetime Achievement Award

The Richard T. Greer Lifetime Achievement Award shall be bestowed upon any Arlington County resident who through his or her life's endeavors has demonstrated a significant, tangible, and lasting contribution towards the improvement of quality of life for the CSB population. The awardees' contributions shall have been sustained over a significant term of service.

The Richard T. Greer Lifetime Achievement Award shall be awarded only when appropriate. Nominations can be made by the public on an ongoing basis and be submitted to a Richard T. Greer Lifetime Achievement Nominating Committee, appointed by the Chair. The Committee will select the recipient of the Richard T. Greer Lifetime Achievement Award and presented at the last regular meeting at the end of the fiscal year.