

AD HOC BYLAWS COMMITTEE
Thursday September 14 ♦ 3:30 pm -5:00 pm
At: 1340 Arnold Drive, suite 200, Martinez- small conference room

AGENDA

- I. 3:30 pm Call to Order / Introductions**
- II. 3:35 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, no response, 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
- III. 3:40 Chair announcements**
- IV. 3:45 Committee members announcements**
- V. 3:50 Approval of the Minutes from July 28, 2017 meeting.**
- VI. 3:55 DISCUSS and reconstruct the first four articles of the “proposed bylaws”**
- VII. 4:50 DISCUSS the agenda for the next meeting and set a date to reconvene**
- VIII. 5:00 Adjourn Meeting**



**MENTAL HEALTH COMMISSION
AD HOC BYLAWS COMMITTEE
MEETING MINUTES
Friday July 28, 2017 – First Draft
At: 2425 Bisso Lane in Concord**

Agenda Item / Discussion	Action / Follow-Up
<p>I. Call to Order / Introductions Commission Chair Duane Chapman called the meeting to order at 4:04pm.</p> <p><u>Members Present:</u> Duane Chapman, District I Sam Yoshioka, District IV Gina Swirsding, District I Meghan Cullen, District V</p> <p><u>Other Attendees:</u> Liza A. Molina-Huntley, Executive Assistant for the Mental Health Commission</p>	<p>EA-Transfer recording to computer</p>
<ul style="list-style-type: none"> • Duane- An agenda was not created, for the first meeting. The purpose of the initial meeting was to explain why it is necessary to form the AD HOC BYLAWS COMMITTEE. Handed out a “Proposed-draft Bylaws” to the Committee members, to review and edit. Aware that everyone will not agree and realizes that there are differences. Some of the “proposed” items are the same, but worded differently. A primary change is “ARTICLE IX-DUTIES OF OFFICERS AND OTHER BOARD POSITIONS;” adding that the “Chair will serve as a spoke person for the Commission in most matters related to all business of the Mental Health Commission, like all Commissioners, the Chair has an affirmative duty, to carry out the responsibilities of the office in the best interests of the Mental health Commission.” • Sam- asked where Duane obtained the proposed bylaws. • Duane- obtained ideas from neighboring county’s board’s bylaws. Gave recognition to Sam and Gina, because both have previous experience on a Mental Health Commission Bylaws Task Force. Another resource used to create the “Proposed bylaws,” was the California Association of Local Behavioral Health Boards (CALBHBC). Encourages everyone to compare the current bylaws, with other Commission’s bylaws from other counties throughout the State. In the 	

current bylaws, it is stated that the Chair is responsible for everything and does not agree that the sole responsibility should fall completely on the Chair. The responsibilities and duties should be shared by the Chair and Vice Chair to best support one another's strengths and weaknesses. Asked the members if this statement should be added to the new bylaws or if they would prefer to allow each Committee Chair to make the decision?

- **Duane-** in the current bylaws, it does not state that the Vice Chair will assist the Chair in all matters; I have included the statement in the "proposed bylaws."
- **Gina-** recalls that the Vice Chair and Chair usually do work together, as they should. The Commission, as a whole, should share some of the duties as well.
- **Duane** did not agree because it has not been always the case and it should be stated, in writing, moving forward. Another item that needs to be addressed is how the Executive Board is formed. Currently, there are five people on the Executive Committee my proposed change is to include the previous Chair and the current Chair of the Commission to be members of the Executive Committee, the Vice Chair and two additional members from the Commission.
- **Sam and Gina disagree with the proposed changes**
- **Sam stated that new members should be part of the Executive Committee**
- **Sam** states that all the items need to be discussed and disapproves of the "PROPOSED DRAFT-BYLAWS."
- **Sam** – suggested that the "PROPOSED DRAFT-BYLAWS" be thrown away and the ad hoc Committee do their own investigation and create a new document
- **Sam-** noted that Duane is the Chair of the full Commission, not of the ad hoc Committee and not in agreement for Duane to be the Chair of both.
- **Gina-** there should be a variety of people in the Executive Committee, agrees that there should be a Chair and a Vice Chair, does not agree that one of the seats should be designated for a previous Chair and it should be voted in by the Commission, as done previously.
- **Duane-** informed that most boards around the State does include the previous Chair and disagrees with Gina's statement. Reiterated that the document he provided was only a "PROPOSAL" and his only intention was to help speed up the process, a starting document, to be reviewed and edited a place to start the work of the Committee.
- **Duane and Sam-** strongly disagree on how the Committee should be handled.

- **Gina-** The previous Chair may not want to return to be part of the Executive Committee and should not have to return, they should have the option. The Executive Committee should be the current Chair, Vice Chair and the other three members voted in, as previously done.
- **Duane-** as previously stated, changes are being “proposed,” in an effort to save time. Nothing is set in stone, nothing has been finalized. The ad hoc Committee members can agree to disagree and work together, as a team. Previously there were members that were not working as a team and do not want the negative precedence to repeat itself.
- **Gina-** does agree with Duane’s statement, stating that there was a lack of transparency, and it did cause friction amongst the Commission members. Does agree that the current Commission is improving on communication. Although, the most recent incident involving the Grand Jury, was not a transparent action, and does feel that a Commission member did submit a document to the Grand Jury, acting on their own. There are boundaries that should be set, for members, regarding their actions.
- **Duane-** his goal is to assure that everyone is involved, works together, and that members should not act, as individuals, while serving as a Mental Health Commissioner, which has happened several times in the past. These acts can seem unfair and unsettling to the rest of the members. A change is stated in the proposed bylaws, so these types of incidents do not reoccur. The CALBHBC addresses issues regarding what can and cannot be done.
- **Gina-** Family members, Consumers and Members-at-Large should all be equally represented on the Executive Committee. At least 50% have to be Family members and Consumers on the Commission and there should be representation of everyone on the Executive Committee and all Committee, to be fair and balanced.
- **Duane-** as per the law, Consumers, Family and Members-at-Large, three from each county district, need to serve on the Commission. Referenced the Welfare and Institutions Code 5604 (a) (2) “Fifty percent of the board membership shall be consumers or the parents, spouses, siblings, or adult children of consumers, who are receiving or have received mental health services. At least 20 percent of the total membership shall be consumers, and at least 20 percent shall be families of consumers.” As the Chair he tries to stay within the law and feels that there are discrepancies between the law and the current bylaws.
- **EA/Liza-** read page nine of the current Mental Health Commission’s bylaws, Article VIII, section 5 regarding, “AD

HOC COMMITTEES”

