

**SHASTA COUNTY MENTAL HEALTH, ALCOHOL AND DRUG
ADVISORY BOARD (MHADAB)
BYLAWS**

**GENERAL PROVISIONS
MISSION STATEMENT**

It is the mission of the Shasta County Mental Health, Alcohol and Drug Advisory Board (MHADAB) to inform and educate the public on alcohol, drug, and mental health issues and to advise the Department on program development, availability of services, and planning efforts. Further, to assure that staff complies with duties established by Welfare and Institutions Code Section 5604.2.

ARTICLE I - NAME

The name of this organization shall be the Shasta County Mental Health, Alcohol, and Drug Advisory Board, hereinafter referred to as MHADAB.

ARTICLE II - AUTHORITY

The authority for establishment of the MHADAB is set forth in Sections 5604 through 5607 of the Welfare and Institutions Code and by Shasta County Board of Supervisors (BOS) Resolutions.

ARTICLE III - PURPOSE

The purpose of the Mental Health Alcohol Drug Advisory Board are to:

- a. Review and evaluate the community's public mental health, alcohol and/or drug treatment needs, services, and special problems in any facility within the county or jurisdiction where mental health evaluations or services are being provided, including, but not limited to, schools, emergency departments, and psychiatric facilities.
- b. Review performance contracts and make recommendations to Board of Supervisors regarding concerns identified within these contracts.
- c. Advise the Board of Supervisors, the County Director of Mental Health Services (hereinafter referred to as Director), and the County Alcohol and Drug Program Administrator as to any aspect of the County of Shasta's mental health, alcohol and drug treatment and prevention services.

Review draft Mental Health Services Act (Proposition 63, General Election of November 2004) plans and annual updates, make recommendations to the Director regarding the plans and updates,

and make recommendations to the County Mental Health Department for revisions, as needed (per Welfare and Institutions Code Section 5848(b)).

- d. Conduct public hearings on draft Mental Health Services Act (MHSA) plans, annual updates, and other matters as appropriate.
- e. Ensure citizen, consumer, and professional involvement in the County of Shasta's mental health, alcohol, and drug programs service delivery planning efforts. Involvement shall include individuals with lived experience of mental illness and their families, community members, advocacy organizations, and mental health professionals. It shall also include other professionals that interact with individuals living with mental illnesses on a daily basis, such as education, emergency services, employment, health care, housing, law enforcement, local business owners, social services, seniors, transportation, and veterans.
- f. Submit an annual report to the BOS on the needs, challenges, and performance of the County of Shasta's mental health, alcohol, and drug treatment and prevention services.
- g. Review, interview, and make recommendations on applicants for appointment of the Director of Mental Health Services, and the Alcohol and Drug Program Administrator.
- h. Review and comment on County of Shasta's performance outcome data and communicate its findings to the State of California Mental Health Planning Council and/or other appropriate entities.
- i. Assess the impact of the realignment of services from the State of California to the County of Shasta on mental health services delivered to clients and within the Shasta County community.
- j. Recognize that the BOS can transfer additional duties or authority to the MHADAB.

ARTICLE IV-MEMBERS OF MHADAB

1. **Number of Members of the Board** The MHADAB shall consist of 15 members, however, initial membership of the Mental Health, Alcohol, and Drug Advisory Board may exceed this number. All members shall be appointed by the BOS. Members of this MHADAB shall serve at the discretion of the BOS and may be removed at any time with or without cause. One member of this MHADAB shall be a member of the BOS.

Pursuant to Section 5604(a)(1) of the Welfare and Institutions Code, the MHADAB shall reflect the ethnic diversity and demographics of the client population in the county.

2. Direction of MHADAB Required. The activities and affairs of individual members of the Mental Health Board, acting as Board members, shall be conducted, and powers exercised, by and under the direction of the Mental Health Board and these Bylaws.
3. Terms of Office Pursuant to Welfare and Institutions Code Section 5604(b) each member of the MHADAB shall be appointed for a term of three years. Initial appointments shall be staggered at one-, two- or three-year terms so that approximately one-third of the appointments expire each year. When a vacancy occurs or a term expires, the MHADAB may make recommendations of candidates for appointment to the BOS. A person appointed to fill a vacancy shall serve out the remainder of the original term.
4. Requirements Applicable to all Members. A member of MHADAB must:
 - a. Be appointed by the Shasta County Board of Supervisors
 - b. Take the Oath of Office Administered by the Clerk of the Shasta County Board of Supervisors
 - c. Serve on at least one Committee or Work Group of the Mental Health Board or serve as a Mental Health Board representative on a designated local, regional or state committee/commission or professional/service organization as approved or excused by the Executive Committee for good cause shown
 - d. Maintain a satisfactory meeting attendance record to Mental Health Board meetings and other assignments as defined in Article VII of these Bylaws.
 - e. Keep any confidential information obtained while performing duties as a MHADAB member confidential.
 - f. Participate in site visits of a mental health facility or program, at least once per year, unless excused by the Executive Committee.

