

**BUTTE COUNTY BEHAVIORAL HEALTH BOARD  
BYLAWS**

**ARTICLE I  
GENERAL PROVISIONS**

**MISSION STATEMENT:**

It is the mission of the Board to review and evaluate the community's behavioral health needs, services, facilities and special challenges. Furthermore, to ensure that all duties established by California Welfare and Institutions Code (W&I) Section 5604 are met.

**SECTION 1.                    NAME**

The name of this organization shall be the BUTTE COUNTY BEHAVIORAL HEALTH BOARD, hereinafter referred to as the Board.

**SECTION 2.                    DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of this Board are to:

- A. Review and evaluate the community's behavioral health needs, services, facilities, and special challenges.
- B. Review performance contracts of all providers for the quality and cost effectiveness of services with the Director or his/her designee of The Butte County Behavioral Health Department.
- C. Advise the Board of Supervisors and the Department of Behavioral Health Director concerning any aspect of the Department of Behavioral Health Programs.
- D. Review and approve the procedures used to ensure citizen and professional involvement in all stages of the planning process.
- E. Submit an annual report approved by the Board to the Board of Supervisors on the needs and performance of the Department of Behavioral Health.
- F. The Behavioral Health Board will meet and greet final candidates and provide feedback to the Board of Supervisors.
- G. Review and comment on the County's performance outcome data and communicate its findings to the State Mental Health Planning Council.

- H. Inform and educate the public to understand behavioral health issues, as well as program development, coordination of services and planning.
- I. The Board of Supervisors can transfer additional duties or authority to the Board.

## **ARTICLE II MEMBERSHIP**

### **SECTION 1.                   MEMBERSHIP**

- A.     Number of members:
1.     The Board shall have a minimum of 13 members and not exceed 15.
  2.     50 percent of the membership shall be direct consumers or family members of consumers who are receiving mental health services. Of those, half (3) shall be direct consumers and half (3) shall be family members of consumers who are receiving mental health services.
  3.     One member shall be a member of the Board of Supervisors.
  4.     One member shall represent Law Enforcement.
  5.     One member shall represent youth.
  6.     Six (6) members shall be community members if the Behavioral Health Board comprises fifteen (15) members.

### **SECTION 2.                   PROHIBITED EMPLOYMENT OF MEMBERS**

- A. No member of the Board or his or her spouse shall be a full-time or part-time employee of the Department of Behavioral Health, an employee of the State Department of Mental Health, or an employee of, or a member of the governing body of a contract agency with the Department of Behavioral Health.
- B. A consumer of mental health services who has obtained employment with an employer as described in Section 2, Paragraph A, 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.

### **SECTION 3.                   DEMOGRAPHIC EQUITY**

The composition of the Board shall represent the demographics of the County as a whole, to the extent feasible.

**SECTION 4. TERM OF MEMBERSHIP**

- A. The term of each member of the Board shall be for a period of three (3) years to generally expire on December 31 of the appropriate year. The youth representative shall serve for one (1) year. One-third of the terms shall expire each year.
  
- B. No member shall serve more than two (2) consecutive three-year appointments with the exception that if a member has been appointed to a partial term, he/she may then be appointed to two full three-year terms. When one year has elapsed following a former member's service on the Board, of whatever duration that service was, he/she again becomes eligible for appointment.

**SECTION 5. VACANCIES**

A vacancy on the Board shall be filled by appointment by the Butte County Board of Supervisors.

**SECTION 6. ATTENDANCE**

Any member of the Board who is absent for four (4) regular meetings, within a twelve (12) month period, will be reviewed by the Executive Committee. After reviewing the member's overall participation, the Executive Committee will make a recommendation to the full Board. If the recommendation is to drop the member from the Board and the full Board votes to remove the member, the Board of Supervisors shall receive prompt notification of the vacancy.

***Note: If a member is dropped from membership, he/she may petition the Executive Committee for reconsideration within thirty (30) days of being dropped. Consideration of the petition will be based upon submission of a written request and a commitment to resume full participation upon the member's return to the Board. The full Board must approve any reinstatement recommendations.***

**SECTION 7. LEAVE OF ABSENCE**

The Chair may grant a Board member a leave of absence, not to exceed four (4) consecutive regular monthly Board meetings. To grant such a leave, the Chair shall announce it at a Board meeting. The leave may become effective at the meeting at which it is announced. The leave waives the limitation on absences stated in Section 6 of this article.

**SECTION 8. ABSTAINING FROM VOTING**

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.

## **ARTICLE III OFFICERS**

### **SECTION 1.                    CHAIR AND VICE-CHAIR**

The officers of this Board shall be a Chair and Vice Chair.

### **SECTION 2.                    ELECTION**

At the regular November meeting, the Board shall elect members to these offices. Nominations shall be submitted by the Nominating Committee, appointed by the Chair and approved by the Board at the regular October meeting, or be made from the floor. For a period of ten (10) days following the October meeting, any Board member may submit names to the Nominating Committee. Voting shall be by ballot.

### **SECTION 3.                    TERM OF OFFICE**

The term of office for the officers of this Board shall be for one (1) calendar year or remaining portion thereof. No member shall hold the office of Chair or Vice-Chair for more than two (2) full consecutive terms. The Chair, or Vice-chair, may petition the full Board for an additional 1-year term with approval by the Full Board.

