

**BYLAWS
OF THE
HUMBOLDT COUNTY
LOCAL BEHAVIORAL HEALTH BOARD**

**ARTICLE I
NAME**

The name of this organization shall be the Humboldt County Local Behavioral Health Board, hereinafter, called, LBHB.

**ARTICLE II
AUTHORITY**

The authority, purpose and duties of the LBHB will be those derived from the Welfare and Institutions Code Section 5604.2; the County Board of Supervisors; and other pertinent legislation.

Section 1. **Responsibilities & Objectives.**

The primary responsibilities and objectives of the LBHB shall be:

- a. Review and evaluate the community's behavioral health needs, services, facilities and special problems.
- b. Receive and review any LBHB committee recommendations and any county agreements entered into pursuant to Welfare and Institutions Code, Section 5650.
- c. Advise the County Board of Supervisors, the Department of Health and Human Services (DHHS) Director and the Local Mental Health Director as to any aspect of the local behavioral 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 County Board of Supervisors on the needs and performance of the County's behavioral health system.

- f. Review and make recommendations to the DHHS Director on the selection of the Local Mental Health Director. The LBHB shall be included in the selection process.
- 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)

ARTICLE III MEMBERSHIP

The membership of the LBHB, as set forth in the Welfare and Institutions Code, Section 5604 is as follows:

Section 1. Composition.

Membership of the LBHB shall consist of 10-15 members, depending on the preference of the County Board of Supervisors. Nothing in this section shall be construed to limit the ability of the County Board of Supervisors to increase the number of members above 15. Members shall be appointed by the County Board of Supervisors and subject to the following conditions:

- a. One LBHB member shall be a member of the County Board of Supervisors.
- b. The LBHB may recommend appointees to the County Board of Supervisors.
- c. The County Board of Supervisors is encouraged to appoint individuals who have experience and knowledge of the behavioral health system.
- d. The LBHB should reflect the ethnic diversity of the client population in the

County.

- e. Fifty percent of the LBHB members shall be consumers or the parent, spouse, sibling, or adult child of consumers who are receiving or have received behavioral health care services. At least twenty percent of the total membership shall be consumers, and at least twenty percent shall be families of consumers.
- f. No member of the LBHB or his/her spouse shall be a full-time or part-time county employee of DHHS, an employee of the State Department of Mental Health or the State Department of Alcohol and Drug Programs, or an employee of, or a paid member of a governing body of a Humboldt County behavioral health contract provider.

Section 2. Term.

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

Section 3. Removal from Membership.

It will be recommended to the County Board of Supervisors that a member's appointment be terminated if:

- a. Three consecutive absences from the regular LBHB meetings occur during the business year, unless such absence is excused by the LBHB due to illness, absence from the county or extreme weather conditions.
- b. A member accumulates four nonconsecutive absences from regular LBHB meetings during the business year starting July 1, unless such absence is excused by the LBHB due to illness, absence from the county or extreme weather conditions.

- c. In special circumstances, a vote of two-thirds of the members can obviate the necessity for termination.

Section 4. Resignation from Membership.

When it is necessary for a member to resign from the LBHB, that member shall submit a letter of resignation to the County Board of Supervisors and a copy to the LBHB Chair at least thirty days prior to his/her last day of service.

Section 5. Consecutive Appointments.

A member of the LBHB may serve more than two consecutive terms of membership, upon recommendation of a two-thirds vote of the LBHB membership.

Section 6. Leave of Absence.

A member of the LBHB can request a leave of absence. A leave of absence can be granted for a maximum period of three months. A written request must be submitted to the LBHB Chair and contain the following information: name, address, phone number, date of last meeting attended, the length of the leave of absence the member is requesting. The member must also state in the leave of absence request that they agree that if they cannot engage in their responsibilities as a member of the LBHB at the end of their requested and approved leave, they will resign. The request must be signed and dated by the member. The Chair will submit the request to the LBHB for approval. Approval by the LBHB must be given prior to any member being absent from a regularly scheduled meeting. While on a requested and approved leave of absence, the member maintains their good standing and their non attendance will not be considered an absence as defined for in Article III, Section 3 Removal from Membership. Any member of the LBHB not in compliance with Article III, Section 3 of these Bylaws prior to

their request will be denied a leave of absence. Therefore, the member must resign or Article III, Section 3 of these Bylaws will be adhered to and the member will be removed due to the lack of attendance.

