



The Contra Costa County Mental Health Commission has a dual mission: 1) To influence the County's Mental Health System to ensure the delivery of quality services which are effective, efficient, culturally relevant and responsive to the needs and desires of the clients it serves with dignity and respect; and 2) to be the advocate with the Board of Supervisors, the Mental Health Division, and the community on behalf of all Contra Costa County residents who are in need of mental health services.

BYLAWS TASK FORCE MEETING

July 8, 2013 ♦ 1:00 pm-3:00 pm

MH Administration Bldg., 1340 Arnold Drive, Ste. 200, Martinez (Small Conference Room)

AGENDA

The Commission will provide reasonable accommodations for persons with disabilities planning to participate in Commission meetings who contact the Executive Assistant at least 48 hrs. prior to the meeting at 925-957-5140.

- 1. 1:00 Call to Order/Introductions of Attendees – Welcome Everyone**
- 2. 1:05 Public Comment**
Members of the public may comment on any item of public interest within the jurisdiction of the Mental Health Commission. In accordance with the Brown Act, if a member of the public addresses an item not on the Agenda, only a brief response for purposes of clarification may be given. No discussion or action on the item may occur. Time will be provided for Public Comment on items on the posted Agenda as they occur during the meeting.
- 3. 1:10 Commissioner's Comments**
Members of the Commission may comment on any item of interest within the jurisdiction of the Mental Health Commission. Only a brief response for purposes of clarification may be given. No discussion or action on the item may occur.
- 4. 1:15 Approval of the Minutes from June 17, 2013** *Action Item*
- 5. 1:25 Priorities for Review - Additional Input, Discussion, and Approval** *Action Item*

Article	Section	Approved by BTF
Article I, Name of Organization	Section 1: Name of Organization	
Article II, General Provisions	Section 1: Authority Section 2: Roles and Responsibilities*	
Article III, Membership	Section 1: Membership Section 2: Attendance Responsibilities* Section 3: Terms Section 4: Filling Commission Vacancies* Section 5: Commission Recruitment Process	
Article IV, Meetings	Section 1: Regular Meetings Section 2: Order of Business	



	<p>Section 3: Quorum Section 4: Closed Session Section 5: Special Meetings Section 6: Open Meetings Section 7: Decisions and Actions of the Commission Section 8: Addressing the Commission</p>	
Article V, Election of Officers	<p>Section 1: Nomination of Officers and Members of the Executive Committee* Section 2: Election* Section 3: Terms of Office* Section 4: Removal*</p>	
Article VI, Duties of Officers	<p>Section 1: Duties of the Chairperson Section 2: Duties of the Vice Chairperson Section 3: Temporary Chairperson</p>	
Article VII, Committees	<p>Section 1: Creation of Committees Section 2: Staff Assistance to Committees Section 3: Standing Committees A. Mission Statement* B. Membership* C. Appointment and Terms D. Meetings/Actions E. Chairpersons/Co-Chairpersons/Vice Chairpersons* Section 4: Executive Committee A. Mission Statement* B. Membership Section 5: Task Forces A. Purpose* B. Membership* C. Appointment* D. Meetings/Actions* E. Chairpersons* Section 6: Ad Hoc Committees A. Purpose* B. Membership* C. Appointment* D. Meetings/Actions* E. Chairpersons*</p>	
Article VIII, Commission/Mental Health Division Relationship*	<p>Section 1: Staff Support Section 2: Mental Health Staff Attendance at Meetings Sections 3: Actions</p>	
Article IX, Bylaw Amendments*	<p>Section 1: Amendments</p>	

* = Changes

6. 2:40 Next Steps – Discussion

Possible Action Item

7. 3:00 Adjourn Meeting