



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
Wednesday, July 2, 2014 ♦ 1:00 pm-3:00 pm
Mental Health Administration Building
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. Public Comment/ Commissioner's Comments**
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.
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.
- 3. Approval of Minutes from June 17, 2014. *Action Item***
- 4. Outline of County Counsel Review 5/15/14 *Action Item***
 - ❖ **Article 1, Name of Organization**
Section 1: Definitions
 - ❖ **Article II, Definitions**
Section 1: Definitions
 - ❖ **Article III, General Provisions**
Section 1: Authority
 - 1.1 EstablishmentSection 2: Mandated Roles and Responsibilities
 - 2:1 Mandates
 - ❖ **Article IV, Membership**
Section 1: Membership
 - 1:1 Composition
 - 1:2 Demographic and Ethnic Representation
 - 1.3 Membership RestrictionsSection 2: Attendance



2.1 Attendance Requirements (**CHANGE**)

a) A member who is absent from four (4) regularly scheduled Commission meetings in any calendar year shall be deemed to have ~~voluntarily~~ resigned by default from the Commission.”

d) (QUESTIONED)

The deletion of the provision for a leave of absence was questioned.

Section 3: Terms

3.1 Duration

Section 4: Vacancies and Recruitment

4.1 Roll of Commission

4.2 Application

4.3 Commission Recommendation (**CHANGE**)

Replace “to comply” with “**in complying.**”

Article IV, Section 1:2, “The Commission shall, to the extent possible, recommend for appointment those persons who will assist the County in complying with the ethnic and demographic mandates in the Welfare & Institutions Code.

❖ **Article V, Meetings**

Section 1: Regular Meetings

1.1 Regular Meetings

1.2 Schedule Meetings

1.3 Minimum Number

1.4 Holidays

Section 2: Order of Business

2.1 Agendas

Section 3: Quorum

Section 4: Closed Session

Section 5: Special Meetings

Section 6: Open Meetings

Section 7: Decisions and Actions of the Commission (**CLARIFICATION**)

Clarification needed on difference between quorum and majority.

Section 8: Addressing the Commission

❖ **Article VI, Nomination, Election and Removal of Officers**

Section 1: Nomination of Officers and Executive Committee Members

Section 2: Election

2.3 Conduct of Election (**SUGGESTION**)

CHANGE “tie” vote to “tied” vote.

Section 3: Terms of Office

Section 4: Removal of Officer

❖ **Article VII, Duties of Officers**

Section 1: Duties of Chairperson

1.1 Meetings

b) Term “County staff” ambiguous – needs CLARIFICATION

1.2 Other Duties

b) MOVE “The Chairperson shall maintain all necessary records” to Article IX, Section a.

MOVE the paragraph beginning with “The Commission shall appoint...” to Article VIII, Section 6.

Section 2: Duties of Vice Chairperson

Section 3: Temporary Chairperson

❖ **Article VIII, Committees**

Section 1: Creation of Committees

Section 2: Standing Committees

2.5 Chairperson/Vice Chairperson

b) Duties (**CHANGE**)

2. “The Chairperson shall direct the preparation and distribution of agendas for all standing committee meetings” to “The Chairperson shall direct the preparation and distribution of agendas for **their respective** standing committee meetings”

Section 3: Executive Committee

3.2 Composition (**ADD**)

The Executive Committee shall consist of a **minimum of three (3) and** a maximum of five (5) members.

Section 4: Task Forces

4.3 Appointment and Terms (**CHANGE**)

“The Commission shall appoint Commission **and non-Commission** members to the task force ...”.

4.6 Removal (**CHANGE**)

“The Chairperson of the task force may **request of the Chair of the Commission the replacement of** a member who fails to regularly attend task force meetings.”

Section 5: Ad Hoc Committees

5.6 Removal (**CHANGE**)

“The Chairperson of the ad hoc committee may **request of the Chair of the Commission the replacement of** a member who fails to regularly attend ad hoc committee meetings.”

Section 6: Commission Representative

Move from Article VII, Section 1:1.2b

❖ **Article IX, Commission/Mental Health Division Relationship**

Section 1: Staff Support (**ADD**)

The Executive Assistant shall maintain all necessary records.

Section 2: Staff Attendance at Meetings

Section 3: Action

❖ **Article X, Bylaw Amendments**

Section 1: Amendments

5. **Next Step(s) – Discussion**

6. **Adjourn Meeting**