



CONTRA COSTA  
MENTAL HEALTH  
COMMISSION

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cchealth.org/mentalhealth/mhc

**Mental Health Commission  
Executive Committee**

Tuesday, August 24, 2021 from 3:30 – 5:00 pm

**Via: Zoom Teleconference:**

**<https://cchealth.zoom.us/j/6094136195>**

**Meeting number: 609 413 6195**

**Join by phone:**

**1 646 518 9805 US**

**Access code: 609 413 6195**

**AGENDA**

- I. Call to Order/Introductions**
- II. Public comments**
- III. Commissioner comments**
- IV. Chair announcements**
- V. APPROVE minutes from the July 27, 2021 Executive Committee meeting**
- VI. DISCUSS MHC Retreat and proposed attendee preparation, including Zoom format, theme, activities, technical and facilitation support**
- VII. UPDATE on Site Visit assignments, schedule of Site Visits, training in September, and Zoom format**
- VIII. UPDATE on Orientation starting in November**
- IX. UPDATE on new Commissioners and open seats**
- X. DISCUSS requesting information and meeting attendance from BHS staff**

**(Agenda Continued on Page Two)**



The Contra Costa County Mental Health Commission is appointed by the Board of Supervisors to advise them on all matters related to the county's mental health system, in accordance with mandates set forth in the California State Welfare & Institutions Code, Sections 5604 (a)(1)-5605.5. Any comments or recommendations made by the Mental Health Commission or its individual members do not represent the official position of the county or any of its officers. The Commission is pleased to make special accommodations, if needed, please call ahead at (925) 313-9553 to arrange.

- XI. UPDATE on motions status**
- XII. REVIEW elections process**
- XIII. DISCUSS open Commission seats and notification to Supervisors.**
- XIV. DETERMINE June 2021 Mental Health Commission meeting agenda**
  - “Get to know your Commissioner” (Commissioner **TBD** and Commissioner **TBD**)
  - ANNOUNCE 2022 Elections and REVIEW timing of elections process
  - DISCUSS MHC Retreat and proposed attendee preparation, including Zoom format, theme, activities, technical and facilitation support
  - UPDATE on Site Visit assignments, schedule of Site Visits, training in September, and Zoom format
  - UPDATE on Orientation
  - UPDATE on new Commissioners and open seats
  - UPDATE on BHS contract process and content
  - Behavioral Health Services Director's Report
- XV. Adjourn**

**ATTACHMENTS:**

- A. MHC Bylaws – Article VI – Election process (Pg 5-6)**

CONTRA COSTA COUNTY  
MENTAL HEALTH COMMISSION

# BYLAWS

Approved and Adopted:  
November 20, 1997

Last Amended and Approved by the Board of Supervisors:  
April 17, 2018

# Contra Costa County Mental Health Commission Bylaws

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**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 agendaized and non-agendaized 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.

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**ARTICLE VI**

**NOMINATION, ELECTION AND REMOVAL OF OFFICERS**

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**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 1.

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.

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## **ARTICLE VII DUTIES OF OFFICERS**

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## **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.