** MONO COUNTY BEHAVIORAL HEALTH ADVISORY BOARD**

**COUNTY OF MONO**

**P.O. Box 2619, Mammoth Lakes, CA 93546 PHONE: 760-924-1704 FAX: 760-924-1740**

**MONO COUNTY BEHAVIORAL HEALTH ADVISORY BOARD**

**BYLAWS**

Article I

Function and Responsibility

The Mono County Behavioral Health Advisory Board (hereinafter "the Board") was created by Resolution 88-76 of the Mono County Board of Supervisors, The authority of the Board comes from the Bronzan-McCorquodale Act (Welfare and Institutions Code Section 5604 .), Health and Safety Code Sections 11964 and 11806, and Resolution 88-76 of the Board of Supervisors.

The function of the Board is advisory to the Mono County Board of Supervisors and to the Director of the Behavioral Health Department, whose duties require consultation with the Board. The Board provides liaison between the community and staff and helps distribute information to the public. The Board advises and evaluates the various functions and policies of the Behavioral Health Department that are under the direction of the Behavioral Health Director and jurisdiction of the Mono County Board of Supervisors.

A. The Board shall do all of the following:

1. Review and evaluate the community's mental health needs, and alcohol and drug problems and the services and facilities organized to address these needs and problems.
2. Review any county agreements entered into pursuant to Welfare and Institutions Code (hereinafter WIC) Section 5650.
3. Advise the Mono County Board of Supervisors and the local Behavioral Health Director as to any aspect of departmental programs.
4. Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process.
5. Submit an annual report to the Mono County Board of Supervisors on the needs and performance of the county's behavioral health system.
6. Review and make recommendations to the Mono County Board of Supervisors on applicants for the appointment of a local director of Behavioral Health. The Board shall be included in the Director selection process prior to the vote of the Mono County Board of Supervisors.
7. Review and comment on the County's performance outcome data and communicate its findings to the State Mental Health Planning Council.
8. Perform additional duties as maybe assigned to the Board by the Mono County Board of Supervisors.
9. Assess impact of the realignment of funding from the State to the County on service delivery to clients in the local community.

Article II

## Membership

1. As provided in WIC Section 5604(a), the Board shall consist of a minimum of five (5) members and up to10-15 members, appointed by the Board of Supervisors, one of whom shall be a member of the Board of Supervisors. The Board of Supervisors shall endeavor to ensure that the composition of the Board represents the demographics of the County as a whole, to the extent feasible.
2. As provided in WIC Section 5604(3)(A), for counties with populations under 80,000, at least one Board member shall be a consumer of mental health services, and at least one member shall be a parent, spouse, sibling, or adult child of a consumer, who is receiving or has received mental health services. Pursuant to WIC Section 5604(3)(B), if the Board exceeds the five-member minimum, fifty percent of the board membership shall be consumers or the parents, spouses, siblings, or adult children of consumers, who are receiving or have received mental health services; at least twenty percent of the total membership shall be consumers; and at least twenty percent shall be families of consumers.
3. The term for each member of the Board shall be for three years. Terms shall be staggered so that approximately one-third of the appointments expire in each year.
4. No member of the Board or his or her spouse shall be a full-time or part-time county employee of a mental health service, an employee of the State Department of Behavioral Health Care Services, or an employee of or a paid members of the governing body of a Bronzan-McCorquodale contract agency—except where a consumer of mental health services has obtained employment with one of those agencies and 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.
5. Members of the Board shall comply with any applicable requirements of the County's Conflict of Interests Code.
6. If it is not possible to secure membership as specified from among persons who reside in the County, the Mono County Board of Supervisors may substitute representatives of the public interest in mental health who are not full-time or part-time employees of the county mental health service, the State Department of Health Care Services, or on the staff of, or a paid member of the governing body of a Bronzan-McCorquodale contract agency.
7. All resignations from the Board shall be submitted in writing to the Board Chairperson or to an officer who will forward it to the Board of Supervisors. The resigning member should provide as much advance notice as possible.
8. A member whose term is expiring should notify the Board at least ninety (90) days before the end of his/her term whether or not he/she wishes to continue on the Board. At the next meeting the Board will review the resignation or reapplication and the Board of Supervisors will be requested to advertise the vacancy.

l. Any member of the Board may be removed by the Board of Supervisors whenever in its judgment the interests of the Advisory Board would be best served thereby.