### **SECTION 4.                    VACANCY**

On resignation of the Chair, the Vice-Chair shall become the Chair of this Board. An election shall then be held among the remaining members of this Board to fill the vacant office of Vice-Chair. This same procedure shall apply if the Vice-Chair resigns.

### **SECTION 5.                    DUTIES OF CHAIR**

The Chair shall preside at all meetings of this Board, prepare the Board meeting agenda and perform duties consistent with the procedures outlined herein. The Chair shall be in consultation with the Department of Behavioral Health Director.

### **SECTION 6.                    DUTIES OF VICE-CHAIR**

In the absence of the Chair, or in the case of the inability of the Chair to act, the Vice-Chair shall assume the duties of the Chair.

**SECTION 7.                      TEMPORARY CHAIR**

In the absence of, or inability to act of both the Chair and the Vice-Chair, the members shall, by an action duly entered in their minutes, elect one of their members to act as temporary Chair.

## **ARTICLE IV COMMITTEES**

### **SECTION 1. EXECUTIVE COMMITTEE**

The executive committee shall be composed of the Chair, Vice-Chair, most recent outgoing chair, a designated consumer Board member.

### **SECTION 2. OTHER COMMITTEES**

The Chairperson, with the approval of the Board, may appoint Standing/Ad Hoc Committees.

### **SECTION 3. MEMBERSHIP REQUIREMENT**

Each member of the Board will be asked to serve on one of the Standing/Ad Hoc Committees. The committees will choose one member to serve as Chair. Each Standing/Ad Hoc Committee will report back to the Board at every scheduled monthly meeting.

## **ARTICLE V MEETINGS**

### **SECTION 1.                   REGULAR MEETINGS**

Regular meetings of this Board shall be held monthly on the third Wednesday of the month at 3:00 p.m., unless otherwise previously noticed. In the absence of the Vice-chair, the Chair may designate another member to assist with the conducting of the meeting.

### **SECTION 2.                   ADJOURNED MEETINGS**

Any meeting may be adjourned for good cause. The meeting can reconvene at a later date, but must be scheduled before the next scheduled monthly meeting.

### **SECTION 3.                   SPECIAL MEETINGS**

Special meetings of this Board may be called at any time by the Chair or by a majority of the members of this Board. The notice of the special meeting shall specify the time, place and business to be transacted. No other business shall be acted upon.

### **SECTION 4.                   PLACE OF MEETINGS**

Meetings shall be held at a Butte County Behavioral Health facility. The place of the meeting may be alternately designated by the Chair.

### **SECTION 5.                   QUORUM FOR MEETING    *(5604.5 (c) of the W&I Code)***

A quorum is one (1) person more than one-half of the appointed members. If an odd number is appointed, a quorum will be considered as if there is one (1) more than one-half of the actual number of members. (Example: 11-member board would need 7 members to constitute a quorum)

### **SECTION 6.                   OPEN MEETINGS**

All meetings of this Board and standing committees shall be open to the public. All persons shall be permitted to attend any meetings of this Board except Executive Sessions as provided by law. Notice of time and place of all meetings shall be publicized. In accordance with the Brown Act the agenda(s) will be posted in such places as designated by the Board at least seventy-two (72) hours prior to any meeting.

### **SECTION 7.                   RULES OF ORDER**

Meetings of this Board shall be governed by the authority of Robert's Rules of Order. The Chair, assisted by the Vice-chair, shall conduct the meetings of the Behavioral Health Board (BHB) consistent with the requirements of California's Open Meeting Law, the Ralph M. Brown Act, contained in section 54950 et seq. of the Government Code.

**SECTION 8.                      EXECUTIVE SESSION**

The Chair, Vice-Chair or any member of the Board can request a closed session for the purpose of pending litigation, a personnel matter, or any other matter as provided by law.

**ARTICLE VI**  
**MISCELLANEOUS PROVISIONS**

**SECTION 1.                    AMENDMENT OF BYLAWS**

These Bylaws may be amended at any regular meeting of the Board by a vote of two-thirds of the members present at the meeting, provided that copies of the proposed amendments are sent to all members of the Board at least five (5) days prior to the meeting at which such action is taken. The amendments must be approved by the Board of Supervisors. The amended bylaws shall become effective immediately upon their adoption by the Board of Supervisors.

**SECTION 2.                    VISITING BEHAVIORAL HEALTH PROGRAMS**

All visits to the Department of Behavioral Health programs by Board members shall be made with at least thirty (30) minutes notification to the proper Program Manager. In addition, Program Managers will be asked to make presentations at the monthly BHB meetings, on a rotating basis, for the purpose of informing the Board of current program initiatives.

**SECTION 3.                    STAFF LIAISON**

There shall be a staff person designated as liaison to the Board and Board Committees. The liaison will be chosen by the Department of Behavioral Health Director. This person shall be responsible for all administrative matters regarding the operation of this Board. These duties shall include, but not be limited to: maintaining the minute book, preparing and posting Board and Committee meeting agendas, generating minutes of Board meetings (not committees), keeping track of attendance, and being contact person for matters concerning the Board. These duties may be changed as necessary to provide proper liaison between the Board and the staff. This person may also be referred to as the “Board Secretary”.

**SECTION 4.                    REIMBURSEMENT OF EXPENSES**

The Board of Supervisors may pay from any available funds the actual and necessary expenses of the members of the Board incurred incident to the performance of their official duties and functions. The expenses may include travel, lodging, child care, and meals for the members of the Board while on official business as approved by the Department of Behavioral Health Director.