



BEHAVIORAL HEALTH BOARD

of Mariposa County
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BYLAWS OF THE MARIPOSA COUNTY BEHAVIORAL HEALTH BOARD

ARTICLE I GENERAL PROVISIONS

SECTION 1 Authority

The Behavioral Health Board is established by Part 2, Chapter 1, Sections 5602.2, 5604 a-f, and 5606.1 of the California Welfare and Institutions Code (W&IC), and by Mariposa County Board of Supervisors Resolution 93-60, dated _____.

SECTION 2 Role and Function

1. As mandated by Section 5604.2 of the California Welfare and Institutions Code, the Behavioral Health Board shall:
 - a) Review and evaluate the community's behavioral health needs, services, facilities and special problems.
 - b) Review any county agreements entered into pursuant to W&IC Section 5650.
 - c) Advise the Mariposa County Board of Supervisors and the local mental health director as to any aspect of the local behavioral health program.
 - d) Review and approve the procedures used to insure citizen and professional involvement at all stages of the planning process.
 - e) Submit an annual report to the Mariposa County Board of Supervisors on the needs and performance of the county's behavioral health system.
 - f) Review and make recommendations on applicants for the appointment of a local director of behavioral health services. The Behavioral Health Board shall be included in the selection process prior to the vote of the Board of Supervisors.
 - g) Review and comment on the County's Performance Outcome Data and communicate the findings to the California Mental Health Planning Council. W&IC 5604.2(a)(7)
2. Conduct a public hearing on the draft three-year program and expenditure plan and annual updates at the close of the 30-day comment period required by subdivision (a). Each adopted three-year program and expenditure plan and update shall include any substantive written recommendations for revisions. The adopted three-year program and expenditure plan or update shall summarize and analyze the recommended revisions. Review the adopted plan or update and make recommendations to the county behavioral health department for revisions. WIC 5848 (b)

3. Review and make recommendations to Board of Supervisors on application and licensure of County DUI programs (9 CCR §§ 9805, 9810).
4. Review, make recommendations and submit proof of review to the Board of Supervisors of the multi-year and annual update of County Alcohol Plan (9 CCR § 9418).
5. Review and make recommendations to the Board of Supervisors regarding the Substance Abuse Treatment Trust Fund (SATTF) and Substance Abuse Treatment and Testing Accountability (SATTA) County Plan (9 CCR § 9515).
6. Nothing in this part shall be construed to limit the ability of the Board of Supervisors to transfer additional duties or authority to a behavioral health board.

ARTICLE II MEMBERSHIP

SECTION 1 Composition

The composition of the Behavioral Health Board, the membership of which is appointed by the Mariposa County Board of Supervisors. W&IC 5604 (a)(1-3)

SECTION 2 Number

The Behavioral Health Board shall consist of from 5 to 15 members, one of whom shall be a member of the Mariposa County Board of Supervisors. W&IC 5604 (a)(1). The Board of Supervisors member has the right to vote as a member of a quorum of the Behavioral Health Board.

SECTION 3 Membership

The Behavioral Health Board shall strive to meet the following membership criteria. Fifty (50) percent of the Behavioral Health Board membership shall be consumers or the parents, spouses, siblings, or adult children of consumers, who are receiving or have received behavioral health services. At least twenty (20) percent of the total membership shall be consumers, and at least twenty (20) percent of the total membership shall be families of consumers. W&IC 5604 (a)(2) and 5604 (a)(3)(B)

SECTION 4 Restrictions

No member of the Behavioral Health Board or his or her spouse shall be a full or part-time county employee of the behavioral health service, an employee of the State Department of Mental Health, or an employee of a Bronzan-McCorquodale contract facility except consumer of mental health services who has obtained employment with an employer and who holds a position in which he or she does not have any interest, influence, or authority over any financial or contractual matter concerning the employer may be appointed to the board. The member shall abstain from voting on any financial or contractual issue concerning his or her employer that may come before the board (5604 (d)(2)). W&IC 5604 (a)(3)(D) Members of the Behavioral Health Board shall abstain from voting on any issue in which the member has a financial interest as defined in Section 87103 of the Government Code W&IC 5604 (a)(3)(e).

SECTION 5 Residence Requirements

All Behavioral Health Board members shall be residents of Mariposa County. If it is not possible to secure membership as specified from among persons who reside in the county, the Board of Supervisors may substitute representatives of the public with an interest in behavioral health, within the restrictions as stated in section 6 and W&IC 5604 (a)(3)(f).

SECTION 6 Appointments

The Behavioral Health Board may recommend appointees to the Board of Supervisors. The Board of Supervisors is encouraged to appoint individuals who have experience and knowledge of the behavioral health system. The Behavioral Health Board membership should reflect the ethnic diversity of the client population in the county. W&IC 5604 (a)(1)

SECTION 7 Term of Appointment

The term of each member of the Behavioral Health Board shall be for three (3) years. At the end of each member's three (3) year term, the Executive Committee will bring their recommendation to the Behavioral Health Board for a vote. (The Board of Supervisors shall equitably stagger the appointments so that approximately one-third of the appointments expire each year W&IC 5604 (a)(3)(B)(b)).