- **Gina** –strongly upholds her stance regarding equal and fair membership in all Committees.
- **Duane**- everyone has the right to state their preference, the proposed is from other boards around the state.
- **Sam**- Duane’s conception, knowledge of the representation of consumers, family members on the Commission is not correct. Currently, there are four Consumers (out of a possible five total), on the Commission and there are only two Family Members on the Commission, with three vacancies. There is a lack of membership. What is the Chair doing about filling these positions?
- **Duane**- Is currently working, with the Board of Supervisors, to fill the vacant seats. (One Consumer seat for district three was recently filled and a Family Member Seat, is in process, for district one and there are three additional members interested in becoming members). Asks Sam what he would do or has done?
- **Sam**- work with the Board of Supervisors because they are appointing authority
- **Gina**- still feels that meetings should be equally distributed across the county, to be fair to members that live in different districts
- **Duane**- agrees and meetings have been held in different areas of the county. There are three district members, on the Commission, that could be more active in their area and report back to the Commission to update.
- **Gina**- some Commission members that are “Members-at-Large,” when they should be in Consumer seats or Family member. Uncertain why different members were appointed in different seats by the district Supervisor? This is the best that the Commission has been.
- **Duane**- This is a “PROPOSED draft,” the only thought was to help and get the Committee started.
- **Gina**- asked if the “Proposed draft” has some of the original articles or is the whole document “proposed”.
- **Duane**- it has some of the current bylaws and along with changes.
- **Sam**-the approach in setting up the agenda is very different than what was done before. The previous “Bylaws Task Force” a blank sheet was given and each member was given the current bylaws and asked which section of the current bylaws needed changes and the Committee went through the bylaws, section by section, through each recommendation and suggestions. A final draft was not given, the final draft that was done, edited and revised together. Each version was noted. The “proposal” does not.

<p>Throughout the process, the Bylaws Task Force, reported back to the Commission, as they completed section by section.</p> <ul style="list-style-type: none"> • Gina- The previous process showed what the original section was and the new change, side by side, and allowed for input at the Committee and Commission meetings and discussed it and approved or disapproved and then moved forward to the next section. • Duane- The last time the bylaws were revised was in September 2014, who started the changes? • Meghan- who started the suggestion that the bylaws needed to change? • Gina- the bylaws needed to change because the system changed • Duane- is there a policy and procedure for changing the bylaws? • Gina- that is what the Committee is doing • Duane- What I am trying to do is speed the matter along, so it does not take over a year, because in the past, it has taken over a year to get done. • EA/Liza- read, again, the previously read bylaws section • Meghan- it is nice that “proposed bylaws” were provided but it does not mean that the Committee needs to keep every single word. The Committee can chose to start from scratch and take out what is they are not in agreement with, did start editing the document, instead of wasting more time on “how to get started.” We can remove and add as we decide, it doesn’t have to start. • Duane- asked for a nomination for a Chair of the Committee. • Sam- Meghan • Gina- Meghan • Duane- agreed and turns over the ad hoc Committee to the new Chair, who was just appointed by the full AD HOC BYLAWS COMMITTEE, and accepted by Meghan Cullen. The new Chair will select a Vice Chair. Both Duane and Sam volunteered. Duane declined and agreed for Sam to be the Vice Chair. 	
<p>V. The AD HOC BYLAWS COMMITTEE members appointed Meghan Cullen, as the Chair of the ad hoc Bylaws Committee, both Sam and Duane volunteered to be the Vice Chair of the Committee, Duane withdrew and it was decided that Sam would be the Vice Chair of the Committee.</p> <ul style="list-style-type: none"> • VOTE: 4-0-0 • Present- YAYS: Duane, Gina, Sam, Meghan, • NAYS: none ABSTAIN: none • ABSENT: none 	

<p>VIII. Duane motioned for the “Ad Hoc Bylaws Committee” to set a date to finalize the new bylaws, suggested within 90 days</p> <ul style="list-style-type: none"> • Gina/Sam- agreed that it will not be completed in 90 days • Gina- not all the bylaws need to be changed. Recognizes that there are changes that are needed, but does not believe that it will take an entire year to complete, nor 90 days. Suggests to get started, first, and to see how it • Sam- It is reasonable to come up with a deadline after the Committee has met at least, three to four times, to get an idea. • EA/Liza-Duane- the draft has to be presented to the Executive Committee, the full Commission, County Counsel and the Board of Supervisors. • Duane- after the Committee puts the document together, and then pushes it through, because the next steps do take an extended period of time. • Sam- the previous process took a couple of months before approval was received. • Duane- the most recent changes, to the bylaws, took County Counsel, almost a year to respond. This update will take even longer. • Meghan- Wants the Committee to start as soon as possible. Assigned Committee members to review the first four articles, of the proposed document, and to edit and/or remove wording as deemed appropriate and be ready to discuss at the next meeting. The Chair will research the bylaws of other counties. • Originally agreed to start on Monday, July 31, 2017 but not enough time was allowed to post the agenda. New date and time was agreed for the following week to adhere to the Brown Act Regulations. 	<p>*Next meeting was set for Monday, August 7 at 2:45pm at 1340 Arnold Drive, Suite 200 in Martinez, large conference room</p> <p>*EA/Liza- will check to see if the Administrative offices large conference room is available for the meeting and reserve.</p> <p>*Chair will provide an agenda for the EA/Liza to post</p>
<p>IX. Adjourn Meeting The meeting was adjourned at 5:17pm.</p>	

Respectfully submitted,
Liza Molina-Huntley
Executive Assistant to the Mental Health Commission
CCHS Behavioral Health Administration

