

MENTAL HEALTH SF IMPLEMENTATION WORKING GROUP BYLAWS

Article I – Identification

Section 1. Name

Mental Health SF Implementation Working Group (the “Working Group”)

Section 2. Compliance with Applicable Laws

The Working Group shall comply with all applicable laws, including but not limited to the Ralph M. Brown Act (Cal. Government Code Section 54950 *et seq.*) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.1 *et seq.*) in publishing notices, agendas, and minutes and carrying out its operations and functions. Where publication or posting on a website is required, the Working Group shall use the Department of Public Health’s website or another website designated by the Department of Public Health.

Article II – Establishment and Mission of the Working Group

The Board of Supervisors established the Working Group in December 2019 in Board Ordinance No. 300-19. The Working Group’s powers and duties are codified in San Francisco Administrative Code Chapter 5, Article XLIV, sections 5.44-1 through 5.44-5.

The Working Group is responsible for advising the Mental Health Board, the Health Commission, the Department of Public Health, the Mayor, and the Board of Supervisors on the design, outcomes, and effectiveness of Mental Health SF. The Working Group evaluates the effectiveness of Mental Health SF in meeting the behavioral health and housing needs of eligible participants, by reviewing program data. And the Working Group also is charged with reviewing and assessing the Implementation Plan that must be submitted to the Mayor and the Board of Supervisors under Mental Health SF.

Article III – Mental Health SF Implementation Working Group

Section 1. Membership

The Working Group has 13 members. The Mayor appoints six members, the Board of Supervisors appoints six members, and the City Attorney appoints one member. (Administrative Code § 5.44-2.)

Section 2. Terms

The initial terms of all members of the Working Group began on June 1, 2020. The initial terms of members in Seats 1, 3, 5, 7, 9, and 11 will end on May 31, 2021, and the initial terms of members in the remaining seats will end on May 31, 2022. After the expiration of those initial terms, all terms will be two years commencing on June 1. (Administrative Code § 5.44-3.)

Section 3. Removal and Absences

Members may be removed by their appointing authorities at any time.

Additionally, any member who misses three regular meetings of the Working Group within a 12-month period without the express approval of the Working Group at or before each missed meeting will be deemed to have resigned from the Working Group ten days after the third unapproved absence. The Working Group will ask the Department of Public Health to inform the member's appointing authority of any such resignation. (Administrative Code § 5.44-3(f).)

The Working Group may vote to excuse an absent member from a Working Group meeting. If the Working Group does not take such a vote at the meeting or at a previous meeting, then the minutes shall note that the absence is unexcused. Regular attendance at the Working Group meetings is critical to the Working Group's ongoing success.

Section 4. Compensation

Working Group members shall serve without compensation from the City, except that a City employee appointed to Seat 4, 10, or 12 will receive compensation as an employee, because service on the Working Group is part of that employee's work for the City. (Administrative Code § 5.44-3(g).)

Section 5. Purpose and Responsibilities

The Working Group has the following responsibilities:

- Advising the Mental Health Board or any successor agency, the Health Commission, the Department of Public Health, the Mayor, and the Board of Supervisors on the design, outcomes, and effectiveness of Mental Health SF;
- Evaluating the effectiveness of Mental Health SF in meeting the behavioral health and housing needs of eligible participants, by reviewing program data;
- Reviewing and assessing the Implementation Plan that the Department of Public Health is required to submit to the Mayor and the Board of Supervisors;
- Conducting a staffing analysis of both City and nonprofit mental health services providers to determine whether there are staffing shortages that impact the providers' ability to provide effective and timely mental health services; and
- Preparing proposals for how to reduce the scope of services provided by Mental Health SF if the cost of those services is estimated to exceed \$150 million annually.

Article IV – Officers

Section 1. Officers

The Working Group shall have two officers: a Chair and Vice Chair.

Section 2. Term of Office

The terms of the Chair and Vice Chair appointed by the Working Group at its meeting on January 26, 2021 shall expire at the start of the Working Group's first regular meeting of January in 2022. Thereafter, the term of each officer shall expire at the start of the Working Group's first regular meeting each January.

