

# SAN FRANCISCO BEHAVIORAL HEALTH COMMISSION



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## AGENDA

### BYLAWS REVISION AND PARLIAMENTARY COMMITTEE MEETING

Wednesday, November 3, 2021, 2:00 pm-3:00 pm

**Commissioner Members:** Chairperson Bahlam J. Vigil, Carletta Jackson-Lane, Tony Parks, Terezie (Terry) Bohrer

#### ZOOM REMOTE MEETING

<https://us06web.zoom.us/j/94977094015>

Meeting ID: 949 7709 4015 Ph: +1 669 900 6833 US (San Jose)

#### Call to Order

#### Roll Call

#### ITEM 1. Approve minutes from October 6, 2021 meeting

**ITEM 2. PUBLIC COMMENT on Items Not on The Agenda** (The public will be allowed to make comments on items not on the agenda but pertaining to Behavioral Health related issues)

**ITEM 3. BHC Bylaws-Revision Committee Business All Action Items** (All items will require an action)

**3a.** Evaluate progress on changes to the bylaws – see attached below

**3b. Review Bylaws Revision Draft:** Description - The Bylaws Committee will review new Bylaws (included in this agenda) revisions against previous Bylaws (accessible on-line) and note adoptions, take public comment, and have a discussion. The chair will then take motions and hold debate before taking a final vote.)

**PUBLIC COMMENT**

**ITEM 4. Announcements** (BHC Commissioners and members of the public will be allowed to make announcements pertaining to Behavioral Health related events and issues.)

**PUBLIC COMMENT**

**ITEM 5. Adjournment**

## DISABILITY ACCESS

The ADA is a civil rights law that protects people with different types of disabilities from discrimination in all aspects of social life. More specifically, Title II of the ADA requires that all programs offered through the state and local government such as the City and County of San Francisco must be accessible and usable to people with disabilities. The ADA and City policy require that people with disabilities have equal access to all City services, activities, and benefits. People with disabilities must have an equal opportunity to participate in the programs and services offered through the City and County of San Francisco. If you believe your rights under the ADA are violated, contact the ADA Coordinator.

Ordinance 90-10 added Section 2A.22.3 to the Administrative Code, which adopted a Citywide Americans with Disabilities Act Reasonable Modification Policy that requires City departments to: (1) provide notice to the public of the right to request reasonable modification; (2) respond promptly to such requests; (3) provide appropriate auxiliary aids and services to people with disabilities to ensure effective communication; and (4) train staff to respond to requests from the public for reasonable modification, and that requires the Mayor's Office on Disability to provide technical assistance to City department responding to requests from the public for reasonable modifications.

**Disability Accommodations:** To request assistive listening devices, real time captioning, sign language interpreters, readers, large print agendas or other accommodations, please contact the Commission Secretary at (415) 558-6309, or [commissions.secretary@sfgov.org](mailto:commissions.secretary@sfgov.org) at least 72 hours in advance of the hearing to help ensure availability.

**Language Assistance:** To request an interpreter for a specific item during the hearing, please contact the Commission Secretary at (415) 558-6309, or [commissions.secretary@sfgov.org](mailto:commissions.secretary@sfgov.org) at least 48 hours in advance of the hearing.

**SPANISH:** Agenda para la Comisión de Planificación. Si desea asistir a la audiencia, y quisiera obtener información en Español o solicitar un aparato para asistencia auditiva, llame al 415-558-6309. Por favor llame por lo menos 48 horas de anticipación a la audiencia.

**CHINESE:** 規劃委員會議程。聽證會上如需要語言協助或要求輔助設備，請致電415-558-6309。請在聽證會舉行之前的至少48個小時提出要求。

**TAGALOG:** Adyenda ng Komisyon ng Pagpapalano. Para sa tulong sa lengguwahe o para humiling ng Pantulong na Kagamitan para sa Pagdinig (headset), mangyari lamang na tumawag sa 415-558-6309. Mangyaring tumawag nang maaga (kung maaari ay 48 oras) bago sa araw ng Pagdinig.

