



The Contra Costa County Mental Health Commission has a dual mission: 1) To influence the County's Mental Health System to ensure the delivery of quality services which are effective, efficient, culturally relevant and responsive to the needs and desires of the clients it serves with dignity and respect; and 2) to be the advocate with the Board of Supervisors, the Mental Health Division, and the community on behalf of all Contra Costa County residents who are in need of mental health services.

BYLAWS TASK FORCE MEETING

June 17, 2013 ♦ 1:00 pm-3:00 pm

MH Administration Bldg., 1340 Arnold Drive, Ste. 112, Martinez (Downstairs Conference Room)

AGENDA

The Commission will provide reasonable accommodations for persons with disabilities planning to participate in Commission meetings who contact the Executive Assistant at least 48 hrs. prior to the meeting at 925-957-5140.

1. 1:00 Call to Order/Introductions of Attendees – Welcome Everyone

2. 1:05 Public Comment

Members of the public may comment on any item of public interest within the jurisdiction of the Mental Health Commission. In accordance with the Brown Act, if a member of the public addresses an item not on the Agenda, only a brief response for purposes of clarification may be given. No discussion or action on the item may occur. Time will be provided for Public Comment on items on the posted Agenda as they occur during the meeting.

3. 1:10 Commissioner's Comments

Members of the Commission may comment on any item of interest within the jurisdiction of the Mental Health Commission. Only a brief response for purposes of clarification may be given. No discussion or action on the item may occur.

4. 1:15 Approval of the Minutes from May13, 2013

Action Item

5. 1:25 Priorities for Discussion

Action Item

| Article | Section | Approved by BTF |
|------------------------------------|--|-----------------|
| Article I, Name of Organization | Section 1: Name of Organization | |
| Article II, General Provisions | Section 1: Authority Section 2: Roles and Responsibility | |
| Article III, Membership | Section 1: Membership Section 2: Responsibility of Commission Members Section 3: Terms Section 4: Vacancies Section 5: Filling Commission Vacancies Section 6: Commission Recruitment Process | |
| Article IV, Meetings | Section 1: Regular Meetings Section 2: Order of Business | |



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| | <p>Section 3: Quorum</p> <p>Section 4: Closed Sessions</p> <p>Section 5: Special Meetings</p> <p>Section 6: Open Meetings</p> <p>Section 7: Decisions and Actions of the Commission</p> <p>Section 8: Addressing the Commission</p> | |
| Article V, Election of Officers | <p>Section 1: Nomination of Officers</p> <p>Section 2: Elections</p> <p>Section 3: Removal</p> | |
| Article VI, Duties of Officers | <p>Section 1: Duties of the Chairperson</p> <p>Section 2: Duties of the Vice Chairperson</p> <p>Section 3: Temporary Chairperson</p> | |
| Article VII, Committees | <p>Section 1: Creation of Committees</p> <p>Section 2: Staff Assistance to Committees</p> <p>Section 3: Standing Committees</p> <ul style="list-style-type: none"> A. Mission Statement B. Membership C. Appointment and Terms D. Meetings/Actions E. Chairpersons/Co-Chairpersons/Vice Chairpersons <p>Section 4: Executive Committee</p> <ul style="list-style-type: none"> A. Mission Statement B. Membership <p>Section 5: Membership/Nominating Committee</p> <ul style="list-style-type: none"> A. Mission Statement B. Membership <p>Section 6: Task Forces</p> <ul style="list-style-type: none"> A. Purpose B. Membership of Task Forces C. Appointment and Terms D. Meetings/Actions E. Chairpersons <p>Section 7: Workgroups</p> <ul style="list-style-type: none"> A. Purpose B. Membership of the Workgroup C. Appointment and Terms D. Meetings/Actions E. Chairpersons/Co-Chairpersons | |
| Article IX, Commission/Mental Health Division Relationship | <p>Section 1: Staff Support</p> <p>Section 2: Mental Health Staff Attendance at Meetings</p> <p>Sections 3: Actions</p> | |
| Article X, Bylaw Amendments | <p>Section 1: Amendments</p> | |

6. 2:40 Next Steps – Discussion

Possible Action Item

7. 3:00 Adjourn Meeting