

By-Laws

Central Receiving Center Governing Board

Article I

NAME

Section 1.1 Name

This body shall be known as the Central Receiving Center Governing Board (hereinafter called the “Board”).

Article II

PURPOSE AND POWERS

Section 2.1 Purpose

The purpose of this Board shall be to maintain oversight and develop and approve policies regarding the;

- 1) Operation of a collaboratively funded, staffed and operated centralized Central Receiving Center (hereinafter called the “Center”) for adults arrested for, or charged with non-violent misdemeanor acts as defined by Florida Statutes, and exhibiting signs of mental illness and/or substance abuse behaviors, or taken into custody or transported voluntarily under Florida Statute 394, the Baker Act or Florida Statute 397, the Marchman Act.
- 2) Development and implementation of a Children’s System of Care for Orange County (hereinafter called the “System”) for those youth exhibiting signs and symptoms of a serious emotional disturbance using the values and requirements under the federally funded Children’s Mental Health Initiative as established by the Substance Abuse and Mental Health Services Administration.
- 3) The Board shall advocate with official bodies and other agencies on behalf of the Center and the System and the accompanying programs and activities.

Section 2.2 Powers

The Board shall have the power to set policy for the operation of the Center and the System and to approve interagency agreements among the various agencies, which are participants in the Center’s and System’s programs and activities.

Article III

MEMBERSHIP

Section 3.1 Numbers of Members

The Board shall be comprised of twenty-nine (29) members.

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Article III – Membership continued:

Section 3.2 Composition

The composition of the Board shall consist of the following:

- (a) A United States Congressional delegate or his/her designee;
- (b) A State of Florida legislator or his/her designee;
- (c) The Orange County Mayor or his/her designee;
- (d) The Mayor of Orlando or his/her designee;
- (e) The Orange County Sheriff or his/her designee;
- (f) The Chief Judge of the Ninth Judicial Circuit or his/her designee;
- (g) The State Attorney of the Ninth Judicial Circuit or his/her designee;
- (h) The Public Defender of the Ninth Judicial Circuit or his/her designee;
- (i) The Clerk of the Courts of the Ninth Judicial Circuit or his/her designee;
- (j) The President of the Mental Health Association of Central Florida or his/her designee;
- (k) The Chief of the Orlando Police Department or his/her designee;
- (l) The District Supervisor of SA/MH District 7 DCF or his/her designee;
- (m) The President / Chief Executive Officer of the Center for Drug Free Living, Inc. or his/her designee; and
- (n) The President / Chief Executive Officer of Lakeside Behavioral Healthcare, Inc. or his/her designee.
- (o) The President / Chief Executive Officer of Health Central or his/her designee;
- (p) The President / Chief Executive Officer of Florida Hospital or his/her designee;
- (q) The President / Chief Executive Officer of Orlando Regional Healthcare or his/her designee;
- (r) A local community leader or his/her designee;
- (s) General manager of Rural Metro Ambulance or his/her designee;
- (t) Heart of Florida United Way or his/her designee;
- (u) Consumer of mental health and substance abuse;
- (v) State Probation Circuit Administrator or his/her designee;
- (w) County probation supervisor or his/her designee;
- (x) Orange County Corrections Chief or his/her designee;
- (y) Orlando Area Trust for the Homeless (OATH);
- (z) The Superintendent of Orange County Public School System or his/her designee;
- (aa) The President / Chief Executive Office of Family Services Metro Orlando, or his/her designee;
- (bb) Youth Consumer of Mental Health Services;
- (cc) The District Administrator of the Department of Juvenile Justice Circuit 9 or his/her designee;

Any member serving as a designee of one of the above referenced ex-officio members serves on the Board at the pleasure of the official appointing them and may be replaced by the respective official at any time.

Article IV

OFFICERS

Section 4.1 Number

The Board shall annually elect a Chairperson, Vice-Chairperson and a Secretary.

Section 4.2 Election

Officers shall be elected at the first meeting of the Board during each calendar year and shall take office immediately upon election.

Section 4.3 Term

Officers shall serve for a period of two (2) years and may be re-elected for one (1) additional consecutive term.

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Article IV – Officers continued:

Section 4.4 Resignation

An officer may resign from his/her office at any time by delivering written notice of the resignation to another officer of the Board or to any other member of the Board.