**RUSSIAN:** Повестка дня Комиссии по планированию. За помощью переводчика или за вспомогательным слуховым устройством на время слушаний обращайтесь по номеру 415-558-6309. Запросы должны делаться минимум за 48 часов до начала слушания.

## **POLICY ON CELL PHONE, PAGERS, AND ELECTRONIC DEVICES**

The ringing of and use of cell phones, pagers, and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

## **KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact:

Sunshine Ordinance Task Force  
City Hall, Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689  
Telephone: (415)554-7724  
Fax: 4(15) 554-5163  
E-mail: [soft@sfgov.org](mailto:soft@sfgov.org)

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request one from the Sunshine Ordinance Task Force or by printing Chapter 67 of the San Francisco Administrative Code from the internet at: [www.sfgov.org/sunshine](http://www.sfgov.org/sunshine)

To view Mental Health Board agendas and minutes, you may visit the MHB web page at: [www.sfgov.org/mental\\_health](http://www.sfgov.org/mental_health). You may also go to the Government Information Center at the Main Library at Larkin and Grove in the Civic Center. You may also get copies of these documents through the MHB office at 255-3474.

## **LOBBYIST REGISTRATION AND REPORTING REQUIREMENTS**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; website [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

## WELFARE & INSTITUTIONS CODE

### ARTICLE II - POWERS AND DUTIES

The MHB shall:

1. Operate in accordance with state and local legislation pertaining to the MHB set forth in Welfare & Institutions Code Section 5604.2 and in S.F. Administrative Code, Section 15.4-1.

a) Review and evaluate the mental health needs, services, priorities, facilities, and special problems of the City and County of San Francisco.

b) Review any City and County agreements entered into pursuant to California Welfare and Institutions Code Section 5650.

c) Advise the Governing bodies, the Director of Public Health, the Director of Community Behavioral Health Services, and the Mayor, as to any aspect of the local mental health program.

d) Review and approve the procedures used to ensure citizen, consumer, family member, and professional involvement at all stages of the planning process.

e) Review the procedures used to ensure the involvement of interested members of the mental health community and the public in the development of the budget for Community Behavioral Health Services and report on its findings to the Board of Supervisors.

f) Submit an annual report to the Board of Supervisors on the needs and performance of the City and County's mental health system.

g) Review and make recommendations on applicants for the appointment of Director of Mental Health. The MHB shall be included in the selection process prior to the selection of a person to fill this position.

h) Review and comment on the City and County's performance outcome data and communicate its findings to the State Mental Health Commission. All such communications shall be reported to the Board of Supervisors, the Mayor, the Health Commission, the Director of Public Health, and the Director of Community Behavioral Health Services.

i) Assess the impact of the Managed Care Mandate and the realignment of services from the State to the City and County on services delivered to consumers and/or the local community.

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## BEHAVIORAL HEALTH COMMISSION OF SAN FRANCISCO

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# BYLAWS OF THE BEHAVIORAL HEALTH COMMISSION OF SAN FRANCISCO

## ARTICLE I – NAME

The name of this organization shall be the Behavioral Health Commission of San Francisco, hereinafter referred to as the BHC, formerly known as the Mental Health Board (MHB) of San Francisco. “Behavioral Health” includes Mental Health and Alcohol and Drug programs and services.

## ARTICLE II - AUTHORITY, POWERS AND DUTIES

The authority of the San Francisco Behavioral Health Commission (BHC) is established pursuant to the Bronzan-McCorquodale Act which may be found at Part 2 of Division 4.7 of the California Welfare and Institutions Code (commencing at section 5600 et seq.) and in the San Francisco Administrative Code, Section 15.4-1. Ordinance No. 229-20, passed by the Board of Supervisors (BOS) in November 2020, amended the Administrative Code to require the Department of Public Health (DPH) provide administrative staff to support the work of the BHC, expand the membership to conform to State law, and staggered member terms.

