

SOLANO COUNTY  
MENTAL HEALTH ADVISORY BOARD

BY-LAWS

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ARTICLE I

**NAME**

**NAME**

**Section I. Name**

The name of this organization shall be the Solano County Mental Health Advisory Board, hereinafter referred to as the Mental Health Advisory Board.

ARTICLE II

**PURPOSE**

**Section I. Purpose**

The State of California mandates ~~each every~~ County have a Mental Health Board ~~providing to advise the Mental Health Director and the Board of Supervisors regarding mental health issues, needs and policy.~~

~~The purpose of the Mental Health Advisory Board is to provide oversight and monitoring of the county mental health system, and to advise the Mental Health Director and the Board of Supervisors regarding mental health issues, needs, and policy. advocate for persons with serious mental illness, and to provide advice to the Solano County Board of Supervisors and the Mental Health Director.~~

**Section II. Authority**

The Mental Health Advisory Board shall function according to the provisions of the Bronzan - McCorquodale Act, the Welfare and Institutions Code, Section 5604 et al., Solano County Board of Supervisors Resolutions<sup>[CPS1]</sup>, and the Brown Act.

**Section III. Duties and Responsibilities**

~~(A) The authority mandated duties and responsibilities for the Mental Health Advisory Board are:~~<sup>[CPS2]</sup>

~~(B)~~ Review, ~~and~~ evaluate, and make recommendations regarding the community's mental health needs, services, facilities, and special problems;

~~(C)~~

~~(D)~~

~~(E)~~(A) **DRAFT**

~~(F)~~(B) Review any county performance contracts entered into pursuant to the Welfare and Institutions Code, Section 5650 for the quality and cost effectiveness of services;

~~(G)~~(C) Advise the County Board of Supervisors and the Mental Health Director concerning any aspect of the local mental health program;

~~(H)~~(D) Review and approve the procedures used to ensure citizen and professional involvement in all stages of the County's mental health planning process;

~~(I)~~(E) Develop and submit an annual report to the County Board of Supervisors on the needs and performance of the county's mental health system, to include: unmet needs, gaps in service, quality of services, and consumer satisfaction or other areas of active focus representing the concerns of the Local Mental Health Board and/or its activities;

~~(J)~~(F) Review and make recommendations on applicants for the appointment of ~~a the local director of mental health services~~ Mental Health Director [CPS3];

~~(K)~~(G) Review and comment on the ~~Solano County's Mental-mental hHealth sServices~~ performance outcome data ~~to be sent and send the data~~ to the California Mental Health Planning Council;

~~(L)~~ ~~Pe~~ Perform additional duties, which may be delegated by the Board of Supervisors to the ~~\_~~ Mental Health Advisory Board.-

~~(M)~~(H) **Other Duties and Responsibilities for the Mental Health Advisory Board are:**

~~Set annual goals and objectives for the Mental Health Advisory Board to achieve during each fiscal year, October 1 through September 30.~~

~~Create Ad Hoc Committees to begin and complete specific tasks, activities, or events.~~

~~Assign a Board member to liaise with other local/county/state board, commissions, and agencies as required or requested.~~

~~Receive annual reports from the Standing Committees to be included in the annual report generated by the Mental Health Advisory Board to be submitted to the Solano County Board of Supervisors.~~

~~Assess training needs for Board members and identify training courses available for the current year. Keep a record of the training events and Board member attendance.~~

~~[CPS4] Identify and recruit individuals from the community who show an interest in the work of and working with Committees of the Mental Health Advisory Board.~~

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~~Review the Annual Update to the Three Year Program and Expenditure Plan. Offer comments, corrections, and recommended omissions to the document to the Mental Health [SH6] Director for inclusion in the Annual Update Report submitted to the Solano County Board of Supervisors.~~

~~Receive and review the Board of Supervisor approved Annual Mental Health Budget.~~ [CPS7]

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~~Review the annual Mental Health Services Department budget.~~

**ARTICLE III  
MEMBERSHIP**

**Section I. Qualifications**

The Mental Health Advisory Board shall ~~be comprised of~~ between five and sixteen (16) members [CPS8] appointed by the Solano County Board of Supervisors, ~~one of which shall be a member of the Board of Supervisors.~~ The Board of Supervisors shall make appointments to meet the following criteria:

- (A) Mental Health Advisory Board membership shall reflect Solano County's demographic and ethnic diversity as specified in Welfare and Institution Code Section 5604.5(b) ~~of the Welfare and Institution Code~~ which states that the Mental Health Advisory Board By-laws shall, ~~to the extent feasible,~~ “Ensure that the composition of the Local Mental Health Board represents the demographics of the county as a whole,” and the Welfare and Institutions Code Section 5604-(a) which states ~~s that:~~ “The Board membership should reflect the ethnic diversity of the client population in the county.”