**CONTRA COSTA COUNTY
MENTAL HEALTH COMMISSION**

BYLAWS

**Approved and Adopted:
November 20, 1997**

**Last Amended and Approved by the Board of Supervisors:
September 16, 2014**

Contra Costa County Mental Health Commission Bylaws

TABLE OF CONTENTS

Article I	Name of Organization	Page 1
	Section 1 Name of Organization	Page 1
Article II	Definitions	Page 1
	Section 1 Definitions	Page 1
Article III	General Provisions	Pages 1-2
	Section 1 Authority	Page 1
	Section 2 Mandated Roles and Responsibilities	Pages 1-2
Article IV	Membership	Pages 2-4
	Section 1 Membership	Pages 2-3
	Section 2 Attendance	Page 3
	Section 3 Terms	Pages 3-4
	Section 4 Vacancies and Recruitment	Page 4
Article V	Meetings	Pages 4-5
	Section 1 Regular Meetings	Page 4
	Section 2 Order of Business	Page 4
	Section 3 Quorum	Page 4
	Section 4 Closed Session	Page 5
	Section 5 Special Meetings	Page 5
	Section 6 Open Meetings	Page 5
	Section 7 Decisions and Actions of the Commission	Page 5
	Section 8 Addressing the Commission	Page 5
Article VI	Nomination, Election and Removal of Officers	Pages 5-6
	Section 1 Nomination of Officers and Executive Committee Members	Page 5
	Section 2 Election	Pages 5-6
	Section 3 Terms of Office	Page 6
	Section 4 Removal of Officer	Page 6
Article VII	Duties of Officers	Pages 6-7
	Section 1 Duties of the Chairperson	Page 6
	Section 2 Duties of the Vice Chairperson	Page 6
	Section 3 Temporary Chairperson	Page 7
Article VIII	Committees	Page 7-9
	Section 1 Creation of Committees	Page 7
	Section 2 Standing Committees	Pages 7-8
	Section 3 Executive Committee	Page 8
	Section 4 Task Forces	Pages 8-9
	Section 5 Ad Hoc Committees	Page 9
	Section 6 Commission Representative	Page 9
Article IX	Commission/Mental Health Division Relationship	Page 10
	Section 1 Staff Support	Page 10
	Section 2 Staff Attendance at Meetings	Page 10
	Section 3 Actions	Page 10
Article X	Bylaws Amendments	Page 10
	Section 1 Amendments	Page 10

**ARTICLE I
NAME OF ORGANIZATION**

SECTION 1. NAME OF ORGANIZATION

1.1 Name

The name of the organization shall be the "Contra Costa County Mental Health Commission."

**ARTICLE II
DEFINITIONS**

SECTION 1. DEFINITIONS

1.1 The following definitions shall apply to the Contra Costa County Mental Health Commission Bylaws:

- a) Better Government Ordinance means the Contra Costa County Ordinance regarding open meetings and public records, commencing with the Contra Costa County Code §25-2.202
- b) Board means the Contra Costa County Board of Supervisors
- c) Brown Act means the Ralph M. Brown Act of 1974, commencing with section 54950 of the California Government Code
- d) Commission means the Contra Costa County Mental Health Commission
- e) Commissioner means a member of the Commission
- f) Consumer means a person who is receiving or has received mental health services
- g) Consumer Representative means a Consumer who is a member of the Commission
- h) County means Contra Costa County
- i) Family Member means a parent, spouse, registered domestic partner, sibling, or adult child of a consumer
- j) Mental Health Director means the person serving as the director of the Contra Costa County Mental Health Department
- k) Mental Health Department means the Contra Costa County Mental Health Department
- l) Supervisor means a member of the Contra Costa County Board of Supervisors

**ARTICLE III
GENERAL PROVISIONS**

SECTION 1. AUTHORITY

1.1 Establishment

The Contra Costa County Mental Health Commission ("Commission" hereinafter) was established by order of the Contra Costa County Board of Supervisors on June 22, 1993, pursuant to the Bronzan McCorquodale Act, Stats. 1992, c. 1374 (AB. 14) to serve in an advisory capacity to the Board of Supervisors.

SECTION 2. MANDATED ROLES AND RESPONSIBILITIES

2.1 Mandates

- a) Pursuant to Welfare and Institutions Code Section 5604.2 (a) and (b), as it may be amended from time to time, the Commission shall do all of the following:
 - 1) Review and evaluate the County's mental health needs, services, facilities, and special problems.

- 2) Review any County agreements entered into pursuant to Section 5650 of the Welfare & Institutions Code.
 - 3) Advise the Board of Supervisors and the Mental Health Director as to any aspect of the County's mental health program.
 - 4) Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process.
 - 5) Submit an annual report to the Board of Supervisors on the needs and performance of the county's mental health system.
 - 6) Review and make recommendations on applicants for the appointment of a Mental Health Director. The Commission shall be included in the selection process prior to the vote of the Board of Supervisors.
 - 7) Review and comment on the County's performance outcome data and communicate its findings to the California Mental Health Planning Council.
 - 8) Assess the impact of the realignment of services from the state to the county, on services delivered to clients in this County.
 - 9) Perform those additional duties as may be directed by the Board of Supervisors.
- b) Pursuant to Section 5848 (b) and (c) of the Welfare & Institutions Code:
- 1) The Commission shall conduct a public hearing on the draft three-year program and expenditure plan, and annual updates at the close of the required 30-day comment period and review the adopted plan or update and make recommendations to the County Mental Health Director for revisions.

ARTICLE IV MEMBERSHIP

SECTION 1. MEMBERSHIP

1.1 Composition

- a) The Commission shall consist of fifteen (15) members appointed by the Board of Supervisors, plus one member of the Board of Supervisors and an alternate assigned to be a representative to the Commission. Each member of the Board of Supervisors shall have three (3) members representing his or her district. The specific seat to be assigned to each nominee will be determined by the member of the Board of Supervisors making the nomination.
- b) The following rules shall apply to membership on the Commission:
 - 1) One (1) member of the Board of Supervisors shall be a member of the Commission. The Board of Supervisors shall also appoint one (1) Supervisor to serve as an alternate member.
 - 2) Fifty percent (50%) of the Commission membership shall be consumers or the parents, spouses, siblings, or adult children of consumers, who are receiving or have received mental health services. At least twenty-percent of the Commission membership shall be Consumers and at least twenty-percent shall be Family Members. If at least twenty percent of the total Commission membership is not comprised of Consumers and/or if at least twenty-percent of the total Commission membership is not comprised of Family Members, a Commissioner for the underrepresented category may be selected from any Supervisorial district, if there are no applicants from the impacted district. If it is not possible to secure membership as specified from among persons residing in the

County, the Board may substitute representatives of the public interest in mental health who are not employees of County Mental Health, Department of Health Care Services or on staff or a paid member of a governing body of a mental health contract agency.

- c) On this Mental Health Commission, membership shall consist of:
- 1) One (1) member of the Board of Supervisors
 - 2) Five (5) members shall be Consumer Representatives - individuals who are receiving or have received mental health services, preferably in Contra Costa County.
 - 3) Five (5) members shall be Family Members - parents, spouses, registered domestic partners, siblings or adult children of consumers who are receiving or have received mental health services, preferably in Contra Costa County.
 - 4) Five (5) members shall be Members-at-Large - individuals who have experience and knowledge of the mental health system, preferably in Contra Costa County.

1.2 Demographic and Ethnic Representation

- a) The Commission membership should reflect the ethnic diversity of the client population in the County.
- b) The composition of the Commission shall represent the demographics of the County as a whole, to the extent feasible.