The purpose of the BHC is to:

1. Review and evaluate the community’s public behavioral health needs, services, facilities, and special problems in any facility within the City and County of San Francisco where behavioral health evaluations or services are being provided, including



but not limited to, schools, emergency departments, and psychiatric facilities. Facilities utilized out of the County/City to serve San Francisco residents with behavioral health needs, e.g., State hospitals, Residential Treatment Programs, may be included in reviews and evaluations.

2. Review any City and County agreements entered into pursuant to California Welfare and Institutions Code Section 5650. The BHC may make recommendations to the Mayor and Board of Supervisors regarding concerns identified within these agreements.

3. Advise the Mayor and Board of Supervisors (BOS), the Director of Public Health (DPH) and the Director of Behavioral Health Services and Mental Health SF (BHS) as to any aspect of the local behavioral health program.

4. Request assistance, when needed, from the local Patients' Rights Advocates when reviewing and advising on behavioral health evaluations or services provided in public facilities with limited access.

5. Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process. Involvement shall include individuals with lived experience of mental illness and their families, community members, advocacy organizations, and mental health professionals. It shall also include other professionals that interact with individuals living with mental illnesses on a daily basis, such as education, emergency services, employment, health care, housing, law enforcement, local business owners, social services, seniors, transportation, and veterans.

6. Review the procedures used to ensure the involvement of interested members of the behavioral health community and the public in the development of the budget for BHS and report on its findings to the Board of Supervisors.

7. Submit in June an Annual Report to the Mayor and Board of Supervisors (BOS) on the needs and performance of the City and County's behavioral health system.

8. Review and make recommendations on applicants for the appointment of Director of BHS and Mental Health SF. The BHC shall be included in the selection process prior to the selection of a person to fill this position.

9. Review and comment on the City and County's performance outcome data and communicate its findings to the California Behavioral Health Planning Council. All

such communications shall be reported to the BOS, the Mayor, the Health Commission, the DPH, and the Director of BHS and Mental Health SF.

10. Assess the impact of the realignment of services from the State to the City and County of San Francisco, on services delivered to clients and on the local community.

11. Conduct, in accordance with Section 5848, a public hearing on the draft MHSA three-year program and expenditure plan and annual updates at the close of the 30-day comment period required by subsection (a). Each adopted plan and update shall include any substantive written recommendations for revisions. The BHC shall review the adopted plan or update and make recommendations to the Director of BHS and Mental Health SF for revisions. The BHS Director shall provide an annual report of written explanations to the Mayor and BOS, and to the State Department of Health Care Services for substantive recommendations made by the BHC not included in the final plan or update.

12. Work collaboratively with other interested groups on issues of mutual concern.

13. 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 BHC shall use the Department of Public Health's website or another website designated by the Department of Public Health.

### **ARTICLE III – MEMBERSHIP**

The membership of the Behavioral Health Commission shall be as follows:

1. Consistent with Subdivision (a) of Section 5604, the number of members on the Behavioral Health Commission of San Francisco shall be 17. The Commissioners shall consist of those individuals appointed by the San Francisco County Board of Supervisors to the Behavioral Health Commission. A quorum shall be one person more than one-half of the appointed members (specifically nine people for Commission meetings). Quorum is defined in accordance with California Welfare & Institutions Code Section 5604.5 (c).

2. The BHC shall ensure the composition of the Commission represents and reflects the diversity and demographics of the City and County as a whole, to the extent feasible.

3. The activities and affairs of individual members of the Commission, acting as Commission members, shall be conducted, and powers exercised, by and under the direction of the BHC and these Bylaws.

4. The term of each Commissioner shall be for three (3) years, except when filling a seat vacated by a Commissioner prior to the term expiration. The BOS shall equitably stagger the appointments so that one-third of the appointments expire in each calendar year. 5. The BHC serves in an advisory role to the Mayor and Board of Supervisors, and one member of the Board of Supervisors shall be a member of the Commission.

5. Fifty percent of the BHC shall be consumers, or the parents, spouses, siblings, or adult children of consumers, who are receiving or have received behavioral health services. At least 20 percent shall be families of consumers.