ARTICLE IV OFFICERS

Section 1. Term of Office.

A member of the LBHB may serve for a term of one year and may not serve in the same office more than two consecutive terms.

Section 2. Removal.

Officers of the LBHB may be removed from office and relieved of duties by a majority vote of the LBHB membership in executive session.

Section 3. Election.

Officers shall be elected at the May business meeting to take office July 1.

Section 4. Vacancy.

Upon the resignation or removal of an officer, the next officer in line shall ascend to the vacant positions. An election shall be held to fill the remaining vacancy within thirty days after that vacancy occurred. If an officer is unwilling to ascend to fill a vacated position, the position shall be filled by election within thirty days of the vacancy.

ARTICLE V DUTIES OF OFFICERS

Section 1. Chair

- a. Submit the agenda for all meetings.
- b. Call all meetings of the LBHB.
- c. Preside at all meetings of the LBHB.
- d. Insure LBHB participation in the 12-month planning process prior

to the approval of the County plan.

- e. Serve as an ex-officio member of all standing and special committees except the Nominating Committee.
- f. Appoint the Chair of all committees.
- g. Represent the Board at public functions, or appoint a representative to do so.
- h. Inform the Board of Supervisors and the County Clerk of the Board of any LBHB vacancies.
- i. Prepare and submit an annual report of LBHB activities to the County Board of Supervisors, the DHHS Director, and the Local Mental Health Director.
- j. Be in consultation with the DHHS Director and Local Mental Health Director on a regular basis.

Section 2. First Vice Chair.

- a. Shall assume the duties of the Chair in his/her absence.
- b. Carry out tasks delegated by the Chair.
- c. Serve as Chair of the Membership/Nominating Committee.
- d. Arrange for orientation sessions for new members.

Section 3. Second Vice Chair.

- a. Shall assume the duties of the First Vice Chair in his/her absence.
- b. Carry out any tasks delegated by the Chair.
- c. Act as Secretary in the absence of the Staff Secretary

ARTICLE VI
MEETINGS

Section 1. Regular Meetings.

- a. Shall be held once monthly. A minimum of 10 meetings shall be held each year.
- b. All members shall be notified of the time, date, place and agenda of each meeting by phone, or by mail, at least seven (7) days prior to each regular meeting.
- c. Secretary.
 1. A Secretary to the LBHB will attend all meetings of the LBHB and committee meetings when requested.
 2. The Secretary shall maintain a record of all sessions and LBHB attendance.
 3. The agenda for regular meetings shall be prepared and distributed by the Secretary to each LBHB member at least seven (7) days prior to the meeting, and made public in accordance with Brown Act provisions. Copies of the agenda shall be made available at each meeting for the public. The agenda shall allow time for presentation of non-agenda items.
 4. The agendas shall include a standing item for the Alcohol and Other Drug / Dual Recovery Committee.
 5. All matters to be included on the printed agenda must be submitted to the Secretary at least ten (10) days preceding the meeting.

Section 2. Special Meetings.

A special meeting may be called by the Chair, or at the request of the majority of the membership or the Executive Committee. Notice for special meetings shall be given to all members at least twenty-four hours prior to the meeting.

Section 3. Conduct of Meeting.

All meetings of the LBHB shall be subject to the provisions of the Brown Act

relating to the meetings of local agencies. Meetings shall be conducted in accordance with Roberts Rules of Order, current revision.

Section 4. Quorum.

A quorum shall be one person more than one-half of the appointed members.

Section 5. Addressing the Board.

Any person wishing to address the LBHB, when recognized by the Chair, shall give his name for the record. The Chair may limit the amount of time a person may use in addressing the Board.

Section 6. Executive Session.

An Executive Session consisting of LBHB members only may be called by two (2) members of the Executive Committee to address personnel matters.