ARTICLE V – QUALIFICATIONS OF MEMBERS

1. Qualification of Members. In accordance with WIC 5604.5, the composition of the Mental Health Board should represent and reflect the diversity of the demographics of the county as a whole to the extent feasible. The members of

the Mental Health Board shall be composed of the following:

- a. One member of the Shasta County Board of Supervisors.
- b. 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 Board membership shall be consumers. At least twenty percent of Board membership shall be families of consumers.
- c. In counties with a population of 100,000 or more, at least one member of the board shall be a veteran or veteran advocate. A veteran advocate means either a parent, spouse or adult child of a veteran, or an individual who is part of a veteran's organization, including the Veterans of Foreign Wars or the American Legion

To comply with clause, a county shall notify its county veterans service officer about vacancies on the board, if a county has a veteran's service officer.

- d. Of the remaining members, the MHADAB shall recommend individuals for appointment who have experience with and knowledge of mental health system. Recommended are those who engage with individuals living with mental illness such as representatives from the education community, the law and justice community (including, but not limited to, law enforcement, probation department, and officers of the court), the health community (including, but not limited to, representatives from local hospitals, clinics, or individual healthcare providers), representatives of community partners (programs serving individuals with mental health, alcohol and/or drug disorders), and the community at large.
2. Residents of the County Required, Exceptions. Members appointed should be residents of Shasta County. No member of the MHADAB or his or her spouse/registered domestic partner or immediate family member shall be a full-time or part-time employees (except as noted below*) of Shasta County Health and Human Services Agency, or be an employee of, or a paid member of the governing body of a contract agency with the Agency. *Section 5604 of the California Welfare and institutions Code (3) (d) (1) and (2) states that Consumers may be employed by county mental health services or mental health contract agency as long as they don't have any financial or contractual interest and are not allowed to vote on any financial or contractual issues concerning their employer that may come before the Board.*

Any resident of the County that is employed and/or contracted with the County, may be members of the board, however, these members cannot vote

on any financial or contractual issues concerning their employer that may come before the board, and they may not be any staff within the Shasta County Behavioral Health and Social Services Branch.

ARTICLE VI – RECRUITMENT OF MEMBERS

1. Recruitment Criteria An effort will be made to recruit individuals who have experience with and knowledge of the mental health system. This would include members of the community that engage with individuals living with mental illness in the course of daily operations, such as representatives of county offices of education, large and small businesses, hospitals, hospital districts, physicians practicing in emergency departments, city police chiefs, county sheriffs, and community and nonprofit service providers.
2. Recruitment by MHADAB Board. Interview and Recommendation. Applicants selected through a screening process will be interviewed by at least two members of MHADAB. Names of the applicants recommended shall be presented to the full Mental Health, Alcohol and Drug Advisory Board for its consideration. Those applicants recommended by MHADAB shall then be referred to the Board of Supervisors with a recommendation they be appointed to Mental Health, Alcohol and Drug Advisory Board

ARTICLE VII – ATTENDANCE & VACANCIES ON THE BOARD

1. All MHADAB members are required to contact the Mental Health Board Chair or Secretary prior to a meeting if they are unable to attend. Failure to do so will result in an unexcused absence.
2. In the event that a member of the MHADAB is absent from three consecutive regular meetings, a letter shall be sent by the Chair of the MHADAB requesting confirmation of the member's interest in continuing to serve on the MHADAB. If the Chair determines that the member is no longer interested in serving on the MHADAB, or if the Chair determines that there is no valid reason for the absences, the position may be declared vacant by the Chair in the Chair's sole discretion.
3. In the event that A vacancy on the MHADAB shall be filled by appointment by the BOS upon recommendation by the MHADAB.
4. The MHADAB may recommend to the BOS that a member be removed for cause. This action shall require the concurrence of two-thirds of the current MHADAB members.

ARTICLE VIII – RESIGNATIONS AND LEAVES OF ABSENCE

1. Any member may resign effective upon giving written notice to the Chair, the

Vice Chair or the Secretary of the Mental Health Board. A notice which specifies a later time shall be effective upon the date of the resignation set forth in said notice.