Section 3. Nomination and Election of Officers

A. The Working Group shall elect officers at the first regular Working Group meeting in January of each year. At that Working Group meeting, any Working Group member may nominate themselves or another Working Group member for the office of Chair or Vice Chair. A Working Group member nominated for an office may decline the nomination. Unless the Working Group member declines, all Working Group members nominated at that meeting shall be considered candidates for office.

B. The Working Group shall vote on the office of Chair, with each member voting for one of the candidates. If one candidate receives seven votes, that candidate shall be elected as Chair. If no candidate receives seven votes, the Working Group may have additional discussion and votes, the Working Group may reopen nominations, and candidates may withdraw their candidacy. After the Working Group selects a Chair, the Working Group shall vote on the office of Vice Chair following the same procedure.

C. If the office of the Chair is vacated before the expiration of a term, the Vice Chair shall serve as Chair until the next regular meeting. The Working Group shall elect a Chair at that meeting to fill the vacancy. If the Vice Chair is elected as Chair, the Working Group shall elect a new Vice Chair at that meeting. If the office of Vice Chair is vacated before the expiration of a term, the office shall remain vacant until the next regular meeting, at which time the Working Group shall elect a new Vice Chair.

Section 4. General Duties and Responsibilities of the Chair

The Chair shall preside at all meetings of the Working Group. The Chair, working with the Working Group staff, shall oversee the preparation and distribution of the agenda for all Working Group meetings. The Chair shall also perform such other duties as may be assigned by the Working Group. Unless the Working Group assigns a different member, the Chair (or the Chair's designee) shall serve as the Working Group's spokesperson and liaison to the media and City departments, agencies and commissions, as necessary.

Section 5. General Duties and Responsibilities of the Vice Chair

The Vice Chair shall perform the duties and responsibilities that may be delegated by the Chair. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair as described above.

Article V – Administrative and Clerical Support

The Department of Public Health will provide clerical and administrative support for the Working Group, including posting agendas and minutes online, circulating agenda materials to Working Group members, and assisting with the administration of meetings. The Department of Public Health will select and supervise the staff that supports the Working Group.

Article VI – Meetings

Section 1. Quorum

At all meetings of the Working Group, the presence of seven members shall constitute a quorum. Regardless of the number of members present, the affirmative vote of at least seven members shall be required for the approval of any matter unless otherwise provided in these Bylaws.

Section 2. Public Participation

Consistent with its mission and as required by law, the Working Group shall hold meetings open to the public and encourage the participation of interested persons. Each meeting agenda shall provide an opportunity for members of the public to directly address the Working Group on items of interest to the public that are within the Working Group’s jurisdiction but not on the Working Group’s agenda.

Section 3. Meeting Minutes

The Department of Public Health shall record the minutes of every meeting. The minutes shall be approved by the Working Group at a subsequent meeting.

Section 4. Records Retention

The Working Group shall utilize the Department of Public Health’s record retention and destruction policy.

Section 5. Meetings

The Working Group’s regular meetings will occur on the _____ each month beginning at _____ a.m. The Working Group will meet remotely until it is authorized to meet in person under the Mayor’s COVID-19-related emergency orders. Thereafter, the Working Group will hold regular meetings at City Hall, Room _____. The Chair, or the Working Group by majority vote at a meeting, may schedule a special meeting at any time, subject to applicable noticing requirements.

Section 6. Future Agenda Items

The agenda of each regular and special Working Group meeting shall include an item for the Working Group to discuss and approve items for future meeting agendas.

Article VII – Voting and Abstention

The Working Group will act by motion. Any Working Group member may make a motion orally during a meeting, and any other member may second that motion. All motions must receive a second before the Working Group votes.

Each member present at a Working Group meeting shall vote “yes” or “no” on all motions, unless the either (1) the member is excused from voting by a motion adopted by a majority of the members present, or (2) the member has a legal conflict of interest that prohibits the member’s participation in the vote. To determine whether a member has a legal conflict of interest in a particular matter, the member should consult with the City Attorney’s Office.

Article VIII – Parliamentary Procedures

Unless the Charter, City law, or these Bylaws provide to the contrary, the Working Group’s parliamentary procedure shall be governed by Robert’s Rules of Order.

Article IX – Amendment of Bylaws

The Working Group may amend these Bylaws by a majority vote of the Working Group, provided that a description or copy of such proposed amendments are circulated in writing to all Working Group members and noticed to the public at least ten days prior to such meeting.