(B) Fifty percent (50%) of the membership (~~eight members~~) shall consist of direct consumers, ~~and or~~ or family members of direct consumers. A “~~d~~Direct ~~c~~Consumer” is defined as persons who have received a psychiatric diagnosis and have received or isare receiving mental health services. An ‘fFamily member’ is defined as parent, spouse, sibling, or adult child person or persons who are immediate family members of a direct consumer. ~~At least twenty percent of the total membership shall be direct consumers, and at least twenty percent shall be family members of direct consumers.~~ At least twenty percent of the total membership shall be direct consumers, and at least twenty percent shall be family members of direct consumers.

(C) ~~To the extent feasible, Mental Health Advisory Board appointments shall equally represent each of Solano County's five Supervisorial Districts as community representatives. Mental Health Advisory Board appointments shall taking into consideration cultural diversity reflect a commitment to appointing LMHB Mental Health Advisory Board applicants proportional to the county's largest ethnic populations. Outreach shall occur annually by the Mental Health Plan to improve interest in Mental Health Advisory Board participation. requirements, and to the extent feasible two (2) community representatives at large within the County. Absent relevant cultural ethnic diversity of a candidate at the time of consideration, such a candidate may still be appointed on the basis of being direct consumer a direct consumer consumer or - family member of a direct consumer of mental health services.~~

(C) ~~, or have experience and knowledge of the mental health system and to ensure the Mental Health Advisory Board has a balance of health professionals and public interest members~~ members [CPS9]

(D) ~~Not more than two (2) non-paid members of the governing body of a private or public Bronzan-McCorquodale contract agency may be appointed to the Mental Health Advisory Board.~~

(E) ~~One (1) member of the Mental Health Advisory Board shall be the Chairperson of the Solano County Board of Supervisors or a member of the Board of Supervisors designated by the Chairperson. Sshall be either a current Board of Supervisors member, or her/his designated representative~~ or her/his designated representative [CPS11] ~~aide. The Supervisor member or designated representativenee~~ shall have voting rights on the Mental Health Advisory Board. [CPS12]

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(G)(D) ~~(DF)~~ No member of the Mental Health Advisory Board, or his or her spouse, shall be an 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, or a Bronzan-McCorquodale contract agency receiving funds from the County of Solano in exchange for services. Each Mental Health Advisory Board member shall file an annual statement (Form 700) disclosing his or her interest and that of his or her spouse in investments, real property, and income designated as reportable under the category to which the member's position is assigned. Members of the Health Advisory Board shall abstain from voting on any issue in which the member as a financial interest as defined in Government Code Section 87103.

## **Section II. Term of Appointment**

The normal appointment term of each member of the Mental Health Advisory Board shall be for a period of three (3) years from the first day of the month of appointment. In the event there is an entire new Mental Health Advisory Board appointed, five (5) members shall be appointed ~~for in the first one~~ (1st) year, five (5) ~~in the second for two~~ (2nd) years, and five (5) ~~in the third~~ (3rd) ~~for three~~ years. If prior to the expiration of their term, a member ceases to retain the status which qualified them for appointment to the Mental Health Advisory Board, his/her membership on the Board shall terminate.

~~Three (3) months prior to their term expiration date, the Board member shall request a reappointment recommendation from the Board by vote. The Chair will notify the Board of Supervisors requesting a calendar date for reappointment of that Board member.~~ [CPS13]

## **Section III. Attendance**

Any member of the Mental Health Advisory Board who is absent three (3) consecutive regularly scheduled Mental Health Advisory Board meetings will be dismissed by Mental Health Advisory Board action, barring extenuating health or other personal circumstances [CPS14] as determined by the Mental Health Advisory Board member who is a member of the Board of Supervisors.