1.3 Membership Restrictions

- a) No member of the Commission or his or her spouse shall be:
 - 1) A full-time or part-time employee of any Contra Costa County department that is directly involved in the provision of mental health services; or
 - 2) An employee of the State Department of Health Care Services; or
 - 3) An employee of, or a paid member of, the governing body of a mental health contract agency.
- b) Commission members must be eighteen (18) years of age or older and, except as otherwise provided in these Bylaws, must reside in Contra Costa County.
- c) Members of the Commission shall abstain from discussing or voting on any issue in which the member has a financial interest as defined in Section 87103 of the Government Code.

SECTION 2. ATTENDANCE

2.1 Attendance requirements

- a) Regular attendance at Commission meetings is mandatory for all Commission members.
 - 1) A member who is absent from four (4) regularly scheduled Commission meetings in any calendar year shall be deemed to have resigned from the Commission. In such event the former Commission member's status will be noted at the next scheduled Commission meeting and shall be recorded in the Commission's minutes. The Chairperson shall, without further direction from the Commission, apprise the Board of Supervisors of the member's resignation and request the appointment of a replacement.
 - 2) Each Commissioner will ensure that when s/he attends Commission-sponsored meetings (excluding Commission and Commission Committee meetings) or activities representing her/himself as a Commissioner, s/he expresses only those views approved by the Commission.

SECTION 3. TERMS

3.1 Duration

The term of each member of the Commission shall be three (3) years in duration. Terms shall be staggered so that approximately one-third (1/3) of the appointments end each year. All terms end

on June 30 in the appropriate year. The Supervisor appointed to the Commission serves until replaced by the County Board of Supervisors.

SECTION 4. VACANCIES AND RECRUITMENT

4.1 Role of the Commission

At the discretion of and to the extent requested by the Board, the Commission shall be involved in the recruitment and screening of applicants.

When an application is received, the Commission will appoint an Ad Hoc Applicant Interview Committee, pursuant to Article VIII, Section 5.1. Following an interview by the Ad Hoc Applicant Interview Committee, it will forward its recommendation to the Commission. After Commission vote and approval, the recommendation for nomination of the applicant shall be forwarded to the appropriate member of the Board of Supervisors for that Supervisor's consideration.

4.2 Applications

The Commission shall receive applications on an ongoing basis.

4.3 Commission Recommendation

- a) Pursuant to 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.
- b) To the extent possible, the Commission shall recommend for appointment applicants who have experience and knowledge of the mental health system, preferably in the County.

ARTICLE V MEETINGS

SECTION 1. REGULAR MEETINGS

1.1 Regular Meetings

Meetings of the Mental Health Commission shall be held monthly.

1.2 Schedule of Meetings

The meeting schedule for the following year shall be set in the month of December. If no meeting will be convened during the month of December, the meeting schedule shall be set at the last regular meeting of the calendar year. Meeting schedules shall be available online.

1.3 Minimum Number

A minimum of eleven (11) meetings shall be held per year.

1.4 Holidays

If the regular meeting date falls on a holiday, a new meeting date shall be selected.

SECTION 2. ORDER OF BUSINESS

2.1 Agendas

Agendas shall be prepared for regular Commission and Executive Committee meetings at the direction of the Commission Chairperson. When feasible, agendas shall be e-mailed and mailed seven (7) days prior to the meeting, but at a minimum 96 hours prior to the meeting. Agendas shall be posted, e-mailed and mailed and made available to the public in accordance with the Brown Act and the County's Better Government Ordinance. 5

SECTION 3. QUORUM

A quorum is one person more than one-half of the appointed members. The Commission must have a quorum present in order to hold a meeting.

SECTION 4. CLOSED SESSION

The Commission may not conduct closed sessions.

SECTION 5. SPECIAL MEETINGS

Special meetings of the Commission may be called at any time by the Chair or by a majority of the members of the Commission in accordance with the Brown Act and the County's Better Government Ordinance.

SECTION 6. OPEN MEETINGS

All meetings of the Commission, including all meetings of its Executive Committee, standing committees, task forces and ad hoc committees shall comply with the Brown Act and the County's Better Government Ordinance.

SECTION 7. DECISIONS AND ACTIONS OF THE COMMISSION

Unless otherwise stated, all matters coming before the Commission for action shall be determined by a majority of the Commissioners appointed.

SECTION 8. ADDRESSING THE COMMISSION

Public Comment shall be allowed on any items of interest to the public that are within the subject matter jurisdiction of the Commission, both agendized and non-agendized items, in accordance with the Brown Act and the County's Better Government Ordinance. The Chairperson may limit the amount of time a person may use in addressing the Commission on any subject, provided the same amount of time is allotted to every person wishing to address the Commission.

ARTICLE VI NOMINATION, ELECTION AND REMOVAL OF OFFICERS
--

SECTION 1. NOMINATION OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

1.1 Ad Hoc Nominating Committee

An Ad Hoc Nominating Committee shall be appointed in the month of August. During the September meeting, the Ad Hoc Nominating Committee shall announce the solicitation of nominations from the Commission members and obtain the nominee's consent to serve. At the October meeting, a slate of nominees will be announced.

1.2 Nominations

In the event of a vacancy in the office of Chairperson, Vice Chairperson or an Executive Committee member during the term of office, nominations will be taken, nominees' consent to serve will be obtained, and nominees will be announced at the next regularly scheduled Commission meeting.

SECTION 2. ELECTION

2.1 Timing of

The Commission shall elect a Chairperson, Vice Chairperson and members of the Executive Committee at the November or next regular meeting of the Commission following the announcement of nominations as set forth in Section I.

2.2 Assumption of Office

The newly-elected Chairperson, Vice Chairperson and Executive Committee shall assume office January 1 and serve through December 31 of that year. In the case of a mid-term appointment, the elected Chairperson, Vice Chairperson or members of the Executive Committee will complete the remainder of the normal term.

2.3 Conduct of Election

The election will be conducted publicly through the use of signed ballots. Ballots will be announced and counted publicly by the Ad Hoc Nominating Committee. The election of each officer will carry with a majority vote of the Commission. In the case of a tie vote, the Commission may re-cast ballots until the tie is broken. If, in the opinion of the Chairperson, the tie will not be broken within a reasonable number of attempts, the election may be deferred until the next scheduled Commission meeting and the current seated officer will remain in office until a new officer is elected.

SECTION 3. TERMS OF OFFICE

The Officers of the Commission, the Chairperson and Vice Chairperson, shall serve no more than three (3) consecutive terms of one year each in the same position. This will not preclude an individual from serving as Chairperson or Vice Chairperson after one (1) year of having not served.

