

# Sonoma County Mental Health Board

## BYLAWS

Revised November, 2023

### **ARTICLE I: NAME**

The name of this organization shall be "County of Sonoma Mental Health Board (the "Board" and/or "MHB").

### **ARTICLE II: POWERS AND DUTIES**

**SECTION 1.** General. The Board is established and will function in accordance with statutory law as provided for in Division 5, Chapter 2, of the California Welfare and Institutions Code (the "Code") including any amendments thereto and in accordance with the Policy and Guidelines for Advisory Boards of the Board of Supervisors of the County of Sonoma (the "Policy").

**SECTION 2.** Mission Statement. The Board shall act as a community focal point for mental health issues and shall develop a community network to promote:

- a. Coalition building that will create a unified voice to impact public policy and awareness;
- b. A wider understanding and knowledge of mental health issues;
- c. The integrity of mental health services;
- d. Involvement of clients and families in mental health planning.

**SECTION 3.** Specific Powers and Duties. The Board shall:

- a. Review and evaluate the community's mental health needs, services, facilities and special problems;
- b. Review any County agreements entered into pursuant to Section 5650 of the Code or any subsequent amendments;
- c. Advise the Sonoma County Board of Supervisors and the local mental health director as to any aspect of the local mental health program;
- d. Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process;
- e. Submit an annual report to the Sonoma County Board of Supervisors on the needs and performance of the County's mental health system;

- f. Review and make recommendations on applicants for the appointment of a local director of mental health services. The Board shall be included in the selection process prior to the vote of the Sonoma County Board of Supervisors;
- g. Review and comment on the County's performance outcome data and communicate its findings to the State Mental Health Planning Council;
- h. Review and assess the impact of the realignment of services from the State to the County, on services delivered to clients, and on the local community;
- i. Any additional duties or authority the Sonoma County Board of Supervisors may transfer to the Board.

**ARTICLE III: MEMBERS AND MEMBERSHIP**

**SECTION 1.** Board Composition. There shall be sixteen (16) members on the Board. Each member of the Sonoma County Board of Supervisors shall appoint three (3) members. One of the Supervisors shall also serve on the Board.

At least eight members shall be consumers or the parents, spouse, sibling or adult children of consumers who are receiving or have received behavioral health services. At least three members shall be consumers and at least three shall be family members.

With the exception of consumers, no member shall be an employee of a county mental health service, the State Department of Health Care Services, or an employee or paid member of the governing board of a mental health contract agency. Consumers who work for the above-named agencies may be appointed to the board if they hold a position in which they do not have any interest, influence of authority over any financial or contractual matter concerning the employer.

**SECTION 2.** Terms of Appointment. The term of each member of the Board shall be for three years or the duration of an unexpired term of a member being replaced. Terms shall be staggered so that approximately one-third of the appointments expire in each year. The term shall end on December 31<sup>st</sup> of the end of the third year.

**SECTION 3.** Appointment Procedures and Vacancies.

- a. The Chairperson shall advise the appointing Supervisor if a member resigns or declares intent to cease participating in Board activities or otherwise becomes a non-participating member.
- b. Prior to appointment by the Board of Supervisors, candidates for Board membership are urged to meet with the MHB Executive Committee which shall assess the candidate's interest and demonstrated commitment to mental health advocacy, educate the candidate about responsibilities and duties of Board members, and encourage the candidate to attend a meeting of the Board. The Executive Committee shall then advise the Board of Supervisors concerning the appointment.

The Executive Committee shall be responsible for working with the Board of Supervisors to ensure that the composition of the MHB is in compliance with California State law and represents the demographics of the County as a whole, to the extent feasible.

**SECTION 4.** It shall be the duty of MHB members to:

- a. Perform any and all duties imposed on them collectively or individually by law, these Bylaws, or by the Sonoma County Board of Supervisors;
- b. Meet at such times and places as required by law and these Bylaws; Required minimum attendance of (6) of the (10) meetings per Fiscal Year. Per Assembly Bill 2449 following Governor Newsom's announcement that the COVID-19 State of Emergency was ending 2/28/23, these meetings must be attended in person unless situation meets exceptions as detailed in Assembly Bill 2449.
- c. Maintain a correct address and email address on record with the Secretary of the Board. Meeting notices mailed to that address shall be considered valid notices.
- d. Complete the required AB 1234 Ethics Training within 90 days of membership date.

#### **ARTICLE IV: OFFICERS**

**SECTION 1.** Officers and Duties. The Officers of the Board shall be a Chairperson, a Vice-Chairperson, and a representative to the CA Association of Behavioral Health Boards and Commissions. These officers shall perform the duties prescribed by Division 5, Chapter 2, of the California Welfare and Institutions Code including any amendments thereto; by the Policy and Guidelines for Advisory Bodies of the Board of Supervisors of the County of Sonoma; by these Bylaws; and by the parliamentary authority adopted by the Board.