## **Section IV. Resignation**

A member unable to continue service shall submit a resignation to the Chair of the Mental Health Board and will be dismissed by Mental Health Advisory Board action. [CPS15] If a member moves out of the county, resignation shall be automatic.

## **Section III. Vacancies**

**(A) Existing Members of the Mental Health Advisory Board:** Three (3) months prior to the term expiration date of an existing Mental Health Advisory Board member, s/he shall request a reappointment recommendation from the Mental Health Advisory Board by majority vote. [CPS16] Should the Mental Health Advisory Board recommend reappointment, the Chair of the Mental Health Advisory Board will notify the Board of Supervisors requesting a calendar date for reappointment of that Mental Health Advisory Board existing member. [CPS17].

**(B) New Applicants to the Mental Health Board:** New applicants will complete the appropriate application form, and submit the form to the Membership Committee of the Mental Health Advisory Board. The Membership Committee of the Mental Health Advisory Board shall consist of select members of the Mental Health Services Department and the Mental Health Advisory Board. The Membership Committee shall review the application form and determine if the applicant meets the required criteria in Article III, Section I. Should the applicant meet the criteria in Article III, Section I, the applicant will be invited to an interview with a Membership Committee member, the Mental Health Director, and a Mental Health Advisory Board member. At that interview, prospective members will be asked a series of questions regarding the basis for interest of the prospective member, qualifications as defined herein, understanding

and commitment to attendance. Assuming satisfactory responses to these questions, -  
The [CPS18] applicant is presented to the Mental Health Advisory Board for acceptance.  
If the applicant is accepted [CPS19] by the Mental Health Advisory Board, the applicant  
will be forwarded to the Supervisor of the Solano County Board of Supervisors in  
whose district the applicant resides for appointment to the Mental Health Advisory  
Board. No member shall serve more than three consecutive appointments, or nine  
years total in a row.

The timeframe for an application and applicant to be reviewed, interviewed,  
accepted by the Mental Health Advisory Board and referred to the Board of  
Supervisors for appointment to the Mental Health Advisory Board should not exceed  
three (3) months from time of application submission to appointment.

(C) A vacancy on the~~Nothing herein shall limit the authority of the Board of~~  
Supervisors to appoint any person meeting the criteria established in Article III,  
Section I to the Mental Health Advisory Board, Mental Health Advisory Board  
shall be filled by appointment from the Solano County Board of Supervisors, with or  
without irrespective of any recommendations from the Mental Health Advisory Board.

~~Appointments to vacant positions shall be based on membership criteria as defined herein in~~  
~~Article III. Except for a unilateral appointment by a member of the Board of Supervisors, the~~  
~~procedure outlined below in section III.'B' shall be followed.~~

~~Applicants to the Mental Health Board will complete the appropriate application form, and submit~~  
~~the form to the Membership Committee of the Mental Health Advisory Board. The application~~  
~~form will be reviewed by select members of the Mental Health Services Department and the~~  
~~Mental Health Advisory Board. If the applicant meets the required criteria, the applicant will be~~  
~~invited to an interview with a Membership Committee member, the Mental Health Director, and a~~  
~~Board member. The applicant is presented to the Board for acceptance. If the applicant is accepted~~  
~~by the Board, the applicant will be forwarded to the Supervisor of the Solano County Board of~~  
~~Supervisors in whose district the applicant resides, for approval and potential appointment to the~~  
~~Mental Health Advisory Board.~~

~~Mental Health Advisory oard~~~~The timeframe for an application and applicant to be reviewed,~~  
~~interviewed, and referred to the Board of Supervisors for appointment to the Mental Health~~  
~~Advisory Board should shall not exceed three (3) months from time of application submission to~~  
~~appointment, barring extenuating circumstances.~~

#### **Section IV. Compensation and Reimbursements**

The members of the Mental Health Advisory Board shall serve without compensation. A member ~~may~~shall be reimbursed for authorized expenses incurred in connection with their duties

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as a member of the Mental Health Advisory Board, as authorized and pre-approved by the Mental Health Director or designee, Solano County Board of Supervisors.