6. In addition to consumers and family members referenced in 5 above, the BOS is encouraged to appoint individuals who have experience with and knowledge of the behavioral health system. This includes members of the community that engage with individuals living with a behavioral health condition in the course of daily operations, such as representatives of offices of education, large and small businesses, hospitals, physicians practicing in emergency departments, Police Chief, Sheriffs, and community and nonprofit service providers.

7. Except as provided in number 5 above, a member of the Commission or the member's spouse shall not be a full time or part-time employee of BHS, an employee of the State Health Department, or an employee of, or a paid member of the BOS or a mental health contract agency.

8. A consumer of behavioral health services who has obtained employment with an employer described in number 7 above, and who holds a position in which the consumer does not have any interest, influence, or authority over any financial or contractual matter concerning the employer may be appointed to the BHC. The Commissioner shall abstain from voting on any financial or contractual issue concerning the member's employer that may come before the Commission.

9. Commissioners of the BHC shall abstain from voting on any issue in which the member has a financial interest as defined in Section 87103 of the State Government Code.

10. A Commissioner shall be removed from office if the Commissioner is absent from three (3) meetings in one calendar year where no leave has been granted.

11. A leave of absence may be granted for up to four months with prior approval from the Executive Committee.

12. In cases of medical illness, family emergency or other exigency, the Executive Committee may retroactively grant leave, as necessary.

13. When it is determined a Commissioner has been absent from three (3) meetings within a 12-month period, and no leave of absences was granted, the BHC shall deem the Commissioner to have resigned from the BHC ten (10) days after the third unapproved absence and notify the BOS City Clerk in writing. Upon receipt of this notification the position shall be declared vacant by the BOS City Clerk.  
(Administrative Code § 5.44-3(f).)

14. The BHC may vote to excuse an absent member from a BHC meeting. If the BHC 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 BHC meetings is critical to the BHC's ongoing success.

15. No Commissioner shall be compensated for duties performed as a member of the BHC. Notwithstanding the previous sentence, a Commissioner may be reimbursed for the actual costs of attending meetings, conferences, or similar gatherings if attendance at the meeting, conference or similar gathering is approved in advance in writing by the BHC Chair.

## **ARTICLE IV – MEETINGS**

1. Meetings of the BHC shall be held monthly as designated by the BHC, for a minimum of 11 meetings per year. Meetings may be held in person, or virtually by computers or phones.

2. The BHC is subject to the provision of Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the California Government Code, relating to meetings of local agencies (The Brown Act) and to the provisions of the Sunshine Ordinance (SF Administrative Code, Section 67).

3. Annual Meetings: There shall be a regular meeting, which shall constitute the annual meeting of the BHC, to be held in February of each year at which time the

Officers will present their reports, a meeting schedule will be adopted for the next twelve months, and elections held.

4. Regular Meetings: Other regular meetings of the BHC may be held at such time and place as is established by the annual meeting schedule.

5. Special Meetings. Special meetings, for any purpose or purposes related to the business of the BHC, may be called at any time by the Chair of the BHC or by a majority of the BHC members.

6. Notice of Annual and Regular Meetings shall be given to each member of the BHC by one of the following methods:

a. By personal delivery of written notice;

b. By first class mail, postage prepaid;

c. By fax transmittal or e-mail of written notice; or

d. By telephone, either directly to the member or to a person at the member's office who would reasonably be expected to communicate that notice promptly to the member.

e. Notices sent by first class mail shall be deposited in the U.S. Mail not less than five days before the time set for the meeting. Notice given by personal delivery, fax, E-mail, or telephone shall occur at least 72 hours before the time set for the meeting. All such notices shall be given or sent to the members address or telephone number as shown on the records of the Board.

7. Notice of Special Meeting. A special meeting may be called at any time by the Chair of the BHC or by a majority of the BHC members.

8. Notice of regular and special meetings shall be publicized on the BHC and DPH websites at least 72 hours before the meeting.