Section 4.5 Removal

- (a) An officer shall be removed from his/her office, with or without cause, upon a two-thirds (2/3) vote of the Board at a regular or special meeting of the Board. Written notice of the intent to move for the removal of an officer must be given to all members at least one (1) week in advance of the meeting at which time the motion is to be offered; and
- (b) Grounds for removal are:
 - 1. Absence from three (3) or more consecutive meetings of the Board without a reasonable excuse;
 - 2. Attempting to use one's office on the Board for one's personal or financial gain; and
 - 3. Not actively participating in the work of the Board, including committee activities.

Section 4.6 Vacancy

When an officer vacancy on the Board occurs, the vacancy shall be filled through election by a majority vote of the Board at a regular or special meeting of the Board. The officer elected to fill a vacancy shall complete the term of the officer, which he/she is elected to replace.

Section 4.7 Chairperson

- (a) The Chairperson shall preside at all meetings of the Board, shall call special meetings when deemed necessary, shall appoint all committees and be an ex-officio member of the same; and
- (b) The Chairperson shall be the official representative of the Board at all public functions and before official bodies and shall sign for the members on behalf of the Board.

Section 4.8 Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence.

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Article IV – Officers continued:

Section 4.9 Secretary

- (a) The Secretary shall be responsible for the official records of the Board and shall be responsible for ensuring the authenticity of the Board’s records;
- (b) The Secretary shall see that all actions of the Board at the Board’s meetings are recorded;
- (c) The Secretary shall see that the minutes of all meetings are kept according to agreed upon procedures and shall see that copies of the minutes are distributed to all members; and
- (d) The Secretary shall see that any Board correspondence and/or notices to members are provided as required by law or by these by-laws.

Article V

COMMITTEES

Section 5.1 Standing Committees

There shall be one standing committee of the Board. This shall be a “*Community Advisory Committee*”. The Chairperson of this committee shall be a member of the Board appointed by the Board Chairperson. The members of the committee shall include representatives of the community appointed by the Board who have a particular interest in the activities of the Center. The members of this committee are not required to be members of the Board.

Section 5.2 Ad Hoc Committees

The Board shall create ad hoc committees as it sees fit to carry out the purposes of the Board. Ad hoc committees shall exist for as long as the Board deems necessary. The Chairperson shall appoint members to serve on ad hoc committees. Others who are not members of the Board may be invited to serve on ad hoc committees by the Board as needed to assist the Board in carrying out its purposes.

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Article VI

MEETINGS

Section 6.1 Number and Place of Meetings

The Board shall meet as often as necessary to conduct its business, but shall meet no less than once every calendar quarter. Meetings shall take place in Orange County, Florida at a place to be designated by the Chairperson.

Section 6.2 Notice of Meetings

- (a) *Regular Meetings:* Notice of regular meetings of the Board shall include the date, time and location. Such notice shall be made at least four (4) weeks before each regular meeting; and
- (b) *Special Meetings:* Members shall be notified of each special meeting of the Board at least seven (7) days prior to the meeting via written notice unless an emergency dictates that a shorter notice time is necessary. Notice shall include the date, time and location of the meeting.

Section 6.3 Quorum

- (a) The members cannot take action for the Board at any meeting without a quorum; and
- (b) A quorum shall consist of half the members of the Board plus one.

Section 6.4 Voting

- (a) Each member, or designee, shall have one vote on any issue before the Board; and
- (b) If a conflict of interest arises with a member, that member shall declare the conflict and refrain from voting on the issue.

Article VII

APPROVAL, EFFECTIVE DATE AND AMENDMENT

Section 7.1 Approval

These by-laws must be approved by a vote of the Board. These by-laws will be approved by a vote of at least two-thirds (2/3) of all members of the Board. The approval of the Board shall be memorialized by a written resolution of the Board.

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Article VII – Approval, Effective Date and Amendment continued:

Section 7.2 Effective Date

These by-laws take effect immediately upon approval by the members of the Board.

Section 7.3 Amendment

These by-laws may be amended or repealed and the Board may adopt new by-laws. Any amendment or repeal of these by-laws requires at least ten (10) days written notice to the Board before a vote on such amendment or repeal can be taken. The written notice must clearly state that an amendment or repeal is proposed, the exact wording of the amendment or repeal and if necessary, an explanation of why the amendment or repeal is sought. An affirmative vote of two-thirds (2/3) of the members is necessary for the amendment or repeal of these by-laws to be in effect.

Article VIII

PARLIAMENTARY AUTHORITY

Section 8.1 Rules of Order

Roberts Rules of Order Newly Revised Edition shall prevail in all cases in which they are applicable and are not in conflict with these by-laws.