SECTION 8 Attendance

Members of the Behavioral Health Board are expected to regularly attend and participate in the regular Behavioral Health Board meetings so that the residents of Mariposa County may be fully served by someone both interested and able to invest his/her time in such public service.

SECTION 9 Vacancies

The Chairperson shall declare that a vacancy exists if a member resigns, passes away, or declares his/her intent to cease participating in board activities. Vacancies and recommended applicants shall be communicated in writing to the Chairperson of the Board of Supervisors with a request to fill the position of the unexpired term.

SECTION 10 Removal

Members of the Behavioral Health Board are expected to regularly attend and participate in the regular Behavioral Health Board meetings so that the residents of Mariposa County may be fully served by someone both interested and able to invest his/her time in such public service.

Absence of members at two (2) consecutive meetings, throughout any calendar year of their appointment, without just cause and advance notice of such cause (by 10:00 a.m. the morning of the meeting) given to the staff secretary or Chairperson shall constitute grounds for removal from the Behavioral Health Board. When a member fails to attend three (3) meetings in any calendar year, the Behavioral Health Board will assess that member's ability and desire to remain on the Behavioral Health Board. Exceptions to the above rules may be granted under extenuating circumstances upon unanimous approval of members of the Executive Committee.

The Chairperson of the Behavioral Health Board shall submit the recommendation for the removal of any member from the Behavioral Health Board based on the above criteria to the Board of Supervisors, who shall in turn act upon this recommendation.

**ARTICLE III
MEETINGS**

SECTION 1 Brown Act

All meetings must conform to the Brown Act.

SECTION 2 Regular Meetings

The Behavioral Health Board will meet monthly on _____. If the regular meeting date falls upon a legal holiday, that meeting may be held on a date selected at the regular meeting preceding the holiday.

SECTION 3 Quorum

A quorum shall consist of a majority (one-half plus one) of the membership.

SECTION 4 Order of Business

All regular meetings of the Behavioral Health Board shall be conducted according to Rosenberg's Rules of Order modified to allow open participation of the Chairperson. Meetings shall be conducted so far as protocol in the following order:

1. Roll call
2. Approval of minutes of previous meeting(s)
3. Announcement concerning public comment
4. Agenda items in order listed
5. Adjournment

**ARTICLE IV
ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**

SECTION 1 Election

The Chairperson and Vice-Chairperson shall be elected each year at the regular meeting in June of the Behavioral Health Board.

SECTION 2 Consecutive Terms

No member shall hold the office of Chairperson for more than two (2) consecutive terms, but said person shall be eligible for office after one (1) year following his/her last term of Chairperson.

SECTION 3 Removal

The Chairperson and/or Vice-Chairperson may be removed from office and relieved of duties by a majority vote of the Behavioral Health Board membership.

**ARTICLE V
DUTIES OF CHAIRPERSON AND VICE-CHAIRPERSON**

SECTION 1 Chairperson

The Chairperson shall preside at all meetings of the Behavioral Health Board and perform duties consistent with the procedures outlined herein. The Chairperson shall be in consultation with the Behavioral Health Director. W&IC 5604.5 (d)

SECTION 2 Vice-Chairperson

In the temporary absence of the Chairperson or in the case of inability to act, the Vice-Chairperson shall perform the duties of the Chairperson.

SECTION 3 Vacancy

Upon resignation or removal of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. An election for the vacant office of Vice-Chairperson shall be conducted.

SECTION 4 Temporary Chairperson

In the absence of, or inability to act of both the Chairperson and the Vice-Chairperson, the members shall elect one of their number to act as Chairperson pro tem. The member representing the Board of Supervisors shall chair the meetings until that election is completed.

SECTION 5 Presiding Chairperson

The Chairperson shall call the meeting to order promptly at the appointed hour and conduct the meeting as prescribed by those procedures and the laws of the State of California.

**ARTICLE VI
COMMITTEES**

SECTION 1 Committees

The Behavioral Health Board may create Committees. Staff of Behavioral Health Services shall serve in an advisory capacity only to any Committee.

SECTION 2 Committee Appointments

The Chairperson shall appoint Behavioral Health Board members and members of the general public to committees with the concurrence of the individual appointed. The Chairperson of the Behavioral Health Board may appoint the Chairperson of each committee.

SECTION 3 Executive Committee

The Behavioral Health Board may develop an Executive Committee. The members of the Executive Committee shall include, but not be limited to, the Chairperson and Vice-Chairperson of the Behavioral Health Board and the chairperson of any standing committee.

SECTION 4 Other Advisory Boards

The Behavioral Health Board shall maintain linkage with other duly appointed county boards and committees concerned with alcohol and drug abuse and other related behavioral health areas.

**ARTICLE VII
AMMENDMENTS**

SECTION 43 Amendments

These bylaws of the Behavioral Health Board may be amended by a majority vote of a quorum in a regularly scheduled meeting. Before bylaw amendments can be considered and/or voted on by the Behavioral Health Board, they shall be submitted in writing to the membership at least thirty (30) days prior to the meeting at which they are considered.

ADOPTED BY THE BEHAVIORAL HEALTH BOARD FOR MARIPOSA COUNTY ON _____