SECTION 4. REMOVAL OF OFFICER

4.1 Grounds for Removal

The Commission, by a majority of the Commissioners appointed, may remove the Chairperson and/or Vice Chairperson from office and relieve him/her of his/her duties

4.2 Nominations After Removal

In the event of removal of the Chairperson and/or Vice Chairperson, the Ad Hoc Nominating Committee shall meet and present nominations for the vacant position(s) at the next regularly scheduled Commission meeting.

ARTICLE VII DUTIES OF OFFICERS

SECTION 1. DUTIES OF THE CHAIRPERSON

1.1 Meetings

- a) The Chairperson shall preside at all meetings of the Commission and perform duties consistent with these Bylaws and the Welfare and Institutions Code
- b) The Chairperson shall conduct meetings, maintain order and decorum, and decide questions of procedure in accordance with these Bylaws and in consultation with County staff via the Executive Assistant to the Commission.
- c) The Chairperson shall conduct all meetings in the manner required by the Brown Act and the County's Better Government Ordinance.

1.3 Other Duties

The Chairperson shall be in consultation with the Mental Health Director.

SECTION 2. DUTIES OF THE VICE CHAIRPERSON

In the event of the Chairperson's absence from a Commission meeting or inability to act, the Vice Chairperson shall preside and perform all duties of the Chairperson. In the case of removal of the Chairperson, the Vice Chairperson shall perform all duties of the Chairperson until new elections can be held.

SECTION 3. TEMPORARY CHAIRPERSON

In the event both the Chairperson and Vice Chairperson are absent from a Commission meeting or are unable to act, the members shall, by order fully entered into their records, elect one of their members to act as Chairperson Pro Tem. The Chairperson Pro Tem shall perform the duties of the Chairperson until such time as the Chairperson or Vice Chairperson resumes his or her duties.

ARTICLE VIII COMMITTEES

SECTION 1. CREATION OF COMMITTEES

Pursuant to the rules set forth herein, the Commission may create committees which can be standing committees, task forces or ad hoc committees as needed.

SECTION 2. STANDING COMMITTEES

2.1 Mission Statement

Each standing committee shall develop a Mission Statement. The Mission Statement is subject to approval by the Commission and shall be submitted to the Commission for approval no later than 60 days after establishment of the committee.

2.2 Composition

Each standing committee shall consist of a minimum of three (3) and a maximum of five (5) members of the Commission.

2.3 Appointment and Terms

- a) The Commission may appoint Commission members to standing committees.
- b) The terms of the Committee Chairpersons and Vice Chairpersons shall be one (1) year.
- c) There are no limits on the number of terms an individual may serve as Committee Chairperson or Vice Chairperson.

2.4 Meetings/Actions

- a) All matters coming before a standing committee shall be determined by a majority of the Commissioners on the committee.
- b) All standing committee meetings shall be conducted in accordance with the Brown Act and the County Better Government Ordinance.
- c) All actions approved by a standing committee will be referred to the Commission for final approval.

2.5 Chairpersons/Vice Chairpersons

- a) Selection
 - 1) Each standing committee shall have a Chairperson and may have a Vice Chairperson who are selected by the Committee.
 - 2) In the event of a vacancy in the position of Chairperson or Vice Chairperson of a standing committee, the Commission Chairperson may serve as temporary Chairperson of the standing committee for up to sixty (60) days while the Committee selects a new Chairperson or Vice Chairperson.
- b) Duties
 - 1) The Chairperson shall preside at all meetings of the standing committee and perform his or her duties consistent with the procedures outlined herein. The Chairperson shall work in consultation with the Commission Chairperson.
 - 2) The Chairperson shall direct the preparation and distribution of agendas for their respective standing committee meetings as required by the Brown Act and the County's Better Government Ordinance.

- 3) The Chairperson shall provide monthly reports to the Commission regarding the activities of the standing committee and is encouraged to provide an outline of the monthly report to the Executive Assistant to the Commission for use in preparation of the Minutes.

SECTION 3. EXECUTIVE COMMITTEE

3.1 Purpose

The Executive Committee is charged with acting on the decisions of the Mental Health Commission. Its primary focus is to identify and avail any reasonable resources needed to deliberate over agenda items of the general membership, committee, task force or ad hoc committee meetings

3.2 Composition

The Commission Chairperson, and Vice Chairperson shall be members of the Executive Committee. Additional members shall be elected by the Commission. The Executive Committee shall consist of a minimum of three (3) members and a maximum of five (5) members.

3.3 Term

Elected members of the Executive Committee shall serve for one calendar year.

SECTION 4. TASK FORCES

4.1 Purpose

Task forces shall be time-limited and have a stated purpose beyond the scope of regular Commission responsibilities approved by the Commission and shall be required to report back to the Commission regarding progress toward its stated purpose.

4.2 Composition

Each task force shall consist of a minimum of three (3) members and a maximum of five (5) members. Non-Commissioners may be appointed from the community as non-voting members when special expertise, advice or opinion is desired, at the discretion of the Commission, but shall not exceed one half (1/2) of the membership of the Task Force. All task force members shall conform to the Mental Health Division client confidentiality statement.

4.3 Appointment and Terms

The Commission shall appoint Commission and non-Commission members to task forces based upon a majority vote of the Commission. The terms of all task force members shall be until the task force has completed its stated purpose.

4.4 Meetings/Actions

All meetings shall be conducted in accordance with the Brown Act and the Contra Costa County Better Government Ordinance. All matters coming before a task force shall be determined by a majority of the members of the task force.

4.5 Chairpersons

a) Selection

- 1) Each task force shall have a Chairperson and may have a Vice Chairperson, selected by the members of the task force. In the event of a vacancy in the position of Chairperson of a task force, the Commission Chairperson may serve as temporary Chairperson of the task force for up to sixty (60) days while the Task Force selects a new Chairperson.

b) Duties

- 1) The Chairperson shall preside at all meetings of the task force and perform his or her duties consistent with the procedures outlined herein. The Chairperson shall work in consultation with the Commission Chairperson.
- 2) The Chairperson shall direct the preparation and distribution of agendas for the task force in the manner required by the Brown Act and the County's Better Government Ordinance.

- 3) The Chairperson shall provide monthly reports to the sponsoring standing committee or the Commission.

4.6 Removal

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

SECTION 5. AD HOC COMMITTEES

5.1 Purpose

Ad Hoc Committees shall be established by the Commission as needed to address issues within the normal course of Commission responsibilities, including but not limited to applicant interviews and officer nominations. They shall be required to report back to the Commission.

5.2 Composition

An ad hoc committee shall consist of a minimum of three (3) and a maximum of five (5) members of the Commission.

5.3 Appointment

The Commission shall appoint Commission members to an ad hoc committee.

