

**ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**Date Issued: **07/02**Date Revised: **08/04;08/06;08/08;08/10;05/12;07/13;07/14;  
07/15;07/16;09/17;09/18;09/19**

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<b>CHAPTER</b> Administrative		<b>CHAPTER</b> 01	<b>SECTION</b> 001	<b>SUBJECT</b> 0020
<b>SECTION</b> Governance		<b>SUBJECT</b> SCCCMHA Board Member Meeting Attendance		
<b>WRITTEN BY</b> Michael McCartan		<b>REVISED BY</b> Brigitte Cameron		<b>AUTHORIZED BY</b> SCCCMHA Board

I. **APPLICATION:**

- ☒ SCCCMHA Board  
☐ SCCCMHA Providers & Subcontractors  
☐ Direct Operated Programs  
☐ Community Agency Programs  
☐ Residential Programs  
☐ Specialized Foster Care

II. **POLICY STATEMENT:**

It shall be the policy of St. Clair County Community Mental Health Authority (SCCCMHA) Board that Board members attend all SCCCMHA Board meetings, as noted on the Annual SCCCMHA Board Meeting/Activity Calendar and Special Committee/Advisory Council meetings that they have been appointed to by the SCCCMHA Board Chairman.

III. **DEFINITIONS:**

- A. **Board Member:** Must be a resident of St. Clair County and appointed by a majority vote of the St. Clair County Board of Commissioners. Board Members shall be individuals that do or have received mental health services or family members of those individuals, agencies and occupations having a working involvement with mental health services and the general public.

IV. **STANDARDS:**

The Chairman of the Board shall be notified of non-attendance by a Board Member of two (2) consecutive Board meetings or four (4) Board meetings per year. For purposes of this policy, a year is defined as the board member term appointment, which is from April 1 through March 31. If determined necessary, the Executive Committee shall meet and determine what action, if any, needs to be taken. If action is warranted, a recommendation will be made to the full Board. If a Board vacancy occurs, the County Board of Commissioners shall be notified of the vacancy.

V. **PROCEDURES:**

**Board Member**

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1. Notifies Executive Director's Office if unable to attend Board meeting.

#### **Executive Secretary**

2. Notifies Executive Director and Board Chairman of Board member absence.
3. Notifies Executive Director when a Board Member's absenteeism reaches two (2) consecutive Board meetings or four (4) Board meetings per year.

#### **Executive Director**

4. Notifies Board Chairman of Board Member absenteeism.

#### **Board Chairman**

5. Contacts Board Member to discuss reasons behind the absenteeism. Calls Executive Committee meeting, if necessary.

#### **Executive Committee**

6. Meets to determine what action, if any, needs to be taken. If action is warranted, a recommendation will be made to the full Board.

#### **Full SCCCMHA Board**

7. Meets to review the recommendation of the Executive Committee. If it is determined that a vacancy is to occur, the County Board of Commissioners is notified.

#### **Executive Director**

8. Contacts County Administrator to notify them of Board vacancy and seeks an appointment from the St. Clair County Board of Commissioners.

#### **VI. REFERENCES:**

None Available

#### **VII. EXHIBITS:**

None Available