9. Special meetings shall be convened in the following manner:

- a. Upon the call of the Chair, provided at least one (1) other member of the Executive Committee concurs.
- b. Upon the call of the Chair following the Chair's receipt of a written request signed by at least six (6) Commissioners.
- c. Any special meeting notice must be received at least 72 hours in advance and posted on the BHC web site and delivered to the Clerk of the Board of Supervisors and to the Government Information Center at the Main Branch of the SF Public Library.
- d. A quorum for a full BHC meeting is always nine (9) Commissioners, per the San Francisco Administrative Code which states a quorum is 51 percent of the number of members designated by law, rather than the number of seats actually filled, SF Administrative Code, Charter Section 4.104. A quorum to do business in BHC Committees shall consist of 51 percent of the current membership of the committee.
- e. Each Commissioner present must vote on every question put to a vote, unless excused by a majority vote of the BHC, or unless a legally recognized conflict of interest exists, as provided for in San Francisco Administrative Code, Chapter 1, Section 1.29.

10. Each Commissioner shall serve on at least one Standing Committee and shall attend the scheduled meetings of that Committee. The BHC Chair may assign a Commissioner to a Department of Public Health BHS or another outside committee.

11. Motions for Parliamentary Review can be made at any meeting. Whenever a Parliamentarian holds Office, the Parliamentarian shall be notified of its passage three (3) business days after the motion is made. Failure to do so will make the motion null and void.

## **ARTICLE V – OFFICERS**

1. The officers shall be Commissioners elected for the positions of Chair, Vice Chair, and Secretary. There may be two Co-chairs sharing the duties of the Chair and a Parliamentarian.

2. Officers shall be elected at the meeting of the BHC in February of even-number years and shall serve a term of two (2) years, or until their successors are elected.
3. At the same February meeting of the BHC, additional nominations may be made by Commissioners.
4. Elections shall be by open and public ballot.
5. Vacancies occurring in the offices between elections shall be filled in the following manner:
  - a. At its next meeting the Chair, in consultation with the Executive Committee, shall appoint a Nominating Committee. The Nominating Committee shall then meet within 15 days. At the BHC meeting next following the Nominating Committee meeting, the Nominating Committee shall present its report to the BHC, and elections shall then occur, with nominations being accepted from the floor.
  - b. Officers may be removed from office for failure to carry out the duties of their office by a two-thirds (2/3) vote of the BHC, provided that forty-five (45) days' notice is given to all Commissioners.
  - c. If the Chair's office is vacated prior to the end of the one-year term, the Vice Chair shall assume the Chair's office and a replacement Vice Chair nominated at the next regularly scheduled meeting. The election vote for the new Vice Chair shall be held at the next regularly scheduled meeting following the nomination meeting.

## **ARTICLE VI - ELECTION OF OFFICERS**

1. A Nominating Committee shall be appointed by the Chair, following consultation with the Executive Committee, by the November meeting of each odd-numbered year and shall consist of no fewer than three (3) Commissioners.
2. The Nominating Committee shall have the responsibility to:
  - a. Select at least one (1) candidate for each office;
  - b. Secure from each candidate their written or verbal consent to serve; and

- c. Report the slate to the BHC at its January meeting.
3. At the February BHC voting meeting, additional nominations may be made from the floor by Commissioners.
4. Elections shall be by open and public ballot, unless there is only one (1) candidate for any office, in which case the ballot shall be dispensed with, and a voice vote taken.

## **ARTICLE VII - DUTIES OF OFFICERS**

1. The Chair shall be the official spokesperson of the BHC. The Chair shall carry out the policies of the BHC. The Chair shall preside at all meetings of the BHC and the Executive Committee and shall be in consultation with the Director of Behavioral Health Services and Mental Health SF. The Chair is an ex-officio voting member of all standing and ad hoc committees, but not of the Nominating Committee, unless the Chair is serving on the Nominating Committee.
2. The Vice Chair shall serve as an aide to the Chair, shall be in consultation with the Director of Behavioral Health Services and Mental Health SF at the request of the Chair, and shall serve as Acting Chair in the absence of the Chair.
3. The Parliamentarian, whenever elected, shall review any Motion of Parliamentary Review, and solve any Robert's Rules of Order disputes; and upholds, promotes, and educates Commissioners and the public on BHC's Bylaws and latest edition of Robert's Rules of Order. The Parliamentarian may bring issues to the Executive Committee for final resolution. The Parliamentarian can only provide verdicts on issues that required a Parliamentary Review. Commissioners cannot abstain from a vote and shall have two-thirds votes to approve, amend, or reject the verdicts of the Parliamentarian, and any business that requires a vote in Committee.
4. The Secretary shall take or review the minutes of all BHC monthly meetings and Committee meetings prepared by Commissioners or staff and serve as Acting Chair in the absence of the Chair and Vice Chair.