5.4 Meetings/Actions

All matters coming before an ad hoc committee shall be determined by a majority of the members of the ad hoc committee.

5.5 Chairpersons

a) Selection

Each ad hoc committee shall have a Chairperson, and may have a Vice Chairperson, selected by a majority of the members of the ad hoc committee. In the event of a vacancy in the position of Chairperson of an ad hoc committee, the Commission Chairperson may serve as temporary Chairperson of the ad hoc committee for up to sixty (60) days while the ad hoc committee selects a new Chairperson.

b) Duties

- 1) The Chairperson shall preside at all meetings of the ad hoc committee and perform his or her duties consistent with the procedures outlined herein. The Chairperson shall be in consultation with the Commission Chairperson.
- 2) The Chairperson shall direct the preparation and distribution of agendas for the ad hoc committee in the manner required by the Brown Act and the County's Better Government Ordinance.
- 3) The Chairperson shall provide monthly reports to the Commission.

5.6 Removal

The Chairperson of the ad hoc committee may request of the Chair of the Commission replacement of a member who fails to regularly attend the ad hoc committee meetings. 10

SECTION 6. COMMISSION REPRESENTATIVE

The Commission shall appoint an officer or other member of the Commission as the Commission Representative to the California Association of Local Mental Health Boards/Commissions. The Commission Representative shall represent the Mental Health Commission at statewide meetings and to report back to the Commission.

**ARTICLE IX
COMMISSION/MENTAL HEALTH DIVISION RELATIONSHIP**

SECTION 1. STAFF SUPPORT

The County's Mental Health Division provides clerical support services to assist the Commission in the management of its operations and activities. The Executive Assistant shall maintain all necessary records. The budget of the Mental Health Division shall fund the position of the Executive Assistant to the Mental Health Commission.

SECTION 2. STAFF ATTENDANCE AT MEETINGS

The Mental Health Division staff provides information to the Commission and its committees regarding agenda items and attends meetings on a regular basis.

SECTION 3. ACTIONS

The Commission by its Chairperson shall regularly inform the Mental Health Director of Commission actions.

**ARTICLE X
BYLAW AMENDMENTS**

SECTION 1. AMENDMENTS

These Bylaws may be amended by a majority vote of the Commission in a regularly scheduled meeting as defined at Article V, Section 1. Before the Commission may consider or vote on Bylaw amendments, proposed amendments shall be submitted in writing to Commission members at least thirty (30) days prior to the meeting date at which they are to be considered.

PROPOSED DRAFT -BYLAWS OF THE

CONTRA COSTA COUNTY MENTAL HEALTH BOARD

ARTICLE I - NAME

The name of this Board shall be the Contra Costa County Mental Health Board ("Mental Health Board").

ARTICLE II - AUTHORITY

The authority of the Contra Costa County Mental Health Board is established pursuant to the Bronzan-McCorquodale Act which may be found at Part 2 of Division 4.7 of the California Welfare and Institutions Code (commencing at section 5600 et seq.).

ARTICLE III - PURPOSE

The purposes of the Mental Health Board are as follows:

1. Review and evaluate the county's mental health needs, services, facilities and special problems.
2. Review any county agreements entered into pursuant to Section 5650.
3. Advise the Contra Costa County Board of Supervisors and the Contra Costa County Behavioral Health Director/ Mental Health Director as to any aspect of the county's mental health program.
4. Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process.
5. Submit an annual report to the Contra Costa County Board of Supervisors on the needs and performance of the mental health system of the County of Contra Costa.
6. Review and make recommendations on applicants for appointment of the Contra County Behavioral Health Director/Mental Health Director. The Mental Health Board shall be included in the selection process prior to the vote of the Contra Costa County Board of Supervisors.
7. Review and comment on the County of Contra Costa performance outcome data and communicate its findings to the California Mental Health Planning Council.
8. Assess the impact of the realignment of services from the state to Contra Costa County on services delivered to clients and on the local community.
9. Perform such additional duties as may be assigned to the Mental Health Board by the Contra Costa County Board of Supervisors.

ARTICLE IV - MEMBERS OF MENTAL HEALTH BOARD

1. Number of Members of the Board. There shall be 15 members of the Mental Health Board. All members shall be voting members. The members shall consist of those individuals appointed by the Contra Costa County Board of Supervisors to the Mental Health Board. A quorum shall be person more than one-half of the appointed members. Quorum is defined in accordance with California Welfare & Institutions Code Section 5604.5 (c).
2. Direction of the Mental Health Board Required. The activities and affairs of individual members of the Mental Health Board, acting as Board members, shall be conducted, and powers exercised, by and under the direction of the Mental Health Board and these Bylaws.
3. Terms of Office. Terms for each member of the Mental Health Board shall be three years. Members shall be limited to two consecutives three year terms unless waived by a majority vote of the Contra Costa County Board of Supervisors; provided, however, members serving on July 11, 2005, may be appointed to two additional three year terms without requiring a waiver from the Board of Supervisors. The foregoing provision for members serving on July 11, 2005 shall sunset on December 31, 2012.
4. Compensation. No member shall be compensated for duties performed as a member of the Mental Health Board. Notwithstanding the previous sentence, a member may be reimbursed for the actual costs of attending meetings, conferences or similar gatherings if attendance at the meeting, conference or similar gathering is approved in advance in writing by the Mental Health Board Chair and the Contra Costa County Mental Health Director.
5. Requirements Applicable to all Members. A member of the Mental Health Board must:
 - a. Be appointed by the Contra Costa County Board of Supervisors.
 - b. Take the Oath of Office administered by the Clerk of the Contra Costa County Board of Supervisors.
 - c. Serve on at least one Committee or Work Group of the Mental Health Board or serve as a Mental Health Board representative on a designated local, regional or state committee/commission or professional/service organization as approved or excused by the Executive Committee for good cause shown.
 - d. Maintain a satisfactory meeting attendance record to Mental Health Board meetings and other assignments as defined in Article XI of these Bylaws.
 - e. Comply with all applicable regulations of the Fair Political Practices Commission, including, but not limited to, preparing and filing FPPC Form 700, if required, within 30 days of appointment and annually prior to April 1st of each year.
 - f. Keep any confidential information obtained while performing duties as a Mental Health Board member confidential.
 - g. Participate in site visits of a mental health facility or program, at least twice per year, unless excused by the Executive Committee.

ARTICLE V - QUALIFICATIONS OF MEMBERS

1. Qualification of Members. The members of the Mental Health Board shall be composed of the following:
 - a. One member of the Contra Costa County Board of Supervisors.
 - b. At least fifty percent of the Board membership shall be consumers, who are receiving or have received mental health services, or their family members as defined in exhibit A.
 - c. At least twenty percent of the Board membership shall be consumers.
 - d. At least twenty percent of the Board shall be family members of consumers.
 - e. Any members who are not consumers or family members of consumers shall be individuals who are interested and concerned citizens from the general public.

