

**SISKIYOU COUNTY BEHAVIORAL HEALTH SERVICES BOARD**

**BYLAWS**

**ARTICLE I – NAME**

The name of the Board shall be the Siskiyou County Behavioral Health Services Board hereinafter referred to as “the Board.”

**ARTICLE II – AUTHORITY**

The authority of the Board is set forth in provisions of the Bronzan-McCorquodale Act (A.B. 14, Chapter 1374, Statutes of 1992) and the Lanterman-Petris-Short Act, originally known as the community Mental Health Services Act, as fully set forth in Section 5604, et seq. of the Welfare and Institutions Code.

**ARTICLE III – RESPONSIBILITIES AND OBJECTIVES**

The duties of the Board, as defined in Section 5604.2 of the Welfare and Institutions Code, shall be:

- A. Review and evaluate the community’s mental health, alcohol and drug needs, services, facilities and special problems.
- B. Review any County agreements entered pursuant to Welfare & Institutions Code Section 5650.
- C. Advise the governing body and the local mental health director as to any aspect of the local mental health program.
- D. Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process.
- E. Submit an annual report to the governing body on the needs and performance of the County’s mental health system.
- F. Review and make recommendations on applicants for the appointment of a local director of mental health services. The Board shall be included in the selection process prior to the vote of the governing body.
- G. Review and comment on the County’s performance outcome data and communicate its findings to the State Mental Health Commission (the California Mental Health Planning Council.)
- H. Assess the impact of the realignment of services from the State to the County, on services delivered to clients and on the local community.

**ARTICLE IV – MEMBERSHIP**

**Term**

The term of each member of the Board shall be for three years. The governing body shall equitably stagger the appointments so that approximately one-third of the appointments expire in each year.

**Attendance at Meetings**

A Board member shall be considered in good standing if he/she does not miss more than two consecutive regular meetings throughout any twelve month period or a total of three regular meetings per twelve month period. In the event a member should miss more than three regular meetings in a twelve month period, the Board may review said member’s membership. Such review shall occur at a regular Board meeting and shall be itemized in the agenda. If the member’s effectiveness is deemed

unsatisfactory as a result of the absences, he/she, at the discretion of the board, may be removed from the Board by a majority vote. An appointment of a new member to serve out the unexpired term will be requested of the Board of Supervisors.

The immediately preceding paragraph shall not apply to the Siskiyou County Board of Supervisors member and his/her alternate.

Either the Board of Supervisors member or his/her alternate may attend a Board meeting. The alternate Board of Supervisors member shall be entitled to vote at the meeting he/she attends. However, should both the member and the alternate attend the same meeting, only the Board of Supervisors member may "sit" at the table and vote.

### Number

Siskiyou County Behavioral Health Services shall have a Board of 11 members which shall be comprised in accordance with Welfare and Institutions Code Section 5604(a) (1) and (2). Members shall be residents of Siskiyou County, California. Members shall be appointed by the Siskiyou County Board of Supervisors and shall be appointed at large without regard to supervisorial district. The Board may suggest individuals to the Board of Supervisors for appointment to the Board and appointments shall be made in consultation with the Board.

One alternate shall be recommended by the Board and approved by the Board of Supervisors to sit in on all regular meetings. The alternate may vote only when one or more of the regular members (not Board of Supervisors member) are not in attendance. When any regular Board member resigns or leaves the Board for any reason, the alternate will automatically fill that member's unexpired term.

### Governing Body

The governing body is the Siskiyou County Board of Supervisors. One member of the Board shall be a member of the local governing body.

The local governing body may transfer additional duties or authority to the Board.

### Composition of Board

Fifty percent of the Board membership shall be consumers or family members (i.e., parent, spouse, sibling, adult children, or grandparent) of consumers, who are receiving or have received mental health services. At least 20 percent of the total membership shall be consumers, and at least 20 percent shall be families of consumers. One member shall be a member of the Siskiyou County Board of Supervisors. The Board of Supervisors shall also appoint an alternate to serve as its representative on the Board.

The definition of mental health services shall be as defined in Welfare and Institutions Code Section 5601(g).

The definition of a consumer family member shall be as defined in Welfare and Institutions Code Section 5604(a)(2).