## **ARTICLE VIII - EXECUTIVE COMMITTEE**

1. The Executive Committee shall be composed of the BHC officers, Chairs of the Standing Committees and one (1) At Large Commissioner to be named by the Chair, following consultation with the Executive Committee. The At Large Commissioner is to be chosen from any category that is under-represented on the Executive Committee, e.g., gender, ethnic or sexual minority, or membership category (consumer, professional, etc.) The At Large Commissioner will be a regular voting member of the Executive Committee.
  
2. The duties of the Executive Committee shall be to prepare draft agendas for regular and special meetings of the BHC, prepare the Annual Report as specified in Article II, Section 6 of these Bylaws, handle urgent matters within established policy between regular or special meetings with ratification of all action required by a majority vote of the full BHC at its next regular or special meeting, and to carry out any duties ordered by the full BHC.
  
3. The Executive Committee will be the fiscal agent for the BHC. In this role the Committee will prepare the Annual BHC budget, submit the budget to DPH/BHS, and approves and monitors monthly BHC expenditures.
  
4. The Executive Committee shall meet monthly, as specified by the Executive Committee, and:
  - a. In special session, at the call of the Chair with the concurrence of one (1) Executive Committee member or one (1) other Commissioner not on the Executive Committee; or,
  
  - b. In special session, at the call of the Chair, upon the Chair's receipt of a written request signed by at least four (4) Commissioners. Such a special session shall be held within five (5) days of the Chair's receipt of the written request and posted 72 hours on the BHC website prior to the convening of the meeting.
  
5. The Executive Committee will proactively engage to resolve any internal and external conflicts related to behavioral health and BHC.

## **ARTICLE IX – COMMITTEES**

## Section 1: Committees

1. A member of the BHC shall serve on at least one Committee or Work Group.
2. At least annually, the Chair of the BHC, after hearing the advice of the Executive Committee, shall:
  - a. Establishes or confirms Ad-hoc and Standing Committees;
  - b. Appoints the Chairs of Committees and any liaisons to other groups, organizations, task forces or committees; and
  - c. Establishes Work Groups which can determine their own membership and selection of officers or establishes Ad-hoc committee(s) or discontinues any committee or Work Groups.
4. The duties of Committee Chairs shall be to:
  - a. Sets agenda for committee meetings;
  - b. Assures 72-hour notice is posted on website, prior to convening meeting;
  - c. Conducts Committee meetings;
  - d. Performs or oversees any special projects assigned to the Committee;
  - e. Performs or assigns a Committee Member to take meeting minutes; and
  - f. Reports on Committee's activities to the Executive Committee and the full BHC, at their respective monthly meetings.
5. Ad-hoc Committees may be established or eliminated by the Chair, with concurrence of the Executive Committee. Ad hoc Committees include, but are not limited to, Nominating Committee, Strategic Planning Committee, Retreat Committee, Bylaws Revisions, Annual Report Committee, Planning Council Study Committee, Annual MHSA Plan Review and Public Hearing.
6. Standing Committees include, but are not limited to, Recruitment and Outreach Committee, Program Evaluation Site Visit Committee and Implementation Committee. Standing Committees may be established or eliminated by the BHC. Standing

Committees have ongoing responsibilities concerning a particular subject matter that is not time limited.

7. Committees and Work Groups will conduct meetings in accordance with the Brown Act (Government Code Section 54950 et seq.) to the extent applicable.

