

**Orange County Mental Health Board
BYLAWS**

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Adopted 2-23-93 (BOS)
Revised & Approved 9-25-13 (MHB)
Revised 12-5-13 (CoCO)
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Adopted 5-24-16 (BOS)
Revised & Approved 09-28-16 (MHB)
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ARTICLE I

Name

The name of this board shall be THE ORANGE COUNTY MENTAL HEALTH BOARD, hereinafter referred to as the "MHB."

ARTICLE II

Authority

Section 1:

The MHB is authorized by the Bronzan-McCorquodale Act, Sections 5600ff, California Welfare and Institutions Code.

Section 2:

In accordance with the California Welfare and Institutions Code, the MHB shall:

- a. Act in an advisory capacity to the Board of Supervisors and the Director of the local Mental Health Agency, hereinafter referred to as "Behavioral Health Services."
- b. Review, evaluate and make recommendations regarding the community's mental health needs, services, facilities and special problems.

- c. Review and approve the procedures used to ensure citizen and professional involvement in all stages of the County's mental health planning process.
- d. Review and comment on the County's performance outcome data and communicate its findings to the California Mental Health Planning Council.
- e. Review the recommendations made by the Director of the local Behavioral Health Services to the Board of Supervisors regarding community mental health needs, provision of services, establishment of facilities, contracting for services or facilities, and other matters necessary in accomplishing the purposes of mental health services.
- f. Assess the impact of the realignment of mental health services from the state to the County on services delivered to clients and the local community.
- g. Review the County's performance contracts.
- h. Review and make recommendations regarding applicants for the appointment of the Director of the local Behavioral Health Services.
- i. Submit an annual report to the Board of Supervisors reflecting the needs and performance of the County's mental health system.

ARTICLE III

Membership

Section 1:

The MHB shall consist of a member of the Board of Supervisors and fifteen members appointed by the Board of Supervisors.

- a. Not fewer than fifty percent (8 members) of the total membership shall be consumers, parents, spouses, siblings or adult children of consumers who are receiving or who have received mental health services. At least twenty percent (3 members) of the total membership shall be consumers, and at least twenty percent (3 members) shall be families of consumers.
- b. The remaining members of the MHB should include individuals who have experience and knowledge of the Mental Health system and provide the MHB with a balance of health professionals and public interest members.

- c. Membership should reflect the ethnic diversity of the client population of the County.
- d. (1) Except as provided in paragraph (2), no member of the MHB or his or her spouse shall be a full-time or part-time employee of the Behavioral Health Services, an employee of the Mental Health Services Division of the State Department of Health Care Services, an employee of a mental health contract agency, or a paid member of the governing body of a mental health contract agency.
(2) A consumer of mental health services who has obtained employment with an employer described in paragraph (1) 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.
- e. Members of the 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.
- f. Each member of the MHB qualified to register to vote in a general election in the State of California shall be a registered voter.

Section 2:

- a. The MHB shall establish a membership committee to recruit, evaluate and make recommendations for appointments to the board to be submitted to the Board of Supervisors for final approval.
- b. Geographic representation from throughout the County would ideally be three members from each County Supervisory District, but a minimum of one representative from each district is acceptable.
- c. Nothing herein shall limit the authority of the Board of Supervisors to appoint any person meeting the criteria established in Article III, Section 1, irrespective of any MHB recommendation.

Section 3:

A normal term of membership shall be for three years. If, however prior to the expiration of such term, a member ceases to retain the status which qualified the person for the appointment to the MHB, membership shall terminate. Membership shall not exceed three (3) consecutive terms.

Section 4:

A member unable to continue active service shall submit a resignation to the Chairperson of the MHB.

Section 5:

- a. Any member, with the exception of the Supervisor's seat, who fails to attend in a calendar year four (4) of the general meetings (excluding study committee meetings and special meetings) shall automatically vacate membership on the MHB.
- b. The rule stated above shall not apply to absences that are because of extenuating circumstances and approved by the Chairperson.

Section 6:

All MHB members shall serve at the discretion of the Board of Supervisors; and any membership may be terminated by a majority vote of the Board of Supervisors.

ARTICLE IV

Officers

Section 1:

Officers of the MHB shall consist of a Chairperson and Vice Chairperson who shall be elected annually. The Chairperson shall appoint a nominating committee to present nominations for election of officers at the October general meeting. Elections shall be held at the November general meeting, and the new officers shall assume their duties on January 1.

ARTICLE V

Committees

Section 1:

The Chairperson shall appoint members of standing committees, such as ad hoc, task force, work group, or other entities as necessary to carry out the responsibilities of the MHB.

Section 2:

The Chairperson shall be an ex-officio member of all committees, and shall be in consultation with the local Behavioral Health Services Director. The Chairperson shall have the same participation and voting rights accorded to other members of the MHB.

Section 3:

There shall be an Executive Committee comprised of the Chairperson, the Vice-Chairperson, the member of the Board of Supervisors, and one or more Committee Chairpersons at the discretion of the MHB Chairperson. The Executive Committee shall carry out any responsibilities delegated to it by the MHB and act in emergencies in any way it deems necessary when there is not time for the entire MHB to act.

Section 4:

A Study Committee, which is a committee of the whole, shall meet monthly between the regularly scheduled general MHB meeting dates. The Chair of this committee shall be the Vice Chair of the MHB or such other member chosen by the MHB Chairperson.

Section 5:

There shall be at least one MHB member appointed to every MHB standing or ad hoc committee. Such committees shall be chaired, where practicable, by a MHB member. Where other entities concerning mental health services needs in the County

are in existence or are created (e.g. task forces, work groups, etc.), a MHB member will be appointed to act as liaison to the MHB.

Section 6:

Committee chairs or their delegates shall report to the MHB at least once a month.

ARTICLE VI

Meetings

Section 1:

General meetings shall be held each month, the time and place to be announced prior to adjournment of the preceding meeting.

Section 2:

Special meetings may be held by giving 48 hour notice to all members at the call of the Chairperson or of a majority of the MHB.

Section 3:

Meetings and actions of the MHB shall be in accordance with Government Code Section 54950 et seq. (the California Brown Act). If a member of the MHB attends a meeting by teleconference, i.e. connecting to the meeting through either audio or video, or both, the agenda of the meeting must also be posted at the teleconference location. The teleconference location shall be identified in the notice and agenda of the meeting, and it shall be accessible to the public. The vote of the member attending the meeting by teleconference shall be by roll call.

Section 4:

A simple majority of the MHB shall constitute a quorum and a vote of a simple majority of that quorum shall constitute a vote of the MHB.

Section 5:

All general meeting Agenda items which require a vote of the MHB must be submitted to the Chairperson one (1) week in advance of the meeting.

ARTICLE VII

Adoption and Amendment

Section 1:

These Bylaws shall become effective upon approval by the Board of Supervisors.

Section 2:

Amendments to the bylaws may be introduced and voted upon by the MHB at a regular meeting so long as such amendments are mailed to all members at least one (1) week in advance of the meeting and become effective upon approval by the Board of Supervisors, or may be introduced at any time by the Board of Supervisors.