2. A Board member, who does not wish to resign and who needs leave from board commitments, may request a leave of absence for personal reasons. The Chair may grant a MHADAB member a leave of absence, not to exceed four consecutive regular MHADAB meetings. To grant such a leave, the Chair shall announce it at a MHADAB meeting. The leave may become effective at the meeting at which it is announced. When a person is on a leave of absence, they will not be counted as part of the membership for the purpose of achieving a quorum.

ARTICLE IX – OFFICERS

1. The officers of this MHADAB shall consist of Chair and Vice Chair.
2. The Chair and Vice Chair shall be elected at the last regular meeting of the MHADAB each calendar year. The term of the officers shall be one year but no more than two consecutive terms. It is the non-binding policy of MHDAB that the Vice-Chair will be the person that will normally be elected to serve as Chair in the year following service as Vice-Chair.
3. Nominations for the officers shall be made by an Ad Hoc Nominating Committee appointed by the Chair at least 60 days prior to the last regular meeting of the MHADAB each calendar year. Recommendations from the Ad Hoc Nominating Committee shall be presented at the last regular meeting of the calendar year. Additional nominations shall be accepted from the floor. Voting shall be by public ballot with a plurality of those members voting being sufficient to elect an officer. However, if there is only one candidate for each position, he or she may be declared elected by voice vote. The elected officers shall assume office at the following regular meeting.
4. The Chair or Vice Chair may be removed from office and relieved of duties by a majority vote of the members casting public ballots at any meeting of the MHADAB. Reasonable notice, in writing or in person by any member of good standing, must be given to an officer of such an impending removal action.
5. In the case of a vacancy in the position of Chair, the Vice Chair shall immediately assume the office of Chair and a new Vice Chair shall be elected. An Ad Hoc Nominating Committee for a Vice Chair shall be appointed by the Chair and nominations from the Ad Hoc Nominating Committee shall be presented at the next regular meeting of the MHADAB. Additional nominations may be presented from the floor. Voting shall be by public ballot with a plurality of those members voting being sufficient to elect the new Vice Chair. However, if there is only one candidate, he or she may be declared elected by voice vote.

The new Chair and Vice Chair shall serve out the remainder of the original terms.

6. In the case of a vacancy in the position of Vice Chair, an Ad Hoc Nominating Committee shall be appointed by the Chair and nominations from the Ad Hoc Nominating Committee shall be presented at the next regular meeting of the MHADAB. Additional nominations may be presented from the floor. Voting shall be by public ballot with a plurality of those members voting being sufficient to elect the new Vice Chair. However, if there is only one candidate, he or she may be declared elected by voice vote. The new Vice Chair shall serve out the remainder of the original term.
7. The Chair shall be the principal executive officer of the MHADAB, shall preside over all meetings of the MHADAB, and shall carry out the policies and directives of the MHADAB.
8. The Vice Chair shall assist the Chair in the performance of the Chair's responsibilities and in the event of the absence of the Chair, the Vice Chair shall exercise all the powers of the Chair.

ARTICLE X – COMMITTEES

Standing Committees

1. Executive Committee There shall be a standing Executive Committee which consists of the Chair, the immediate past Chair, the Vice Chair, and the Chairs of any standing committee(s). Meetings of the Executive Committee shall be called, noticed, and conducted in accordance with the Brown Act and shall be presided over by the Chair, and in the absence of the Chair, by the Vice Chair. The Executive Committee is to advise the Director on matters which may arise between regular meetings of the MHADAB. In addition, the Executive Committee may act on behalf of the full MHADAB if deemed necessary by the Chair, provided that any action taken by the Executive Committee requiring approval of the full MHADAB must be ratified by the MHADAB at the next regular meeting following the action.

The Executive Committee or Chair of the MHADAB shall set the agenda for meetings of the MHADAB.

2. Alcohol and Drug Committee The Alcohol and Drug Committee's focus is to become knowledgeable about alcohol and drug services available in Shasta County and to advise the Alcohol and Drug Program Administrator in areas of planning and service delivery. The Chair of the Alcohol and Drug Committee shall be appointed by the Chair of the MHADAB and is responsible for setting the date, place, and agenda for meetings.

Meetings of standing committees shall be called, noticed, and conducted in accordance with the Brown Act.

Other Committees

Additional committees may be established as deemed appropriate by the MHADAB as either standing or ad hoc committees. Ad hoc committees shall focus on a single topic and shall be time limited. The chair of each committee shall be appointed by the Chair of the MHADAB.

Meetings of any committees formed under this Section shall comply with all applicable provisions of the Brown Act.