**SECTION 2.** Nominating Committee. The Nominating Committee shall function as a temporary committee. The Executive Committee of the Board shall appoint no less than three (3) Board members (excluding members of the Executive Committee) to the Nominating Committee not later than the April meeting each year. It shall be the duty of this committee to select a Slate of Officers (Chairperson, Vice-Chairperson, Secretary, Treasurer and Representative to State and Local Mental Health Boards), obtain the verbal consent to serve of those nominated, and report their results at the regular meeting in May.

**SECTION 3.** Election of Officers. The Officers of the Board shall be elected each year at the regular June meeting. The Chairperson of the Nominating Committee shall assume the full Board Chair for the purpose of conducting the election. The Nominating Committee will nominate a Slate of Officers. Additional nominations from the floor shall be permitted. Election shall be held in an open meeting. If there is no quorum when the election is to happen, the election shall be delayed to the following month's meeting.

**SECTION 4.** Terms of Office. Terms of office shall be for one year and shall begin at the close of the June meeting. No member may hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. At the discretion of a majority of the Board, any officer may be extended to a third term. Members shall again be eligible for such office after a period of one year.

**SECTION 5.** Removal of Officers. Any officer may be removed from office and relieved of duties by a two-thirds majority vote of the Board membership at any regular or special meeting.

**SECTION 6.** Special Elections. If an officer resigns or is removed from office, the position shall be filled by a special election within thirty days of such vacancy occurring. Such election shall be conducted at a regular or special Board meeting with nominations being made from the floor. The term of office shall be the remainder of the term of the officer being removed.

## **ARTICLE V: MEETINGS**

**SECTION 1.** Open Meetings. All meetings of the Board shall be conducted in accordance with Section 54950 of the Government Code of the State of California (the Brown Act). Public notice of all meetings shall be as provided by law.

**SECTION 2.** Regular Meetings. The regular meeting of the Board shall be held once a month unless otherwise ordered by the Board. If the regular meeting date falls on or near a legal holiday, that meeting may be held on a date selected at a regular meeting preceding the holiday.

**SECTION 3.** Special Meetings. Special meetings of the Board may be called at any time by the Chairperson or by a majority of the members of the Board. The notice of any special meeting shall be provided to all members of the Board and the public, and shall specify the time, place and business to be transacted and no other business shall be considered.

**SECTION 4.** Quorum. A quorum consists of one-half of the currently appointed Board members plus one.

**SECTION 5.** Decisions and Actions of the Board. All actions and decisions of the Board shall be by a majority vote of a quorum except for removal of elected officers which shall be in conformance with ARTICLE IV, Section 5, hereof, and amendments to these Bylaws which shall be in accordance with ARTICLE IX, hereof.

**SECTION 6.** Public Comment. A section of each regular meeting will be reserved for public comment. Any member of the audience may address the Board during this time on subject matter appropriate for the Board's activities. Any member of the audience may also address the Board on a specific agenda item. The Chairperson may limit the amount of time a person may use in addressing the Board.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

**SECTION 1.** Members of the Executive Committee. The Executive Committee shall consist of the current officers of the Board. The immediate past Board Chairperson shall be an ex-officio member so long as that person remains an appointed MHB member.

**SECTION 2.** Duties. The Executive Committee shall have general supervision of the affairs of the Board between meetings, shall make recommendations to the Board, shall set the agenda for each Board meeting and shall perform other duties assigned by the Board or the Chairperson of the Board. The MHB Chairperson may request the Board to authorize the Executive Committee to act in its place, when occasion demands. The Executive Committee shall be subject to the orders of the Board and none of its acts shall conflict with action taken by the Board.

**SECTION 3.** Meetings. The Executive Committee shall meet a minimum of once each month. A simple majority (3) shall be required to cancel or call for Special Executive Committee meetings.

## **ARTICLE VII: COMMITTEES, LIAISONS AND ADVOCATES**

The MHB Chairperson may create standing committees, temporary committees and/or task forces, and appoint liaisons and advocates to perform the duties of the Board. Under the direction of the MHB Chairperson, in consultation with the head of the Sonoma County Department of Health Services, Mental Health Division (the "Department"), committee members, liaisons and advocates may consult with Department staff, who may act in an advisory capacity to the MHB when called upon to do so.

## **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

All regular meetings of the Board shall be conducted according to Robert's Rules of Order modified to allow open participation of the Chairperson.

## **ARTICLE IX: AMENDMENTS OF THE BYLAWS**

These Bylaws may be amended at any regular meeting of the Board by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting. Such changes as may be approved by the Board must be submitted to the County Board of Supervisors for their concurrence before they can become effective.