

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

**Article I  
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.

**Section 1 Name**

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

**Section 2 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.

**Section 3 Powers and Duties**

The powers and duties of this MHADAB are to:

- A. Review and evaluate the community's mental health, alcohol and/or drug treatment needs, services, and special problems as related to the above.
- B. Review performance contracts.
- C. Advise the BOS, 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.
- D. 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)).

- E. Conduct public hearings on draft Mental Health Services Act (MHSA) plans, annual updates, and other matters as appropriate.
- F. Ensure citizen, consumer, and professional involvement in the County of Shasta's mental health, alcohol, and drug programs service delivery planning efforts.
- G. 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.
- H. Review, interview, and make recommendations on applicants for appointment of the Director of Mental Health Services, and the Alcohol and Drug Program Administrator.
- I. 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.
- J. 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.
- K. Recognize that the BOS can transfer additional duties or authority to the MHADAB.

## **Article II Membership**

### **Section 1 Membership**

#### A. Number of Members

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 of the client population in the county.

B. Composition

Pursuant to Section 5604(a)(2) of the Welfare and Institutions Code, 50 percent of the MHADAB membership shall be consumers or the parents, spouses, siblings, or adult children of consumers, who are receiving or have received mental health services. Pursuant to Welfare and Institutions Code Section 5604 (a)(2), at least 20 percent of the total membership shall be consumers, and at least 20 percent shall be families of consumers.

Of the remaining members, the MHADAB shall recommend individuals for appointment who represent 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.

Pursuant to Welfare and Institutions Code Section 5604.5, the MHADAB membership should reflect the demographic diversity of the county as a whole to the extent feasible.

**Section 2 Prohibited Employment of Members**

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 employee 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.

Members of the MHADAB shall abstain from voting on any issue in which the member has a financial interest as defined in Section 87103 of the Government Code.

**Section 3 Term of Membership**

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.

## **Section 4 Removal**

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.

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.

## **Section 5 Vacancies**

A vacancy on the MHADAB shall be filled by appointment by the BOS upon recommendation by the MHADAB.

## **Section 6 Leave of Absence**

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. The leave waives the limitation on absences stated in Section 4 of this Article. 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 III**

### **Officers**

#### **Section 1 Chair and Vice Chair**

The officers of this MHADAB shall be a Chair and Vice Chair. 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. No officer shall serve more than two consecutive terms.

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.

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.

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.

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.

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.

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 IV Meetings**

### **Section 1 Regular 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.

A minimum of five regular meetings of the MHADAB shall be held each calendar year. At the last regular meeting of the MHADAB each calendar year, the time and date of the regular meetings for the ensuing calendar year shall be established.

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.

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, child care, and meals for the members of the MHADAB as budgeted by the BOS and approved by the Director.

## **Section 2 Special Meetings**

Special meetings of this MHADAB may be called at any time by the Chair or by a majority of the members of this MHADAB. 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.

## **Section 3 Quorum for Meeting**

A quorum shall consist of 50 percent plus one of the current active membership of the MHADAB.

# **Article V Committees**

## **Section 1 Standing Committees**

### **A. 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.

**B. 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.

**Section 2 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.

**Article VI  
Miscellaneous Provisions**

**Section 1 Amendment of Bylaws**

These Bylaws may be amended at any regular or special meeting 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.