The composition of the Mental Health Board should reflect the ethnic diversity of the consumer population and the demographics of the county as a whole to the extent feasible.

2. Residents of the County Required; Exceptions. Members appointed should be residents of Contra Costa County if possible. If it is not possible to secure membership as specified from among persons who reside in the county, the Contra Costa County Board of Supervisors may substitute representatives of the public interest in mental health who are not full-time or part-time employees of the county mental health service, the State Department of Mental Health, or on the staff of, or a paid member of the governing body of, a mental health contract agency.
3. Individuals Disqualified from Serving. The following individuals are disqualified from serving on the Contra Costa County Mental Health Board:

No member of the Mental Health Board or his or her spouse shall be a full-time or part-time county employee of a county mental health service, an employee of the State Department of Mental Health, or an employee of, or a paid member of the governing body of, a mental health contract agency.

ARTICLE VI - RECRUITMENT OF MEMBERS

1. Responsibility for Recruitment. Recruitment of prospective members of the Contra Costa County Mental Health Board shall be the responsibility of individual members of the Contra Costa County Board of Supervisors and members of the Mental Health Board. An effort will be made to recruit mental health professionals as well as individuals who have experience and knowledge of the mental health system.
2. Board of Supervisors Recruitment. Board Supervisors are encouraged to nominate individuals from their respective district to facilitate wider representation across Contra Costa County, for a total of five Mental Health Board members to be nominated and appointed by the Board of Supervisors. The Board of Supervisors may accept more than one nomination from each district based on interest and willingness of community members to serve.
3. Recruitment by the Mental Health Board. Interview and Recommendation. All applicants, except those nominated directly by the Board of Supervisors, shall initially be interviewed by at least

two members of the Mental Health Board. Names of the applicants recommended shall be presented to the full Mental Health Board for its consideration.

Those applicants recommended by the Mental Health Board shall then be referred to the Board of Supervisors with a recommendation they be appointed to the Contra County Mental Health Board.

ARTICLE VII - MEETINGS

1. Annual Meetings. There shall be a regular meeting, which shall constitute the annual meeting of the Mental Health Board, to be held on the second Monday of July of each year at which time the officers will present their reports, a meeting schedule will be adopted for the next twelve months, and elections held. If the second Wednesday of July falls on a Holiday, the meeting shall be held on the third Wednesday of July.
2. Regular Meetings. Other regular meetings of the Mental Health Board may be held at such time and place as is established by the annual meeting schedule. the Mental Health Board, may be at any time by the Chair of the Board or by most of, many of the Board members.
3. Special Meetings. Special meetings, for any purpose or purposes related to the business of the Mental Health Board, may be called at any time by the Chair of the Board or by a majority of the Board members.
4. Notice of Annual and Regular Meetings. Notice of the Annual Meeting shall be given to each member of the Mental Health Board by one of the following methods: (a) by personal delivery of written notice; (b) by first class mail, postage prepaid; (c) by fax transmittal or e-mail of written notice; or (d) by telephone, either directly to the member or to a person at the member's office who would reasonably be expected to communicate that notice promptly to the member. Notices sent by first class mail shall be deposited in the U.S. Mail not less than five days before the time set for the meeting. Notice given by personal delivery, fax, E-mail, or telephone shall occur at least 96 hours before the time set for the meeting. All such notices shall be given or sent to the members address or telephone number as shown on the records of the Board.
5. Notice of Special Meeting. A special meeting may be called at any time by the Chair of the Mental Health Board or by a majority of the Mental Health Board members. Notice of special meetings shall be given by delivering written notice to each member of the Mental Health Board and to each local newspaper of general circulation and radio or television station that has requested notice in writing. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the Board. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the Board a written waiver of notice. The waiver may be given by telegram. The written notice may also be dispensed with as to any member who is present at the meeting at the time it convenes. The notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

ARTICLE VIII - OFFICERS

1. Officers of the Board. The officers of the Board shall consist of a Chair and Vice-Chair.
2. Election of Officers. The offices of Chair and Vice-Chair shall be elected at the annual meeting of the Board and those elected shall serve for a term of at least one but not more than two consecutive years. It is the non-binding policy of the Board that the Vice-Chair will be the person that will normally be elected to serve as Chair in the year following service as Vice-Chair.

If the Chair's office is vacated prior to the end of the one-year term, the Vice Chair shall assume the Chair's office and a replacement Vice Chair nominated at the next regularly scheduled meeting. The election vote for the new Vice Chair shall be held at the next regularly scheduled meeting following the nomination meeting.

ARTICLE IX - DUTIES OF OFFICERS AND OTHER BOARD POSITIONS

Duties of the Officers of the Board. The duties of the officers of the Mental Health Board shall be as follows:

1. Chair. It shall be the duty of the Chair to prepare the agenda for and preside over all regular and special meetings of the Board; to appoint Committee and Work Group chairs; coordinate existing Committees and Work Groups; serve as an ex-officio member of all Committees and Work Groups; call special meetings of the Board when necessary; and be in regular consultation with the Contra Costa County Director of Mental Health.
2. Chair. Shall serves as spokesperson for the commission in most matters relating to all business of the mental health commission. Like all commissioners, the Chair has an affirmative duty to carry out the responsibilities of the office in the best interests of the mental health commission.
3. Vice-Chair. It shall be the duty of the Vice-Chair to assist the Chair in the execution of his or her office and to act in his or her stead during an absence. In case of resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until the Mental Health Board elects a new Chair.

Upon the expiration of his or her term of office, or in the case of resignation, each Officer shall turn over to his or her successor, without delay, all records books and other materials pertaining to the office.

Duties of Other Board Positions. The duties of other positions shall be as follows:

4. Executive Assistance. The Mental Health Board shall be supported by an Executive Assistance. The Director of Contra Costa County Behavioral Health Division or her/his representative shall designate staff to serve as Executive Assistance to the Board. It shall be the duty of the Executive Assistance to keep a record of all annual, regular and special meetings of the Mental

Health Board. The Executive Assistance shall perform such secretarial duties and responsibilities as defined by mutual agreement of the Chair and the Director of Mental Health.

