By-Laws of the

Glenn County Mental Health and Substance Use Disorder Commission

ARTICLE I

NAME

This organization shall be known as "The Glenn County Behavioral Health (Mental Health and Substance Use Disorders) Commission", hereafter referred to as the Commission.

MISSION

The Glenn County Behavioral Health (Mental Health and Substance Use Disorders) Commission is a voluntary citizen advisory group, which, under the auspices of the Glenn County Board of Supervisors and in collaboration with other county agencies, organizations and groups, reviews and evaluates Glenn County’s mental health and substance abuse needs, services and facilities; identifies gaps in services and recommends possible solutions; provides education and outreach to the community at large and its youth, and offers client advocacy for all Glenn County residents.

ARTICLE II

PURPOSE

The Commission is formed for the purposes prescribed by the W&I Code, Part 2 (the Short Doyle Act), Sections 20 through 24, (WIC 5604 et seq) and the Health and Safety Code of the State of California as it applies to the Alcohol and Drug Programs.

The purpose of the Advisory Commission is to provide a forum to obtain comprehensive, board-based input from the community and other sources that can be utilized to advise Glenn County Behavioral Health, which is responsible for planning, funding, coordinating and evaluating the County Behavioral Health programs.

ARTICLE III

MEMBERSHIP

Section 1: The membership of this Commission shall be a minimum of five (5) members and not more than Fifteen (15) members who shall be qualified in conformity with the "Short-Doyle Act".

Section 2: Any resident within the County of Glenn with the qualifications required for Commission composition in the Act appointed to membership by the Board of Supervisors of Glenn County.

1. Associate membership may be recommended by any Commission Member. An associate member shall be non-voting and will serve for a period of three (3) years.
2. Associate members may be considered for Commission membership when a vacancy occurs, upon recommendation of a Commission member.

Section 3: The members of the Advisory Commission shall reflect the demographic characteristics of the Behavioral Health Services programs and its participants.

1. 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 and substance abuse disorder services.
2. At least one member, when available, shall be a youth representative.

Section 4: The full term of membership shall be three (3) years, commencing on the Date of appointment by the Glenn County Board of Supervisors. The youth representative shall serve for one (1) year.

1. No Commission member shall serve more than two (2) consecutive three-year terms. Fulfilling an incomplete term is not considered part of the term limit.

Section 5: A vacancy is created automatically in the position of any member who loses the status which was required to qualify the member for appointment to the Commission.

Section 6: No Commission member and no spouse member shall have financial interest or investment in any Short-Doyle contract facility or be an employee of city or county Short-Doyle programs or the State Department of Mental Health or State Department of Benefit payments. (Section 5604 – California Welfare and Institute Code).

ARTICLE IV

OFFICERS

Section 1: The officers of the Commission shall be as follows:

1. Chairperson- who shall preside at the meeting and perform the duties of the presiding office according to Robert's Rules of Order. The Chairperson and/or the Vice Chair shall appoint all committees.
2. Vice-Chairperson -who shall assume the duties of the Chairperson when that office is vacant, or the Chairperson is absent or incapacitated. In addition, the Vice-Chairperson shall be responsible for planning and organizing the annual/specialty projects.
3. The Commission Chairperson shall organize, plan and arrange submission of required committee reports, Data Notebook and Annual reports prior to due dates with the Behavior Health staff Liaison.

Section 2: Elections of officers:

1. Officers shall be elected from the nominations presented by the commission members. Election shall take place as needed and the positions open. The newly elected officers shall be presented at the following Board meeting.
2. Officers shall begin their official term of office at the meeting they have presented. The term of office is (2) two years thereafter.

Section 3: Vacancies in Office: The Board shall hold an election to fill any vacancy occurring in any elective office for the unexpired term.

ARTICLE V

MEETINGS

Section 1: Time and Place of Regular Meetings. The regular meeting of the Commission shall be held on the second Tuesday of the month. The Commission shall be on recess the months of June and July. Written notice will be given to the members and the public. Notice shall be in compliance with the Brown Act.

Section 2. Special Meetings: Special meetings may be called by the Chairperson by giving proper notice.

Section 3. The Commission shall recommend to the Board of Supervisors the replacement of any member who has been absent from two regular monthly meetings without a valid excuse and has not responded to written notification which shall be sent after the second absence.

Section 4: Order and Decorum:

1. If inappropriate remarks are made the Chair will immediately rule the remarks "out of order" and will request a retraction.
2. If any Member uses insulting or improper language to the Chair or any Member of the Commission or commission staff and refuses to apologize when so directed by the Chair, or willfully obstructs the conduct of business, and refuses to desist when called upon to do so by the Chair, he or she shall be ordered by the Chair to retire from the Board for that meeting. Any Member so removed, on making an apology to the Chair and to any Member of the Commission or Commission Staff insulted by him or her, may by a vote of the Commission be permitted to resume his or her place at such meeting. Any member so removed on numerous occasions may be asked to vacate their position and membership.
3. Whenever, in the judgment of the Behavioral Health Director, the best interests of the organization will be served, any member may be removed from office by the affirmative vote of two-thirds of the Commission.

Section 5: Agenda:

1. An agenda shall be mailed or e-mailed by the Behavioral Health Department to the members within 72 hours prior to the meetings at which time the items will be presented for action.
2. Any items for the agenda must be delivered to the appointed administrative support person office by 5:00p.m. of the twelfth day prior to the applicable meeting.
3. The Chairperson (in consultation with the Behavioral Health Director) shall be responsible for the agenda. The Director and staff shall be responsible for providing informational material, if any, on the action items.

ARTICLE VI

COMMITTEES

Section 1: The officers shall constitute the executive committee.

Section 2: Appointment of committees:

1. Such other committees, standing, special, ad hoc or task forces, shall be appointed by the Chairperson as the Commission and shall from time to time deem necessary to carry on the work of the Commission.
2. Each committee chairperson, in cooperation with the Commission Chairperson, shall name all committee members (See Article IV, Section 1).
3. The Commission Chairperson shall be ex officio member of all committees.

ARTICLE VII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rule of Order- Newly Revised, shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these by-laws, government statutes, and any special rules the Commission may adopt.

ARTICLE VIII

ANNUAL ACTIVITES

Section 1. The Chairperson and the Behavioral Health Director shall be responsible for preparing and presenting to the Glenn County Board of Supervisors the MHSA Annual report.

Section 2. Annual Community Project. The Commission may sponsor and/or endorse at least one (1) event and/or activity in the community, such as a mental health awareness day, support of drug court, surveys, etc.

Section 3. On an annual basis, participate in a program evaluation.

Section 4. Participate in the planning of any new program within Behavioral Health.

ARTICLE IX

SPECIAL DUTIES

Commission members may be involved in the hiring process of the county employees and may participate in program evaluations i.e., System Improvement Committee (SIC), Substance Use Disorder (SUD), Mental Health Compliance Committee, Mental Health Services Act (MHSA) Steering Committee and Quality Improvement Compliance (QIC) Committee or others as appointed.

ARTICLE X

AMENDEMENT OF THE BY LAWS

These by-laws may be amended at any regular meeting of the Commission by a (2/3) two­ thirds vote of the members present and the concurrence of the Glenn County Board of Supervisors provided that the amendments have been submitted in writing in the previous meeting.

**Approved as to form:**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

       William J. Vanasek, County Counsel

        County of Glenn, California