ARTICLE VII
COMMITTEES

Section 1. Duties and Functions.

- a. Review and make recommendations to the LBHB about programs; assist staff with program development; determine efficacy of programs with regard to meeting the needs of the targeted community or population.
- b. Review and make recommendations to the LBHB about State audits and evaluations.
- c. Each Local Behavioral Health Board member must serve on a Standing Committee.
- d. Committees shall be enriched by involving community members.
- e. Each committee shall consist of at least three members, including at least two (2) LBHB members.
- f. Appointment to committees shall be by the Committee Chair.

- g. Ad Hoc subcommittees may be appointed by Committee Chairs as needed.

Section 2. Standing Committees.

The following shall be standing committees of the LBHB, continuation of which shall be decided annually by the members

a. The Executive Committee:

1. Shall consist of the current officers, the past Chair and local representatives to State-wide behavioral health organizations when applicable.
2. Shall assist the Chair in preparing the meeting agenda.
3. Shall perform any other duties delegated to it by the Chair of this body.

b. The Membership/Nominating Committee:

1. Shall consist of four (4) members: the First Vice Chair, 2nd Vice Chair, and two (2) members to be selected at the July meeting and serving one year.
2. Shall solicit prospective candidates for membership for LBHB vacancies.
3. Shall screen all available candidates per LBHB vacancy and submit the names of recommended candidates to the LBHB for approval by a majority vote. Screening shall consist of review of a written application, participation in a minimum of 3 LBHB meetings and an interview. This recommendation will then be submitted to the Board of Supervisors for selection and appointment.

4. Shall assist the Chair in the orientation of new LBHB members.
5. Shall present a slate of officers to the membership at the April meeting or when requested for a special election.

c. Alcohol and Other Drug/Dual Recovery Committee

1. Participate in the planning process, and assist in establishing priorities for needs and services.
2. Advise the County Alcohol and Drug Administrator on policies and goals of the County Alcohol and Other Drugs Programs, and on any other related matters of the Alcohol and Drug Administrator refers to it, or which are raised by members.
3. Encourage and educate the public to understand the nature of alcohol and other drug abuse, and encourage support throughout the County for development and implementation of effective substance abuse programs.
4. Review and make recommendations to the LBHB about the State of California audit findings of the community's health and human service needs, as well as services, facilities and special problems pertaining to substance use.

Section 3. Optional Committees

a. The Public Awareness Committee:

1. Shall promote public awareness of available behavioral health services, programs and needs.

2. Shall ensure that the public is invited to provide input into all phases of the planning process.
 3. Shall be responsible for community education regarding behavioral health.
- b. Children, TAY and Family Committee:
1. Review and make recommendations to the LBHB about the State of California audit findings of the community's health and human services needs, as well as services, facilities and special problems pertaining to children, TAY and families.
 2. Advise the LBHB as to any aspect of the local behavioral health program for children, TAY and families.
 3. Comprise membership that may include, but is not limited to clients, family members, staff and stakeholders in the services for children, TAY and families.
- c. Adult and Older Adult Services Committee:
1. Review and make recommendations to the LBHB about the State of California audit findings of the community's behavioral health needs, as well as services, facilities and special problems pertaining to adults and older adults.
 - 2 Advise the LBHB as to any aspect of the local mental health program pertaining to adults and older adults.
 3. Comprise membership that may include, but is not limited to clients, family members, staff and stakeholders in the services for adults and older adults

Section 3. Other Committees.

The membership (by a majority vote) may establish additional committees necessary for the effective operations of the LBHB or to meet the requirements of government agencies or legislation.

Section 4. Amendments.

These Bylaws may be amended by a two-thirds vote of the members present at any regular meeting of the LBHB if notice of intention to amend the Bylaws, setting forth the proposed amendments has been sent to each member of the LBHB not less than ten days in advance of the date set for consideration of such amendment.

CERTIFICATION

We, the undersigned, hereby certify that these Bylaws were duly adopted at the LBHB regular meeting.

Signed: 
Chair

Date: March 1, 2012

Signed: _____
1st Vice-Chair

Date: _____

Signed: _____
2nd Vice-Chair

Date: _____