

# PLUMAS COUNTY BEHAVIORAL HEALTH COMMISSION

## BYLAWS

### **Article I. Name**

The name of this Commission shall be PLUMAS COUNTY BEHAVIORAL HEALTH COMMISSION (PCBHC). These bylaws govern the conduct of all business of the Behavioral Health Commission of Plumas County.

### **Article II. Authority**

The PCBHC is authorized by the California legislature in Section 5604 of the Welfare and Institutions Code and Sections 11805 and 11752.1(e) of the Health and Safety Code.

### **Article III. Duties**

The duties of this Commission (as defined in Section 5004.2 of the Welfare and Institutions Code) shall be:

- A. Review and evaluate the community's behavioral health needs, services, facilities, and special problems, to ensure services are provided that improve and maintain the health and safety of individuals and families affected by mental health and/or substance abuse issues.
- B. Review any county agreements entered into pursuant to Section 5650.
- C. Advise the governing body and the local Behavioral Health Director as to any aspect of the local mental health program, alcohol and drug treatment and prevention services.
- 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 behavioral health system.
- F. Review and make recommendations on applicants for the appointment of a local director of behavioral health services. The Commission 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 California Mental Health Planning Council.
- H. Nothing in this section shall be construed to limit the ability of the governing body to transfer additional duties or authority to the PCBHC.
- I. Inform and educate the Public about Mental Health Issues, Alcohol and Drug Treatment and Prevention Services as well as program development, coordination of services and planning.

## **Article IV. Membership**

### **Section A. Number and Composition of Membership**

1. The Board of Supervisors shall appoint the members of the Plumas County Behavioral Health Commission. The membership shall be submitted to the Board of Supervisors for approval. The Commission may, but is not required to, make recommendations to the Board of Supervisors for appointment of members.
2. The PCBHC shall consist of thirteen (13) members.
3. One member shall be a member of the Board of Supervisors, the governing body.
4. Fifty (50) percent or more of the members shall be consumers or family members who are or have received Mental Health and/or Substance Abuse services. At least twenty (20) percent shall be direct consumers and at least twenty (20) percent shall be family members.
5. Fifty (50) percent or less of membership shall be community members representing public interest in the behavioral health needs of Plumas County, (e.g. persons in the professions of education, law, criminal justice, and fiscal management).
6. Membership shall reflect the ethnic diversity of Plumas County to the extent feasible.
7. It is advisable, but not mandatory that representatives of each major community of the county be selected.
8. All members shall be residents of Plumas County or be substantially employed in the county.
9. No member of the Commission or his/her spouse shall be a full-time or part-time employee of the county Behavioral Health Services, an employee of the State Department of Health Care Services, or an employee or a paid member of the governing body of a Behavioral Health contract agency.

### **Section B. Terms of Membership**

1. The term of each member (ending December 31<sup>st</sup>) shall be for three (3) years with approximately one-third of the members changing each year.
2. 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.
3. When one year has elapsed following a former member's service on the Commission, of whatever duration that service was, he/she again becomes eligible for appointment.

### **Section C. Quorum**

1. A quorum shall be one person more than one-half of the number of appointed voting members including the Board of Supervisors representative.

### **Section D. Vacancies**

1. If a member fails to attend three (3) consecutive meetings, the Commission may recommend to the Board of Supervisors that the position be deemed vacant.
2. When the member submits his or her resignation in writing, that position shall be deemed vacant.
3. If death, adjudicated incapacity, non-residency, or change in qualification of appointment occurs, that position shall be deemed vacant.

### **Article V. Officers**

- A) The Officers of the Commission shall be the Chair, Vice Chair, and Secretary/Treasurer. Plumas County Behavioral Health shall provide a non-voting clerk.
- B) Members may not serve as officers unless they have served on the Commission for one (1) year.
- C) The Officers shall be elected at the regular meeting in December and shall assume the duties at the next regular meeting.
- D) The Officers shall serve a term of one (1) year, not to exceed three (3) terms.
- E) The duties of the Chair shall be to preside at all meetings of the Commission and act as the liaison with the Behavioral Health Director.
- F) The Vice Chair shall preside over the meeting in the absence of the Chair.
- G) The Secretary/Treasurer shall monitor the membership of this Commission.
- H) The Clerk of the Commission (non-voting) shall maintain required records for the Commission.

### **Article VI. Meetings**

- A. The Commission will meet a minimum of nine (9) times per year at noon on the first Wednesday of the month.
- B. Special meetings may be called by the Chair or a majority of the Commission members.
- C. All Commission meetings shall be open to the public and subject to the Brown Act (Government Code, section 54950).

### **Article VII. Committees**

The Chair may form committees to perform tasks and to advise the Commission.

### **Article VIII. Conduct of Meetings**

- A. The meetings of this Commission shall be conducted in accordance with Robert's Rules of Order, newly revised.
- B. Members 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 IX. Amendment of Bylaws**

- A. These bylaws may be amended by a majority of the members of the Commission provided that a thirty (30) day written notice is given to the Commission members prior to the meeting at which the vote will be taken.
- B. The amendments must be approved by the Board of Supervisors.