## Section 2: Standing Committees

1. The **Recruitment and Outreach** Committee shall be responsible for the upkeep of the BHC website, social media accounts, spearhead social media and recruitment campaigns, creates and maintains an application process for potential commissioners, conducts outreach to organizations involved in behavioral health, and interacts with the public.

a. Recruitment of prospective members of the BHC shall be the responsibility of individual members of the BOS and members of the BHC who may recommend appointees to the BOS. An effort will be made to recruit individuals who have experience with and knowledge of the mental health system. This would include members of the community that engage with individuals living with behavioral illnesses in the course of daily operations, such as representatives of county offices of education, large and small businesses, hospitals, hospital districts, physicians practicing in emergency departments, city police chiefs, county sheriffs, and community and nonprofit service providers.

b. Board of Supervisors Recruitment. BOS are encouraged to nominate individuals from their respective district to facilitate wider representation across San Francisco, for a total of 16 members to be nominated and appointed by the BOS. The BOS may accept more than one nomination from each district based on interest and willingness of community members to serve.

c. Recruitment by the BHC. Interview and Recommendation. All applicants shall initially be interviewed by at least two members of the BHC. Names of the applicants recommended shall be presented to the full BHC for its consideration. Those applicants recommended by the BHC shall then be referred to the BOS with a recommendation they be appointed to the BHC.

d. The Committee meets bi-monthly minimum;

e. Approves annually a community outreach and recruitment campaign;

f. Executes and oversees website and social media campaigns;

- g. Creates and maintains an application for people interested in applying for BHC membership; and
- h. Conducts interviews for potential BHC Commissioners and issue recommendation(s) on the best candidate possible to the respective appointing BOS associated with the seat of interests.

**2. Program Evaluation Site Visit Committee** shall be responsible for assisting each Commissioner to make at least four (4) visits annually to public behavioral health programs, utilizing the most current “BHC Site Visit Manual” for procedures and forms. The Committee:

- a. Convenes monthly;
- b. Reviews and revises the “BHC Site Visit Manual” as needed;
- c. Provides a copy of the “BHC Site Visit Manual” to each Commissioner;
- d. Keeps a current listing of behavioral health programs that may be selected for a site visit;
- e. Maintains a chart of sites visited by each Commissioner;
- f. Reports at Executive and BHC meetings a summary of the findings of visits; and
- g. Submits all Site Visit Reports to the Director of BHS and Mental Health SF.

**3. The Implementation Committee** shall devise and implement strategies for accomplishing the Goals and Objectives of the BHC. All BHC Commissioners shall have a proactive role in setting Goals and Objectives. The Implementation Committee shall:

- a. Convene monthly;
- b. Recommend which program areas, under the BHC jurisdiction, should receive significant attention, using tools such as the BHC Strategic Plan and the Behavioral Health Services and Mental Health SF Director's monthly report to the BHC.
- c. Attend community meetings and investigate relevant issues, such as City Task Forces, Working Groups formed by the BOS or Mayor and report this information back to the BHC membership and constituents.

## **ARTICLE X – ATTENDANCE AND VACANCIES**

1. All BHC members are required to contact the BHC Chair or Secretary prior to a meeting if they are unable to attend. Failure to do so will result in an unexcused absence.
2. A BHC member may be deemed by the Executive Committee to have ceased to discharge the duties of a BHC member based on attendance and/or performance of other assigned duties. If after review, the Executive Committee determines the member should be removed, a recommendation will be made to the full BHC. Upon two thirds vote the BHC may recommend the removal of the member to the Board of Supervisors.
3. If a vacancy occurs due to the occurrence of any of the events described in Section 1770 of the California Government Code, the Secretary shall advise the BHC, and the Executive Committee will commence the recruitment for a replacement.

