



HEALTH SERVICES AGENCY  
ADMINISTRATION

# COUNTY OF SANTA CRUZ

## HEALTH SERVICES AGENCY

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June 3, 1998

AGENDA: June 16, 1998

BOARD OF SUPERVISORS  
County of Santa Cruz  
701 Ocean street, Fifth Floor  
Santa Cruz, CA 95060

Re: **Revised Local Mental Health Board Bylaws**

Dear Members of the Board:

At the February 2, 1998 Local Mental Health Board (LMHB) meeting, members unanimously voted to change the Board's meeting locations to better accommodate all residents of the County. The LMHB Bylaws will reflect this change and are proposed to read as follows:

**II. Meetings:** The regular meeting of the LMHB shall be once a month on the first Monday of the month, at 1:00-2:30, location will be at 1400 Emeline Street in Santa Cruz and three times a year at the Watsonville YWCA, 340 E. Beach Street. There will be no meetings in August nor December unless there is a need.

All other responsibilities will remain the same.

It is therefore RECOMMENDED that the Board:

1. Approve the changes within the Local Mental Health Board Bylaws.

Sincerely,

Charles M. Moody  
Health Services Agency Administrator

CM:RK:ep  
Attachments  
**RECOMMENDED**

Susan Mauriello  
County Administrative Officer

cc: Auditor-Controller  
County Administrative Office  
County Counsel

HSA Administration  
Community Mental Health  
Local Mental Health Board

**County of Santa Cruz  
Local Mental Health Board  
BYLAWS**

**I. Purpose:**

The Local Mental Health Board (LMHB) shall carry out all those responsibilities provided for in the W & I Code Section 5604 through 5606 (the **Bronzan-McCorquodale** Act, Chapter 1).

**II. Meetings:**

- A. The regular meeting of the LMHB shall be held once a month on the first Monday of the month, at **1:00-2:30**, location will be at 1400 Emeline Street in Santa Cruz and three times a year at the Watsonville YWCA, 340 E Beach Street. There will be no meetings in August nor December unless there is a need.
- B. A quorum is one person more than one-half of the appointed members to the Local Mental Health Board. Therefore, on a full board of eleven (11), a quorum would be seven (7) of the appointed members
- C. The public shall be notified of the time and place of regular and special meetings.
- D. When a member fails to attend three (3) consecutive meetings without good cause entered in the minutes of the LMHB, or if a member fails to attend six (6) meetings during any twelve (12) consecutive month period with or without good cause, a vacancy shall exist and shall be reported in writing by the LMHB Chair to the Board of Supervisors, the Clerk of the Board, and the member vacating his or her seat of the LMHB.

**III. Official Membership:**

- A. The membership of the LMHB shall comply in its composition with the membership requirements mandated in Sections 5604 through 5606 of the W & I Code. Each supervisor shall make two appointments. A member of the Board of Supervisors shall serve as the 11<sup>th</sup> member of the LMHB.

**IV. Officers:**

- A. The officers of the LMHB are the Chair and Co-Chair or Chairperson and Vice Chairperson as the LMHB may choose.
- B. The duties of the Chair are to preside over meetings, prepare agendas, represent the LMHB, and be responsible for the communication with the Board of Supervisors. The Co-Chair will assume these same responsibilities in the absence of the Chair
- C. Co-Chair persons shall mutually share and agree on the division of the duties as they so choose.
- D. Election of officers shall be held annually in April of each year during its regular monthly meeting. The annual term of office for **officers** will begin with the May meeting. At the March meeting of the LMHB, the Chair will appoint three members to a nominating committee which will select at least one person per office and report back to LMHB at the April meeting. At this meeting, nominations from the floor will be accepted. (Santa Cruz County Code, Section 2.38.120).

**V. Agendas:**

- A. At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be mailed to each LMHB member, and to each representative of the news media and to each other person who has submitted a written request to the LMHB for

notification of meetings, and shall be posted at least seventy-two (72) hours prior to the regular meeting at a location that is freely accessible to the public. The agenda shall continue a brief general description of each item of business to be transacted or discussed at the meeting. No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the board may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by two-thirds vote of the membership of the Board, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the County subsequent to the agenda being posted.

- B. At least seventy-two (72) hours prior to each special meeting, an agenda for the special meeting shall be mailed to each Board member and to each representative of the news media and to each other person who has submitted a written request to the Board for notification of meetings; and shall be posted every seventy-two (72) hours prior to the special meeting at a location that is freely accessible to members of the public. No business other than that listed on the agenda will be considered at a special meeting.
- C. In addition, the agenda will provide for community oral communications on items not on the agenda which are within the subject matter jurisdiction of the Board at the beginning of each regular meeting agenda.
- D. LMHB members shall give items for the agenda to the secretary of the LMHB at least 2 weeks in advance of the meeting.
- E. The meeting will be conducted in accordance with Roberts Rules of Order unless otherwise specified by the Bylaws.

**VI: Committees:**

- A. Committees or task forces shall be appointed, as needed, by the Chair and ratified by the LMHB.
- B. All subcommittees shall comply with the notice and agenda requirements otherwise applicable to the Board in these by-laws, except for subcommittees composed solely of less than a quorum of the members of the Board which are not standing subcommittees of the Board with either a continuing subject matter jurisdiction or a meeting schedule fixed by resolution or other formal action of the Board.

**VII. Public Input:** Public participation in LMHB meetings shall be allowed as follows:

- A. An opportunity for members of the public to directly address the Board on any item on the agenda of interest to the public shall be provided before or during the Board's consideration of the item.
- B. The Chair of the Board may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Board may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for community oral communications. When further discussion is required, the Board may vote to allot time in the agenda of the following meeting.

**VIII. Revision to the Bylaws:**

- A. Revisions to the Bylaws shall be determined by a majority vote of the Local Mental Health Board.
- B. Proposed revisions shall be sent out with the agendas.

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bylaws / 2.27.96  
bylaws / 7.24.97  
bylaws / 2.23.98