If it is not possible to secure membership as specified from among persons who reside in the County, the governing body may substitute representatives of the public interested in mental health.

Conflict of Interest

No member of the Board or his or her spouse shall be a full or part-time employee of the County of Siskiyou Behavioral Health Services, the State Department of Mental Health, or on the staff of, or a paid member of a Bronzan-McCorquodale contract agency.

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.

Minority Representation

The composition of the Board shall attempt to reflect the minority population found in the County.

**ARTICLE V – MEETINGS**

Meetings shall be held at 5:00 p.m. on the third Monday of every month alternating between Yreka and Mt. Shasta. Time, date and location of regular meetings may be changed by a majority vote of the Board at any regular meeting. Special meetings may be held by giving 24 hours notice of the meeting to all members upon the call of the Chair or upon a majority of the Board.

The agenda for the regular meetings shall be prepared by the Chair and Director and distributed to each Board member the week prior to the meeting and released to the press. Copies of the agenda shall be made available for the public at each meeting. The agenda shall allow time for presentation of non-agenda items.

All meetings of the Board shall be open to the public and shall be subject to the provisions of Chapter 9 (commencing with Section 54950) of Part I of Division 2 of Title 5 of the Government Code relating to meetings of local agencies. By law, closed meetings shall be in accordance with the Brown Act with proper notice given.

Siskiyou County Behavioral Health Services, on approval of the Director, shall 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. Such expenses may include travel, lodging and meals for the members of such a Board while on official business.

In the event no elected officers are present to conduct a meeting, a chairman pro tem shall be elected by the members present at the meeting. The chairman pro tem shall act as chairman for that meeting only.

**ARTICLE VI – QUORUM**

A quorum shall consist of one person more than half of the appointed members of the Board.

**ARTICLE VII – OFFICERS**

Chair and Vice-Chair

At the first regular meeting of the calendar year, the Board members shall elect a Chair and Vice-Chair. Any member may be nominated for Chair or Vice-Chair. The Chair shall preside at all meetings, preserve order and decorum, decide issues of parliamentary procedure, may make motions and exercise all of the rights and duties enjoyed by any other member of the Board, and shall perform such other powers and duties as the Board may assign from time to time. In the absence or disability of the chair, the Vice-

Chair shall act in the Chair's place. In the absence of the Chair and Vice-Chair, a Chair Pro-tem shall be appointed by the Board on an as-needed basis for the meeting at which neither the Chair nor Vice-Chair is present.

Secretary

The Secretary to the Board shall be provided by the Siskiyou County Behavioral Health Services. The Secretary shall not be considered a member of the Board.

**ARTICLE VIII – REPRESENTATION TO THE CALIFORNIA ASSOCIATION OF LOCAL MENTAL HEALTH BOARDS**

The Chair will represent the Board to the California Association of Local Mental Health boards, or the Board will elect a member to serve as its representative to the California Association of Local Mental Health boards. The representative will inform the Board of issues and information discussed at the meetings.

The Board may instruct the representative to support or oppose any item on the California Association of Local Mental Health Board agenda and/or may submit through the representative, proposals for consideration by the California Association of Local Mental Health Boards.

**ARTICLE IX – COMMITTEES**

Special purpose committees may be established as deemed appropriate by the Board and appointed by the Chair, and may include the Chair, the local Director of Behavioral Health Services, member of the Board, and selected members of the general public. The Chair of each committee shall be appointed by the Chair of the Board. The Chair of the Board shall be an ex-officio member of each special purpose committee to which he or she is not specifically appointed.

**ARTICLE X – AMENDMENTS**

The Board may adopt, amend, or repeal these bylaws at any time, to the extent not inconsistent with the responsibilities and objectives of the Siskiyou County Behavioral Health Services Board and any applicable federal, state, or local law.



Adopted 9/16/96; revised 9/15/97  
Amended 1/25/99  
Amended 5/21/01  
Amended 11/\_/06

**CERTIFICATE OF THE CHAIR**

I, the undersigned, certify that I am the Chair of the Siskiyou County Behavioral Health Services Board and that the above bylaws were ratified and adopted at a meeting of the Board held on November 20, 2006.

Executed on November 20, 2006 at Yreka, California.

\_\_\_\_\_  
Wendell Seward, Chair