

EAST LANSING PUBLIC SCHOOLS
MENTAL HEALTH ADVISORY BOARD
BYLAWS

ARTICLE A - OFFICIAL NAME

Section 1. The name of the advisory board for East Lansing Public Schools (ELPS) shall be the Mental Health Advisory Board committee (MHAB).

ARTICLE B - PURPOSE

Section 1. The MHAB reviews district programming that addresses students' social-emotional well-being.

Section 2. The MHAB may make recommendations to the Board of Education if they see a need for providing professional advice regarding additional programming to address students' social-emotional well-being.

Section 3. The MHAB may make recommendations to the Board of Education addressing other issues pertinent to students' mental health including preventative mental health programming.

Section 4. The MHAB may also be asked by the Board of Education to vet programming being considered for use in the district that may impact students' mental health and make recommendations to the Board of Education concerning the analysis of the MHAB of said programming.

ARTICLE C - MEMBERSHIP

Section 1. MHAB members shall be appointed by the President of the Board of Education pursuant to Board Policy 1180. The Board President will make every effort to include Students, Teachers, Parents, Administration and Community members (i.e. Stakeholders, as defined by BOE).

Section 2. MHAB will consist of no more than 20 members. Efforts shall be made ongoing to assure a majority of those appointed are mental health professionals.

Section 3. BOE and/or MHAB members will extend an invitation to the district principals, counselors and school social workers to participate as members of the MHAB. The committee membership will also include the Director of Special Education as available, and two students from East Lansing High School.

Section 4. Any interested person may submit an application to the BOE for consideration as an MHAB member at any time. The Superintendent may recommend members to the BOE.

ARTICLE D - COMPOSITION

Section 1. The MHAB will consist of two co-chair persons, a district primary contact as well as a BOE representative.

ARTICLE E - TERMS

Section 1. MHAB members shall serve terms based on their personal availability. A member may serve consecutive terms if re-appointed by BOE.

Section 2. Members are considered excused if they contact a facilitating member, facilitating members include: Co-chair person, district primary contact person or BOE representative prior to a scheduled meeting. After three unexcused absences in a school year, one of the facilitating members shall contact the delinquent member and ask if that individual wishes to continue serving on the MHAB. A member with three unexcused absences is not considered in good standing. After a

fourth unexcused absence in a school year, the individual shall be removed from membership.

ARTICLE F - MEETINGS

Section 1. The MHAB shall meet twice monthly as determined by agenda and need. Additional or special meetings may be called by the Superintendent or other facilitating members.

Section 2. Meetings shall be open to the public. Any person shall be permitted to address the MHAB, within the public comment portion of the agenda. Individuals desiring to appear on the printed agenda for purposes of addressing the MHAB shall notify one of the facilitating members no later than five business days prior to the date of the meeting.

Section 3. The MHAB meetings shall follow a prescribed agenda format containing, but not limited to the following items:

- a. Call to Order
- b. Roll Call
- c. Approval of previous meeting's minutes
- d. Additions to the agenda and Approval of the meeting agenda
- e. Public Comment
- f. Presentations/Committee Reports
- g. Unfinished Business
- h. New business
- i. Action Items
- j. Announcements
- k. Adjournment

Section 4. Notice of meetings shall be given to members at least two weeks prior by one of the co-chairs or facilitating members.

Section 5. A copy of the minutes from each meeting shall be sent to the membership of the MHAB and to the District Superintendent.

Section 6. A majority (50% +1) of votes cast shall be required to receive approval or pass any business item by the MHAB. Absentee voting or proxy voting is not permitted.

Section 7. In all other matters, unless otherwise stated, the MHAB shall be governed by *Robert's Rules of order*.

ARTICLE G- AMENDMENTS

Section 1. These Bylaws may be amended or repealed, or new Bylaws adopted by vote of a majority and an adoption of such changes by the Board of Education.

Approved by the Board of Education – June 26, 2017