ARTICLES XI - MEETINGS

Meetings of the MHADAB shall be called, noticed, and conducted in accordance with the provisions of the Ralph M. Brown Act (Brown Act) (commencing with Section 54950 of the Government Code). Except as may otherwise be provided in the Brown Act, meetings of the MHADAB shall be governed by the latest edition of Robert's Rules of Order.

Governing bodies are encouraged to provide a budget for the local mental health board, using planning and administrative revenues identified in subdivision © of Section 5892 [see below], that is sufficient to facilitate the purpose, duties, and responsibilities of the local mental health board.

WIC 5892 (c) The allocations pursuant to subdivisions (a) and (b) shall include funding for annual planning costs pursuant to Section 5848. The total of these costs shall not exceed 5 percent of the total of annual revenues received for the fund. The planning costs shall include funds for county mental health programs to pay for the costs of consumers, family members, and other stakeholders to participate in the planning process ...

The BOS may pay from any available funds the actual and necessary expenses of the members of the MHADAB incurred during the performance of their official duties and functions. Such expenses may include travel, lodging, childcare, and meals for the members of the MHADAB as budgeted by the BOS and approved by the Director.

1. Regular Meetings. Other regular meetings of MHADAB may be held at such time and place as is established by the annual meeting schedule.
 - a. At the last regular meeting, of MHADAB, the time and date of the regular meetings for the ensuing calendar year shall be established.
 - b. A minimum of five regular meetings of the MHADAB shall be held each calendar year.

- c. The agenda for regular meetings shall be set by the MHADAB's Executive Committee or Chair and distributed to each MHADAB member at least three days prior to the meeting. Copies of the agenda shall be made available for the public at each meeting.
2. Notice of Meeting Schedule. Notice of schedule shall be given to each member of MHADAB by one of the following methods: (a) personal delivery of written notice; (b) e-mail of written notice. Notice given by personal delivery, e-mail shall occur at least 72 hours before the time set for the meeting. All such notices shall be given or sent to the e-mail addresses as shown on the records of the Board.
3. Special Meeting Special meetings of this MHADAB may be called at any time by the Chair or by a majority of the members of this MHADAB.
 - a. The notice of the special meeting shall specify the time, place, and business to be transacted. No other business shall be acted upon. Special meetings shall be conducted in accordance with the Brown Act.
4. Notice of Special Meeting. Notice of special meetings shall be given by delivering written notice to each member of MHADAB and to each local newspaper of general circulation and radio or television station. The notice shall be emailed and shall be received at least 24 hours before the time of the meeting specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the Board. The notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.
5. A quorum shall consist of 50 percent plus one of the current active membership of the MHADAB. Members who are on an approved leave of absence will not count toward establishing a quorum.
6. Meetings of the Mental Health Board shall be governed by The Standard Code of Parliamentary Procedure (Sturgis 4th Edition) as modified to allow open participation of the Chair and to comply with the Brown Act.

Article XII Miscellaneous Provisions

Amendment of Bylaws

These Bylaws may be amended at any regular or special by a two-thirds vote of a quorum of the members provided that such proposed amendment has been presented in writing to all MHADAB members at least two weeks prior to the meeting at which the amendment(s) is/are to be considered.

The Mental Health Board shall use the following procedure when amending the Bylaws.

- A. Proposals for change shall be noticed on the MHADAB agenda and a written copy sent to all Shasta County MHADAB members a minimum of five days prior to the meeting date on which proponents wish consideration and a vote on the change.
- B. The MHADAB must approve the change by a two-thirds majority of those members in attendance at a regular or special meeting at which a quorum is present.
- C. The change, as approved, is to be signed and dated by the MHADAB Chair.
- D. The changed and revised copy of the Bylaws is then forwarded to the Shasta County Board of Supervisors for their review and approval/disapproval and signature by the Board of Supervisors Chair or designated representative.
- E. A copy of approved changed Bylaws is to be provided to each Shasta County MHADAB member at the next regularly scheduled meeting.
- F. An original copy, signed by the MHADAB Chair and the Board of Supervisors, of the approved changed Bylaws is to be filed with the MHADAB Secretary. Additionally, an appropriate historical log of all Bylaw changes and the date of the change are to be maintained by the MHADAB Secretary. The historical log is to be distributed to all Mental Health Board members whenever “Proposals for Changes” are distributed.
- G. All members will be provided with a set of the current MHADAB Bylaws, Policies and Procedures.

ARTICLE XIII – POLICIES AND PROCEDURES

The Mental Health, Alcohol Drug Advisory Board may establish Policies and Procedures on matters not covered by these Bylaws.

Shasta County Mental Health, Alcohol Drug Advisory Board

By: _____
Kalyn Jones, Chair

Date of Mental Health, Alcohol Drug Advisory Board Approval: