

# **SAN MATEO COUNTY MENTAL HEALTH & SUBSTANCE ABUSE RECOVERY COMMISSION**

## **BYLAWS**



PROMOTING WELLNESS AND RECOVERY  
ENHANCING PUBLIC AWARENESS AND KNOWLEDGE  
ELIMINATING STIGMA

**MENTAL HEALTH & SUBSTANCE ABUSE RECOVERY  
COMMISSION  
COUNTY OF SAN MATEO  
BYLAWS**

**PREAMBLE**

The Mental Health & Substance Abuse Recovery Commission is committed to the goals of promoting wellness and recovery, enhancing public awareness and knowledge of mental illness and substance abuse disorders and eliminating stigma.

These Bylaws have been amended to reflect the change of name and reformatting of the Mental Health Board to the Mental Health & Substance Abuse Recovery Commission to signal the community's recognition that mental illness and substance abuse are often co-occurring or inter-related disorders and to coordinate our activities with those of the integrated Behavioral Health and Recovery Services Division of the County of San Mateo Health System. Together with Board of Supervisors Resolution number \_\_\_\_\_, they provide the foundation for the conduct of the Commission.

**ARTICLE I  
MEMBERSHIP**

**Section 1.1 Conditions**

- a. Members are expected to attend all meetings of the Commission. A member who is unable attend a given meeting shall give advance notice of his/her inability to attend either to the Commission Chairperson or the administration office of the County Behavioral Health & Recovery Services Division.
- b. In the event that a member misses more than three (3) Board meetings in a 12-month period the Executive Committee will review with the member his/her ability to serve on the Mental Health, Substance abuse & Recovery Commission and may recommend his/her replacement to the Board of Supervisors. A member may be granted a one-time leave of absence, not to exceed three (3) months, for a serious illness; to care for a spouse, child or significant other who has a serious illness; to attend school; or for another reason deemed sufficient by the members of the Executive Committee.
- c. All members shall serve on at least one committee of the Commission and shall participate in the activities of the Commission, including ad hoc committees and community outreach and engagement opportunities, as their other obligations permit.

## **Section 1.2 Resignation or termination**

In the event that a member resigns or becomes ineligible to remain on the Mental Health & Substance Abuse Recovery Commission, it will be noted in the minutes of the next scheduled Commission meeting. The Chairperson shall apprise the Supervisor, who is a member of the Commission, of the member's resignation or termination.

## **ARTICLE II FINANCES**

The Board of Supervisors may pay from any available funds the actual and necessary expenses of the members of the Mental Health & Substance Abuse Recovery Commission incurred incident to the performance of their official duties and functions. The expenses may include mileage and parking, travel, lodging, conference registration fees, childcare and meals for the members of the Commission while on official business as approved by the local behavioral health director. [W&I5604.3] The members of the Mental Health & Substance Abuse Recovery Commission shall serve without additional compensation.

## **ARTICLE III MEETINGS**

### **Section 3.1 Commission Meetings**

The regular meetings of the Commission shall be held on the first Wednesday of each month or as such other times as the Commission shall designate. Special meetings may be called by the Chairperson or a majority of the Commission. The Commission shall be subject to the provisions of Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code, relating to meetings of local agencies (the Brown Act). [W&I 5604.1]

### **Section 3.2 Agenda**

- a. The Chairperson shall prepare an agenda prior to each Commission meeting containing items agreed upon by the Executive Committee. Any member of the Commission may add an item to the agenda through the Chairperson.
- b. An item may be added to a meeting agenda by a simple majority vote of the members present at the time the agenda is presented for acceptance at the beginning of the Commission meeting.
- c. The agenda of all regular meetings shall contain an open agenda item during which time members of the audience may address the Commission.

**Section 3.3 Quorum**

A quorum of any meeting of the Commission shall consist of one person more than 50% of the total number of appointed members. (W&I 5604.5.c)

**Section 3.4 Voting**

- a. A simple majority of the quorum shall decide all questions unless otherwise stated.
- b. Voting shall be by voice unless otherwise stated or unless a request to vote by ballot is made by one-half of those members present.

**ARTICLE IV  
OFFICERS**

**Section 4.1 Personnel**

The elected officers of the Commission shall be a Chairperson, Vice-Chairperson, representative to the statewide organization and a Member-at-Large.

**Section 4.2 Election**

At the regular October meeting the Commission shall elect members to their offices. Nominations shall be submitted by the Nominating Committee at the regular September meeting or made from the floor at the regular October meeting.

No member of the Nominating Committee may be nominated to serve as an elected officer of the Mental Health & Substance Abuse Recovery Commission. If a member of the Nominating Committee wishes to be considered for nomination as an officer of the Mental Health & Substance Abuse Recovery Commission, that person will relinquish his/her participation on the Nominating Committee prior to the Nominating Committee's consideration of the member's candidacy.

**Section 4.3 Term**

- a. The officers shall be elected to serve for one year commencing November 1.
- b. No officer shall be eligible to serve more than three full terms in the same office. If an officer has served a partial term, that officer shall still be entitled to serve three full terms.
- c. Notwithstanding Section 4.3.b above, except for the Chairperson, an incumbent may serve additional terms in the same office if there are no other members who are willing to stand for election to that office.

**Section 4.4 Duties**

The powers and duties of the officers shall be as follows:

- a. The Chairperson shall be the Executive Officer of Commission and shall preside at meetings of the Commission and Executive Committee. The Chairperson shall be in consultation with the Behavioral Health and Recovery Services Director. [5604.5.d] The Chairperson shall, with the approval of the Commission, create ad hoc committees as deemed necessary and shall assign their duties.
- b. The Vice-Chairperson shall assume the duties of the Chairperson in his/her absence.
- c. The Representative to the statewide organization shall attend its meetings and report to the Commission.
- d. The member-at-large shall serve on the Executive Committee and shall serve as a liaison to the consumer/client community through outreach and engagement activities.

## **ARTICLE V COMMITTEES**

### **Section 5.1 Executive Committee**

- a. There shall be an Executive Committee of the Mental Health & Substance Abuse Recovery Commission. (W&I5604.5.e). The Executive Committee shall be composed of:
  - 1. The elected officers of the Mental Health & Substance Abuse Recovery Commission.
  - 2. The Chairpersons of the Adult Services, Children & Youth Services and Older Adult Services standing committees.
- b. The Executive Committee shall meet regularly to develop the agenda for the full Commission meetings and shall have the power to handle matters between regular Commission meetings, such action to be ratified at the next regular Commission meeting.
- c. The Executive Committee will review applications for membership on the Mental Health & Substance Abuse Recovery Commission and provide feedback on each of the applicants to the Board of Supervisors.
- d. The chair of an ad hoc committee and other interested parties may be invited to attend an Executive Committee meeting when the subject matter of the ad hoc committee will be discussed.

### **Section 5.2 Nominating Committee**

A Nominating Committee shall be appointed by the Chairperson at the regular July meeting with the majority vote of the Commission to meet one month prior to the election of officers, select a slate of officers for the coming year and secure verbal consent to serve of those selected. The Chairperson of the Nominating Committee shall temporarily assume the role of Commission Chair to accept further nominations and conduct the election of officers.

### **Section 5.3 Standing Committees**

There shall be an Adult Services Committee, a Children & Youth Services Committee, and an Older Adult Services Committee. All committees shall be inclusive of persons or representatives of clients who are engaged in substance abuse recovery services.

- a. The Commission Chairperson shall appoint the chairpersons of these standing committees.
- b. Each year, the goals and objectives of the standing committees shall be determined by the committee members and presented to the full Commission.
- c. These committees shall hold regular meetings and consult with the heads of Adult Services, Children and Youth Services, Older Adult Services and Alcohol and Other Drug Services Divisions, respectively.
- d. These Committees will report to the full Commission at each Commission meeting.
- e. The Chairpersons of the Adult, Children and Youth, and Older Adult Committees shall be members of the Executive Committee.
- f. Interested members of the public may serve on a standing committee at the discretion of the committee chairperson.

### **Section 5.4 Sub-Committees**

Sub-committees may be established as needed, which may include persons who are not members of the Commission.

### **Section 5.5 Ad Hoc Committees**

Ad Hoc committees may be established as needed and may include persons who are not members of the Commission.

## **ARTICLE VI AMENDMENT AND RULES**

### **Section 6.1 Rules of Order**

The meetings of this Commission shall be conducted in accordance with Robert's Rules of Order, Revised. A parliamentarian may be appointed by the Chairperson.

The Mental Health & Substance Abuse Recovery Commission will comply with all standing rules for County boards, commissions and advisory committees that are established by the Board of Supervisors.

### **Section 6.2 Amendment of the Bylaws**

These Bylaws may be amended at any meeting by a two-thirds vote of the current

membership, provided that copies of the proposed amendments are sent to all members of the Commission at least thirty (30) days prior to the meeting at which such action is taken.

### **Section 6.3 Approval by the Board of Supervisors**

Amendments to the Bylaws shall require the approval of the Board of Supervisors. [W&I Code 5604.5]

### **Section 6.4 Standing Rules**

Standing Rules, not in conflict with these Bylaws, may be adopted from time to time. These rules are directed toward the conduct of the affairs of this Commission. They may be amended or rescinded by a majority vote of the Commission.

## **ARTICLE VII ETHICS**

- a. Commission members must comply with California Government Code §§87100 and 1090 referring to financial conflict of interest and will sign an “Acknowledgement of Financial Conflict of Interest Laws” affidavit upon taking office.
- b. Commission members must comply with the County’s Conflict of Interest Code and the Standing Rules for County Boards, Commissions, and Advisory Committees which state: “All members of boards, commissions, and advisory committees are conducting public business for the County of San Mateo and are subject to applicable California laws regarding conflicts of interests.”
- c. Commission members shall take and pass State mandated ethics training within six (6) months of appointment and every two years thereafter. A certificate of completion shall be filed with the Behavioral Health & Recovery Services Director.
- d. The Commission recognizes that all persons have inherent dignity and shall be treated with respect.

Amended September 2010