### **Section V. — Attendance**

~~Any member of the Mental Health Advisory Board who is absent without excuse from four (4) - three (3) consecutive non-consecutive regularly scheduled Board meetings during a twelve (12) - month period will be dismissed by Board action from the Mental Health Advisory Board, barring extenuating health or other personal circumstances, by Board action.~~

~~evaluated by the Executive Committee [SH20].~~

~~During the evaluation process, the Chair of the Mental Health Advisory Board shall contact in writing the delinquent Board member to determine their intent to continue serving on the Board. After evaluating the member's overall participation in Board activities, the Executive Committee will make a recommendation to the Board to excuse absences or terminate the member, and the Mental Health Advisory Board will vote to restore or terminate the member. If the member is terminated, the Board of Supervisors shall receive prompt notification of the vacancy.~~

~~(A.) The Chair of the Mental Health Advisory Board shall write a letter of reinstatement or termination, co-signed by a second member of the Executive Committee, to be sent to the Board member within ten (10) days of the vote to reinstate or terminate the member.~~

~~(B) If a member is terminated from Board membership, the member may petition the Executive Committee for reinstatement within thirty (30) days of the termination notice date. The petition must be a written request indicating a commitment to resume full participation upon return to the Board. Executive Committee consideration of reinstatement will be based upon the petition terms. If the Executive Committee accepts the petition for reinstatement of the Board member, the action of reinstatement will require the Mental Health Advisory Board approval by vote.~~

## ARTICLE IV

### MEETINGS

#### **Section I. Mental Health Advisory — Board Meetings**

The Mental Health Advisory Board shall meet the third Tuesday of each month at 4:30 PM at a convenient location which shall be noted in the posted agenda. Regular meetings, special meetings or changes in date, time, or meeting location may be called by the Mental Health Advisory Board Chair, the majority of the Board members, or at the request of the Mental Health Director. The Mental Health Advisory Board shall meet at a minimum of ten (10) times a year. Meetings shall be open to the public except for the Executive Committee Session as provided by law. [CPS21] Notice of the meeting time, location, and agenda shall be published seventy-two (72) hours in advance of the meeting in accordance with the Brown Act.

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Meeting recesses ~~should be~~ voted on by the Mental Health Advisory Board during the first 90 days of the ~~at the beginning of the Solano County county~~ fiscal year, which begins July 1st.

~~which begins October 1 and ends September 30.~~

### **Section II. Committee Meetings**

Committees may be established for specific tasks and/or specific areas of interest, and shall meet as scheduled or needed, and shall notice the Mental Health Advisory Board and the public of all meeting times, locations and agendas in accordance with the Brown Act.

### **Section III. Quorum**

A quorum shall consist of ~~fifty one percent (51%) of the existing membership of the one person more than one-half of the appointed~~ Mental Health Advisory Board ~~membership in attendance at a scheduled meeting~~ for the purpose of conducting Mental Health Advisory Board business. A quorum is required for all business of the ~~motions Local Mental Advisory Health Board, other than a motion to adjourn when a quorum is no present,~~ except adjournment in the absence of a ~~q~~ Quorum.

## **ARTICLE V**

### **OFFICERS**

#### **Section I. Elected Officers**

The officers of the Mental Health Advisory Board shall ~~consist of the~~ be Chair and Vice Chair. Any Mental Health Advisory ~~appointed~~ Board members may serve in these se elected offices.

#### **Section II. Officer Elections**

- (A) In September of each year, the Chair shall appoint an a ~~Ad~~ h ~~H~~oc Nominating Committee of three (3) Mental Health Advisory Board members for the purpose of identifying a slate of candidates for the following year, to secure the verbal consent of the candidates selected to serve, and report the names of these candidates to the Mental Health Advisory Board at the January meeting. The Chair shall accept further nominations from the floor. The election of officers shall occur at the regularly scheduled Mental Health Advisory Board meeting in January by a majority vote of the Mental Health Advisory Board members. Elected officers shall assume their responsibility immediately following the election.