1. Resignation from the Board must be in writing and received by the Clerk of the Board of Supervisors. A Board member shall be recommended for removal for excess absences from the Board if she/he has three unexcused absences from Board meetings in a year, A Board member may be recommended for removal for other reasons by a three-fourths vote of the remaining Board members.
2. When a vacancy on the Board exists, the Board may recommend replacements to the Board of Supervisors. Replacement recommendations for new members may be received from present Board members by the Secretary two weeks in advance of a Board meeting. These recommendations shall be sent out to Board members with the regular Board meeting announcement, to be voted on at the next Board meeting. These vacancies will be filled only to the end of the vacant membership term.

Article III

## Mission Statement

The mission of the Board is to assist the local behavioral health department with community input, design and support programs to enable persons experiencing severe and disabling mental illness and children with emotional disturbances to access services and programs that assist them, in a manner tailored to each individual, to better control their illness, to achieve their personal goals, and to develop skills and supports leading to their living the most constructive and satisfying lives possible in the least restrictive available settings.

Article IV

## Meetings

1. The Board is governed by Government Code Section 54950 et seq., known as the Brown Act. All meetings shall be open and public, and all persons shall be permitted to attend any meeting, except as otherwise provided in Gov. Code Section 54950 et seq.
2. Regular meetings of the Board will be held every other month at the offices of Mammoth Lakes Behavioral Health Department. A meetings schedule for the upcoming year will be set at the last meeting of each year. The meeting schedule shall be published and made available to the public.
3. At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. (See Gov. Code Section 54954.2.)
4. A quorum shall be one person more than one half of the appointed members of the Board.
5. Requests from the public, staff or Board members to place an item on the agenda must be made to the Chairperson with sufficient time to meet the 72-hour requirement to post the agenda.
6. Notice of each meeting shall be given to each voting member, by mail or email, not less than ten days before the meeting.

Article V

## Officers

1. The officers of the Board shall be the Chairperson, Vice Chairperson and Secretary. Each officer will serve a one (1) year term from July 1 to June 30. No member shall serve more than two (2) complete consecutive terms in any one office unless approved by the board.
2. Theelection of officers shall take place at an annual meeting which shall coincide with the regular meeting. Officers elected shall begin their terms in January or, in the event of an unexpected vacancy, at the first meeting following their election.
3. The duties of the officers shall be as follows:
   1. The Chairperson shall preside at all meetings of the Board and shall exercise and perform such other duties as may be from time to time assigned by the Board or prescribed by these bylaws. The Chairperson will meet with the Director of Behavioral Health at least once prior to each Board meeting to review and discuss mental health matters and will meet with the Executive Committee for the purpose of setting agenda items. (The Chairperson or designee shall represent the Board to the California Association of Local Behavioral Health Boards (CALMHB).
   2. The Vice Chair shall preside at any meetings that the Chair is unable to attend and will perform such duties as may from time to time be assigned by the Board or prescribed by these bylaws.
   3. The Secretary in the absence of the Chair and Vice Chair shall preside at meetings. The Secretary shall keep, or cause to be kept at the principle office of Mono County Behavioral Health a book of minutes of all meetings of the Board, and if necessary meetings of committees; recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof. The Secretary shall keep, or cause to keep, these bylaws and a list of all members of this Board their names and addresses, when appointed and when terminated. It shall be the duty of the Secretary to give, or cause to give, public notice regarding meetings as required by law. The Secretary may be required to perform other duties as may from time to time be assigned by the Board or prescribed by law or these bylaws.

Article VI

## Committees

1. The Board may establish an Executive Committee consisting of the Chairperson, the Secretary, and a member of the Board of Supervisors. If the Chairperson and the Secretary are both unavailable, then the Vice Chair may serve as an alternate for that meeting.
2. The Chairperson may appoint special purpose committees as necessary. Members of a special purpose committee may include the general public who are not members of the Board.

c. The Chairperson may also appoint an Ad Hoc Bylaw Committee to review the Bylaws and to make recommendations to the Board.

D. Committee meetings are generally subject to the Brown Act.

Article VII

## Non-Discrimination

The Board shall not discriminate in any of its actions on the basis of: race, religion, gender, age, disability, medical condition, sexual orientation, gender identity, national origin, ethnicity or any other form of discrimination prohibited by Federal and State laws.

Article VIII

## Bylaw Amendments

The foregoing bylaws were developed by the Board and approved by the Board of Supervisors pursuant to Welfare and Institutions Code section 5604.5. Any proposed amendments to the bylaws that the Board may develop from time to time shall similarly be approved by the Board of Supervisors.

Adopted by the Mono County Behavioral Health Advisory Board this \_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 2016.

By:

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Board Chair

Reviewed and adopted by

Board Members:

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Reviewed and adopted by:

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Chair, Mono County Board of Supervisors

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_