

**SOLANO COUNTY
MENTAL HEALTH ADVISORY BOARD
BYLAWS**

ARTICLE 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 County have a Mental Health Board providing 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.

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, and the Brown Act.

Section III. Duties and Responsibilities

- (A) Review, evaluate, and make recommendations regarding the community's mental health needs, services, facilities, and special problems;
- (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;
- (C) Advise the County Board of Supervisors and the Mental Health Director concerning any aspect of the local mental health program;
- (D) Review and approve the procedures used to ensure citizen and professional involvement in all stages of the County's mental health planning process;
- (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 Mental Health Advisory Board and/or its activities;

- (F) Review and make recommendations on applicants for the appointment of the Mental Health Director;
- (G) Review and comment on the County's mental health services performance outcome data and send the data to the California Mental Health Planning Council;
- (H) Perform additional duties, which may be delegated by the Board of Supervisors to the Mental Health Advisory Board.

ARTICLE III

MEMBERSHIP

Section I. Qualifications

The Mental Health Advisory Board shall comprise between five (5) and sixteen (16) members 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) which states that the Mental Health Advisory Board Bylaws shall, to the extent feasible, "Ensure that the composition of the Mental Health Advisory Board represents the demographics of the county as a whole," and the Welfare and Institutions Code Section 5604(a) which states, "The Board membership should reflect the ethnic diversity of the client population in the county."
- (B) Fifty percent (50%) of the membership shall consist of direct consumers or family members of direct consumers. A "direct consumer" is a person who has received or is receiving mental health services. A "family member" is a parent, spouse, sibling, or adult child 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.
- (C) Mental Health Advisory Board appointments shall reflect a commitment to appointing Mental Health Advisory Board applicants proportional to the county's ethnic populations. Outreach shall occur annually by the Mental Health Plan to improve interest in Mental Health Advisory Board participation. Absent relevant ethnic diversity of a candidate at the time of consideration, such a candidate may still be appointed on the basis of being a direct consumer or family member of a direct consumer of mental health services.
- (D) 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 Mental Health Advisory Board shall abstain from voting on any issue in which the member has 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 in the first (1st) year, five (5) in the second (2nd) year, and five (5) in the third (3rd) year. 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.

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 as determined by the Mental Health Advisory Board member who is a member of the Board of Supervisors, who also shall have the final decision for termination of a member due to absences.

Section IV. Resignation

A member unable to continue service shall submit a resignation to the Chair of the Mental Health Advisory Board and will be dismissed by Mental Health Advisory Board action. 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. 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.
- (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 applicant is presented to the Mental Health Advisory Board for acceptance. If the applicant is accepted 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) 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, irrespective of any recommendations from the Mental Health Advisory Board.

Section IV. Compensation and Reimbursements

The members of the Mental Health Advisory Board shall serve without compensation. A member may be reimbursed for authorized expenses incurred in connection with their duties as a member of the Mental Health Advisory Board, as authorized and pre-approved by the Mental Health Director or designee.

ARTICLE IV

MEETINGS

Section I. Mental Health Advisory Board Meetings

The Mental Health Advisory Board shall meet monthly 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 as provided by law. 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. Meeting recesses should be voted on by the Mental Health Advisory Board during the first 90 days of the county fiscal year, which begins July 1st.

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 one person more than one-half of the Mental Health Advisory Board membership for the purpose of conducting Mental Health Advisory Board business. A quorum is required for all business of the Mental Health Advisory Board, except adjournment in the absence of a quorum.

ARTICLE V

OFFICERS

Section I. Elected Officers

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

Section II. Officer Elections

(A) In September of each year, the Chair shall appoint an ad hoc 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:

Between September and January, the Executive Committee will identify a slate of candidates, 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 shall also accept nominations from the floor. The election of officers shall occur at the regularly scheduled meeting in January by a 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 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 as determined by the member of the Mental Health Advisory Board who is on the Board of Supervisors.

Section V. Officer Resignation

An officer unable to continue service shall submit a resignation to the Mental Health Advisory Board and shall be dismissed as an officer.

Section VI. Officer Removal

An officer shall be removed for repeated failure to perform the functions of an officer as determined by the remaining Mental Health Advisory Board members, or as determined by the 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 it deems necessary to perform necessary duties as determined by the Mental Health Advisory Board. These elections shall occur at regularly 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 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 of each "Other 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.

Section II. Other Committees

The Mental Health Advisory Board Chair, with the approval of the Mental Health Advisory Board, may appoint other committees, such as standing, special, and ad hoc committees, which Mental Health Advisory Board members may join. Other committees shall include at least one (1) Mental Health Advisory Board member, but may have members other than Mental Health Advisory Board members. Other committees 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 committees shall be comprised of no less than two (2) individuals.

(A) 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 shall be presented to the Mental Health Advisory Board for review and acceptance. Standing committees shall also prepare a summary report describing annual goal achievements. This summary report 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 Board of Supervisors.

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.

When Mental Health Advisory Board members attending ad hoc or special committee meetings constitute a quorum, that committee shall post meeting dates, locations, and agendas seventy-two (72) hours prior to the meeting date in accordance with the Brown Act.

ARTICLE VI

AMENDMENTS

Section II. Amendments of Bylaws

The Bylaws 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 Solano County Counsel. A copy of the proposed Bylaw amendments will 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 Bylaws shall be written as a separate document and attached as an appendix to these Bylaws, 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 bylaws herein nor the statutory language contained in W&I 5604.

Solano County Mental Health Advisory Board Bylaws 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 Supervisors)

August 19, 2014