~~(B)~~ In the event that Board membership drops to ten (10) or less members, the above election procedure may be interrupted and replaced with the following procedure:

(B)

~~During the County fiscal year~~Between September and January, the Executive Committee will identify a slate of candidates, ~~then~~ secure verbal consent of the candidates elected ~~to~~ serve, and present the names to the Mental Health Advisory Board at a regularly scheduled meeting in January. The Chair ~~may~~shall also accept nominations from the floor. The election of officers shall occur at the regularly scheduled meeting ~~this meeting in January~~ by a ~~a~~

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majority vote of the Mental Health Advisory Board members. Elected officers shall assume their responsibility immediately following the election.

### **Section III. Term of Office**

Each officer is elected and shall serve in the position for one (1) year. No officer shall serve for more than two (2) consecutive elected terms in the same office. The Chair and Vice Chair shall serve staggered terms within consecutive calendar years to ensure continuity of leadership.

#### ~~Section IV. Officer Vacancies~~

~~Any officer vacancy shall be filled by Board election at the first regular monthly meeting following the occurrence of the vacancy.~~

#### Section IV. Officer Attendance

Any officer of the Mental Health Advisory Board who is absent two (2) consecutive regularly scheduled Mental Health Advisory Board meetings without notice, shall be dismissed as an officer, barring extenuating health or other personal circumstances [CPS22] as determined by the member of the Mental Health Advisory Board who is on the Board of Supervisors.

#### ~~Section V. Officer Removal~~ Section Removed from By laws

#### **Section V. Officer ~~Removal~~ Resignation**

~~An officer unable to continue service shall submit a resignation to the Mental Health Advisory Board. Any officer may be removed with cause. Decisions of this nature will be made at regularly scheduled Board meetings with full Board participation. Depending on the nature of the cause, the officer may be asked to not attend, or a special meeting of the Board may be called [SH23]. The following circumstances shall constitute grounds for changing Officers:~~

~~1. The Officer requests not to serve as an officer any longer, prior to the end of their elected term and shall be dismissed as an officer. f. m.~~

~~2. Failure to attend 2 consecutive regularly scheduled board meetings without notice or reasonable medical or personal justification [CPS24], and~~ **Section VI. Officer Removal**

An officer

~~3. shall be removed for- r~~ Repeated failure to perform the functions of ~~the~~ officer as determined unanimously by the Mental Health Advisory Board as a whole; -or where unanimity among the Mental Health Advisory Board member does no't exist, as determined by the appointed- ~~representative of member of the Mental Health Advisory Board who is on the Board of Supervisors in consultation with the Mental Health Director.~~

### **Section VII. Officer Vacancies**

Any officer vacancy shall be filled by Mental Health Advisory Board election at the first regular monthly meeting following the occurrence of the vacancy.

### **Section VIII.- Officer Duties and Responsibilities**

The Chair shall preside at all regular and special meetings of the Mental Health Advisory Board. The Chair shall act as the official representative of the Mental Health Advisory Board in its communications with other organizations and agencies. In the absence or unavailability of the Chair, the Vice ~~-~~Chair or other Mental Health Advisory Board designee shall assume the duties and responsibilities of that position.

### **Section VII. Other Officers**

The Mental Health Advisory Board may elect such other officers as itthey deems necessary to perform necessary duties as determined by the Mental Health Advisory Board ~~or the Mental Health Director~~. These elections shall occur at regularly[SH25] scheduled Mental Health Board meetings and require a majority vote by the Mental Health Advisory Board.

### **Section VIII. Rules of Order**

The meetings of the Mental Health Advisory Board shall be conducted in compliance with the Brown Act and conducted in accordance -with governed by the authority of Robert's Rules of Order.

## **ARTICLE VI**

### **COMMITTEES**

#### **Section I. Executive Committee**

There shall be a standing Executive Committee comprised of the Chair, Vice Chair, ~~-~~ and the Chair ~~-~~

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of each ~~“Other Standing Committee.”~~ The Executive Committee carry out any responsibilities delegated to it by the Mental Health Advisory Board and act in emergencies in any way it deems necessary when there is no time for the entire Mental Health Advisory Board to act, subject to the Brown Act. ~~The Board shall have the authority to delegate additional duties [CPS26] and assign responsibilities to the Executive Committee.~~