ARTICLE X - COMMITTEES

1. The following Standing Committee is created:

Section 1

There shall be a five members Executive Committee comprised of the Chairperson, the Vice-Chairperson, the immediate past Chairperson, and two (2) members selected by a majority vote of the Board. If any of the officers are unable to serve or if any member occupies two of the designated positions, then a replacement shall be selected by a majority vote of the Board. The Executive Committee shall meet monthly to prepare an agenda for the General meeting. In addition, the Executive Committee shall prepare the agenda for the annual retreat, and carry out any responsibilities delegated to it by the Board for any activities that do not require approval of the full Board. The Executive Committee is authorized to act on behalf of the full Board to fulfill the Board's responsibilities only when time sensitive matters arise and an urgent response is required, but the entire Board is unable to convene for a special meeting. In those circumstances, the Executive Committee may perform only those actions necessary to deal with that emergent situation until the full Board can be convened. Any actions taken pursuant to this subsection shall be placed on the agenda for the next subsequent General meeting for review by the Board and are subject to the ratification or invalidation by a vote of the full Board.

Section 2

There shall be a Budget Committee, composed of not less than three (3) members of the Board and one of those members shall serve as chair of the committee. The purpose of the Budget Committee is to advise the Mental Health Board on budget concerns and to provide recommendations for consideration by the Mental Health Board. This committee shall comply with the Brown Act regarding notification of meetings.

Section 3

There shall be such other standing and special committees as the Chairperson shall appoint with the approval of the Board.

- a. Establishing and overseeing of Ad Hoc Committees and Work Groups; coordinating selection and implementation of site visits; approving Mental Health Board agendas; drafting policies and procedures for Mental Health Board approval; and selecting Work Group and Committee chairs on the recommendation of the Mental Health Board Chair.
- b. Selection of Members-at-Large. Any member of the Mental Health Board, other than the Chair, Vice-Chair and past Chair, can potentially be a Member-at-Large. In July of each year, the Chair, Vice-Chair and past Chair, will make recommendations for three Members-at-Large to be approved by vote of the Mental Health Board.

Health Board each August. Prior to the vote on these recommendations, the floor will be open to Board members for additional nominations. Members-at-Large will attend and

participate in Executive Committee meetings. Members-at-Large will have voting rights during Executive Committee meetings.

2. Standing Committees may be established or eliminated by the Mental Health Board and/or the Chair persons. Standing Committees have ongoing responsibilities concerning a particular subject matter that is not time limited. Committees and Work Groups will conduct meetings in accordance with the Brown Act (Government Code Section 54950 et seq.) to the extent applicable.

Parliamentarian

A parliamentarian may be appointed by the Chairperson. The parliamentarian's duties include, but are not limited to, maintain a record of meetings, keep records of members'

ARTICLE XI - ATTENDANCE & VACANCIES ON THE BOARD

1. All Mental Health Board members are required to contact the Mental Health Board Chair or Executive Assistance prior to a meeting if they are unable to attend. Failure to do so will result in an unexcused absence.
2. A Board member may be deemed by the Executive Committee to have ceased to discharge the duties of a Mental Health Board member based on attendance and/or performance of other assigned duties. If after review, the Executive Committee determines the member should be removed, a recommendation will be made to the full Mental Health Board.

Upon two thirds vote the Mental Health Board may recommend the removal of the member to the Board of Supervisors.

2. If a vacancy occurs due to the occurrence of any of the events described in section 1770 of the California Government Code, the Executive Assistance shall advise the Chair and the Executive Committee will commence the recruitment for a replacement to submit to the District Board of Supervisor for approval.

ARTICLE XII - RESIGNATIONS AND LEAVES OF ABSENCE

1. Any member may resign effective upon giving written notice to the County Mental Health Board with a copy to the Chair, the Vice Chair or the Executive Assistance of the Mental Health Board. A notice which specifies a later time shall be effective upon the date of the resignation set forth in said notice. The Chair will now send a letter to the appropriate Board of Supervisor.
2. A Board member, who does not wish to resign and who needs leave from board commitments, may request a leave of absence for personal reasons. The request must be submitted in writing to the Chair of the Mental Health Board, with a copy of letter being forwarded to the appropriate Board of Supervisor. The Executive Committee may approve his or her request for a period of time not to exceed 2 months. A member on leave may request an extension in writing

to the Chair and such extension is subject to the approval of the Executive Committee. The request for extension will be reviewed by the Executive Committee as to the reasonableness of the extension and the overall impact on the Board in carrying out its responsibilities.

ARTICLE XIII - MEETINGS, QUORUMS, AND RULES OF ORDER

1. The Mental Health Board shall meet monthly or as scheduled on the Board's approved annual calendar of meetings. A quorum shall consist of one person more than one-half of the appointed members. Members who are on an approved leave of absence will not count toward establishing a quorum.
2. Meetings of the Mental Health Board shall be governed by The Standard Code of Parliamentary Procedure (Sturgis 4th Edition) as modified to allow open participation of the Chair and to comply with the Brown Act.

ARTICLE XIV - AMENDMENTS TO BYLAWS

These bylaws may be amended at any meeting of the Mental Health Board by a two-thirds vote of the membership of said Board when reasonable advance notice has been given as described below.

The Mental Health Board shall use the following procedure when amending the Bylaws.

- a. Proposals for change shall be noticed on the Mental Health Board agenda and a written copy sent to all Contra Costa County Mental Health Board members a minimum of five days prior to the meeting date on which proponents wish consideration and a vote on the change.
- b. The Mental Health Board must approve the change by a two-thirds majority of those members in attendance at a regular or special meeting at which a quorum is present.
- c. The change, as approved, is to be signed and dated by the Mental Health Board Chair.
- d. The changed and revised copy of the Bylaws is then forwarded to the Contra Costa County Board of Supervisors for their review and approval/disapproval and signature by the Board of Supervisors Chair or designated representative.
- e. A copy of approved changed Bylaws is to be provided to each Contra Costa County Mental Health Board member at the next regularly scheduled meeting.
- f. An original copy, signed by the Mental Health Board Chair and the Board of Supervisors, of the approved changed Bylaws is to be filed with the Mental Health Board Executive Assistance. Additionally, an appropriate historical log of all Bylaw changes and the date of the change are to be maintained by the Mental Health Board Executive Assistance. The historical log is to be distributed to all Mental Health Board members whenever "Proposals for Changes" are distributed.
- g. All members will be provided with a set of the current Mental Health Board Bylaws and Policies and Procedures.

ARTICLE XV - POLICIES AND PROCEDURES

The Mental Health Board may establish Policies and Procedures on matters not covered by these Bylaws.

Contra Costa County Mental Health Commission:

By: _____

Duane C. Chapman, Chair

Date of Mental Health Board Approval: _____

Contra Costa County Board of Supervisor:

By: _____

Federal Glover, Board Chair

Date of Contra Costa County Board of Supervisor Approval: _____