## **ARTICLE XI - RESIGNATIONS AND LEAVES OF ABSENCE**

1. Any member may resign effective upon giving written notice to the County Clerk's Office with a copy to the Chair, the Vice Chair, or the Secretary of the BHC. A notice which specifies a later time shall be effective upon the date of the resignation set forth in said notice.
2. A BHC member, who does not wish to resign and who needs leave from board commitments, may request a leave of absence for personal reasons. The request must be submitted in writing to the Chair of the BHC. The Executive Committee may approve his or her request for a period of time not to exceed 6 months. A member on leave may request an extension in writing to the Chair and such extension is subject to the approval of the Executive Committee. The request for extension will be reviewed by the Executive Committee as to the reasonableness of the extension and the overall impact on the Board in carrying out its responsibilities.

## **ARTICLE XII - CONDUCT OF BUSINESS**

The parliamentary authority for the BHC shall be the most current edition of Robert's Rules of Order, Newly Revised, to the extent to which they are consistent with these Bylaws; San Francisco Administrative Code, Sections 15.3 et. seq., and California Welfare and Institutions Code, Sections 5604 et. seq.; as well as all other applicable federal, state, or City and County legislation or regulation. All meetings must conform to the Brown Act and SF Administrative Code.

## **ARTICLE XIII – AMENDMENTS**

These bylaws may be amended at any meeting of the BHC by a two-thirds vote of the membership of said Commission when 15-days' notice has been given as described below. The BHC shall use the following procedure when amending the Bylaws:

1. Proposals for change shall be noticed on the BHC agenda and a written copy sent to all BHC members a minimum of five days prior to the meeting date on which proponents wish consideration and a vote on the change.
2. The BHC must approve the change by a two-thirds majority of those Commissioners in attendance at a regular or special meeting at which a quorum is present.
3. The change, as approved, is to be signed and dated by the BHC Chair and Parliamentarian.
4. A copy of approved changed Bylaws is to be provided to each BHC member at the next regularly scheduled meeting.
5. Bylaws shall be reviewed at least once every five (5) years recommending revisions needed to the BHC for approval.
6. An original copy signed by the BHC Chair is to be filed with the BHC Secretary. Additionally, an appropriate historical log of all Bylaw changes and the date of the changes are to be maintained by the BHC Secretary. The historical log is to be distributed to BHC members whenever revisions are recommended.
7. All Commissioners will be provided with the current BHC Bylaws and Policies and Procedures.

## **ARTICLE XIV - CODE OF CONDUCT AND REMEDIATION**

### **Section 1: Code of Conduct**

The BHC is committed to providing a welcoming, respectful, friendly, safe, supportive, and harassment-free environment for Commissioners, staff, presenters, and members of the public and expects all such individuals to act professionally, respecting the personal rights and dignities of all so as to create a productive, inclusive environment. All individuals should feel welcome and safe within the BHC regardless of their sex, gender, gender identity, gender expression, sexual orientation, pregnancy, race, color, ethnicity, national origin, ancestry, religion, creed, age, physical or mental disability, medical condition, genetic information, marital status, military or veteran status, body size, domestic violence victim status, employment status, type of employment, or any other legally protected classifications. All Commissioners and all others associated with the BHC shall comply with the applicable Code of Conduct as stated in the BHC Bylaws.

## **Section 2: Code of Conduct and Bylaw Violation Remediation**

1. A Commissioners who violate the Code of Conduct may receive two warnings by the Parliamentarian by two mediums of communications if possible.
2. A Commissioner who violates the Code of Conduct a third time will be subjected to an automatic Parliamentary Review of Code of Conduct and/or any other Bylaw violations and have a verdict made as a consequence, based on restorative means.
3. The Parliamentarian will handle the Parliamentary Review as stated in the Bylaws.
4. A Commissioner may request through a Point of Order that the Parliamentary subject is a warning to the Commissioner who violated the Code of Conduct or Bylaws.

## **ARTICLE XV - POLICIES AND PROCEDURES**

The BHC may establish Policies and Procedures on matters not covered by these Bylaws.

## **CERTIFICATE**

This is to certify that the foregoing is a true and correct copy of the Bylaws of the Behavioral Health Commission of San Francisco and that such Bylaws were duly adopted by the Behavioral Health Commission of San Francisco on the date set forth below.

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Chairperson(s)

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Parliamentarian

Adopted: October\_\_\_\_\_2021