## **Section II. Other Committees**

The Mental Health Advisory Board Chair, with the approval of the Mental Health Advisory Board, may appoint ~~“other standing and special ad hoc committees,”~~ such as standing, special, and ad hoc committees, ~~to~~ which Mental Health Advisory Board members may join. ~~Standing, Special and Ad Hoc committees~~ “Other Committees” shall include at least one (1) Mental Health Advisory Board member, ~~but.~~ ~~These other committees~~ may have members other than Mental Health Advisory Board members. “Other committees”, ~~and~~ shall serve as advisory committees to the Mental Health Advisory Board -with all action to be taken directed by the Mental Health Advisory Board. These “other -A committees” shall be comprised of no less than two (2) individuals.

~~(A) Standing Committees are:~~

~~(B) Outreach~~

~~(C) Education~~

~~(D) Membership~~

~~(E) Ad Hoc Committees may be:~~

~~(F) Nominating~~

~~(G) Annual Report~~

~~(H) Adult System of Care~~

~~(I) Adolescent and Children System of Care~~

~~— Cultural Competency~~

~~(J) Others As Determined By the Board~~

~~(K) Section III. — Meetings and Actions of Committees~~

~~(L) Meetings and action of committees shall be governed by, noticed, held and taken in accordance with the provisions of these By laws and in accordance with the Brown Act.~~

~~(M)~~ (A) Section IV. — Standing Committees

-Standing committees consist of the following: Outreach Committee, Education Committee, and Membership Committee.

Standing committees shall develop a document stating their mission statement and their annual goals and objectives. This document ~~document which~~ shall be presented to the Mental Health Advisory Board for review and acceptance. -Standing cCommittees shall also prepare a summary report describing annual goal achievements. This summary report which will be included in the annual written report of the Mental Health Advisory Board's -goal achievements, and presented to the Mental Health Director and the County Board of Supervisors.

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(A)—Standing Committees shall provide written minutes of all meetings which shall be included in the regularly scheduled Mental Health Advisory Board meeting agenda packages.

-Standing Committees shall post meeting dates, locations, and agendas seventy-two (72) hours prior to the meeting date in accordance with the Brown Act.

### (B) Ad Hoc Committees and Special Committees

Ad hoc committees and special committees may include the following: Nominating Committee, Annual Report Committee, Adult System of Care Committee, Adolescent and Children System of Care Committee, Cultural Competency Committee, and others as determined by the Mental Health Advisory Board.

Ad hoc committees and special committees shall focus on a single topic and perform duties as assigned by the Mental Health Advisory Board. These committees shall be time-limited. The Chair of each committee shall be appointed by the Chair of the Mental Health Advisory Board.

Standing Committees shall post meeting dates, locations, and agendas seventy-two (72) hours prior to the meeting date in accordance with the Brown Act.

(B) ————— ARTICLE VI

## AMENDMENTS

### ARTICLE VII

#### AMENDMENTS Section I. Amendment of By-laws

#### Section II. Amendments of Bylaws

The By-laws may be amended and approved at any regularly scheduled meeting of the Mental Health Advisory Board by a two-third vote of the Mental Health Advisory Board membership, subject to review by County Counsel. A copy of the proposed By-law amendments will to be sent by mail to all Mental Health Advisory Board members. Mental Health Advisory Board members must receive proposed changes at least five (5) days prior to the Mental Health Advisory Board meeting at which the vote to amend will be taken.

### **Section III. Procedure Appendices**

Practices and procedures developed and implemented by the Mental Health Advisory Board for the purpose of conducting business and implementing policies described by these By-laws shall be written as a separate document and attached as an appendix to these By-laws, and may be amended as deemed necessary by a majority vote of the Mental Health Advisory Board and upon recommendation from Solano County Counsel, based on Counsel's determination that any such amendments do not contradict either the by-laws herein nor the statutory language contained in W&I 5604. [CPS27]

**Solano County Mental Health Advisory Board By-laws Amended History:**

August 11, 1977  
October 25, 1983  
September 15, 1987  
September 13, 1990

January 21, 1992  
April 13, 1993  
September 21, 1999  
**August 15, 2000 (approved by Bd. of Supervisorseard,**

**sent to BOS)**

**August 19, \_\_\_\_\_, 2014**

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