

**DESERT / MID-COUNTY / WESTERN
REGIONAL BEHAVIORAL HEALTH ADVISORY BOARDS
of the
RIVERSIDE UNIVERSITY HEALTH SYSTEM
BEHAVIORAL HEALTH COMMISSION**

BYLAWS

**ARTICLE I
PURPOSE, AUTHORITY AND DUTIES**

The name of these boards shall be the DESERT (DRAB) / MID-COUNTY (MCRAB) / and WESTERN (WRAB) REGIONAL BEHAVIORAL HEALTH ADVISORY BOARDS.

SECTION 1 PURPOSE

The purpose of the Regional Advisory Boards (RAB's) shall be to:

- (1) Serve in an advisory capacity to the Regional Administrator(s) and the Behavioral Health Commission.
- (2) Ensure that the programs of the Western County, Mid-County and the Desert Behavioral Health regions are responsive to the community needs and interpret to the community the goals and programs of the region.
- (3) Represent and serve as a communication link between the regional service and the public, key segments of the community, and geographic areas within the region.

SECTION 2 AUTHORITY

The authority for these Regional Advisory Boards is set forth in the Minute Order of the Riverside County Board of Supervisors dated November 8, 1983, Item 3.21 and the Minute Order issued by the Board of Supervisors dated February 16, 1999, Item 3.2, referring appointment authority and direction of the Mental Health Regional Advisory Boards to the Mental Health Director.

SECTION 3 DUTIES

The Regional Advisory Boards shall:

- (1) Review and advocate for the region's behavioral health needs, services, facilities, special problems, and client outcomes;
- (2) Review and give input into the regional aspects of county agreements entered pursuant to W&I Code Section 5650;
- (3) Advise the Behavioral Health Commission and the Regional Administrator(s) as to any aspect of the local behavioral health program(s);
- (4) Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process for the region;
- (5) Submit an annual report to the Behavioral Health Commission on the needs and performance of the behavioral health system within the respective region, and on the Regional Advisory Board;

ARTICLE I

SECTION 3 DUTIES (Continued)

- (6) At the request of the Behavioral Health Director and under his/her leadership, review and make recommendations on applicants for appointment as Regional Administrator(s) for the respective region. The Regional Advisory Board shall be informed of the selection process prior to final decision being made;
- (7) Review and comment on the region's portion of the County's performance outcome data and communicate its findings to the Regional Administrator(s), the Director of Behavioral Health and the Behavioral Health Commission and, if appropriate, to the California Behavioral Health Planning Council;
- (8) Assess the impact of the realignment of services from the state to the county on services delivered to clients and on the local community;
- (9) Provide new Regional Advisory Board members with appropriate orientation and training to maximize their contribution.

**ARTICLE II
MEMBERSHIP**

SECTION 1 COMPOSITION / APPOINTMENTS

- (1) Each Regional Advisory Board shall consist of up to 16 members. To the extent possible, fifty percent (50%) of the membership of this Board shall be consumers or family members of consumers who are receiving or have received behavioral health services. At least twenty percent (20%) of the total membership shall be consumers, and at least twenty percent (20%) of the total membership shall be family members of consumers. The other fifty percent (50%) shall be public members.
- (2) The composition of the Regional Advisory Boards shall represent the demographics of the county to the extent feasible;
- (3) Members of the Regional Advisory Boards shall be appointed by the Director of Behavioral Health. Applications for membership shall be reviewed by the Regional Advisory Board and the Regional Administrator(s) prior to consideration by the Membership Committee of the Behavioral Health Commission. All applications presented to the Director of Behavioral Health for the final decision on appointment shall include the recommendation of the Program Administrator(s), the Regional Advisory Board, and the Membership Committee of the Behavioral Health Commission.

SECTION 2. TERMS OF OFFICE

The term of each member shall be for three years. Members may be appointed for a lesser amount of time if they are being appointed to fill an unexpired term. All appointments expire on December 31 of the designated year. Reappointments for additional three-year terms will be at the discretion of the Director of Behavioral Health.

SECTION 3. VACANCIES

Vacancies shall be filled in accordance with Riverside County Board of Supervisors Policy A-21, Section 5(e).

ARTICLE II (Continued)

SECTION 4 MEMBERSHIP RESTRICTIONS

- (1) Unless otherwise stated by law, no Regional Board member or his or her spouse shall be an employee of a Riverside University Health System-Behavioral Health program, an employee of the State Department of Healthcare Services, or an employee of, or a paid member of, the governing body of a behavioral health agency contracted with Riverside County University Health System-Behavioral Health. This section shall not apply to any board member who is:
(1) a consumer of mental health services; and (2) is employed by any of the above-listed agencies in a position that does not provide for any interest, influence or authority over any financial or contractual matter concerning the employer.
- (2) Members must reside or be employed in the region covered by the Regional Advisory Board to which they are appointed.

ARTICLE III

TRAINING REQUIREMENTS, COMPENSATION AND REIMBURSEMENT

SECTION 1. ETHICS TRAINING

Assembly Bill 1234 requires members of County Boards, Commissions, Committees (BCCs) to complete a two-hour training program every two years. Newly appointed members must complete initial ethics training within one year of appointment.

SECTION 2. HIPAA TRAINING

HIPAA training is required every three years. Newly appointed members must complete initial HIPAA training within one year of appointment.

SECTION 3. COMPENSATION AND REIMBURSEMENT

Regional Board members shall serve without compensation. However, pursuant to W&I Code 5604.3 the Board of Supervisors may pay, from any available funds, the actual and necessary expenses of the members of the Regional Behavioral Health Advisory Board incurred during the performance of official duties and functions. The expenses may include travel, lodging, childcare, and meals for the members of the Regional Behavioral Health Advisory Board while on official business as approved by the director of the local behavioral health program.

ARTICLE IV

MEETINGS, RULES AND PROCEDURES

SECTION 1. REGULAR MEETINGS

- (1) Meetings shall occur monthly, at least four (4) times a year. The time and place for the meetings shall be decided by the Regional Advisory Boards. The public shall be encouraged to attend and participate in all meetings but shall not have voting power.
- (2) All meetings shall be conducted in accordance with these bylaws, the latest edition of Robert's Rules of Order, where applicable, and the Ralph M. Brown Act as it now stands or as it shall be amended in the future.
- (3) The agenda shall confirm the place, date, and time of a regularly scheduled meeting of the Board and the business to be brought before the board and shall serve as a public notice of the meeting when posted publicly according to the Brown Act and County policy. Further, the agenda and background material shall be made available to the public prior to the meeting in accordance with the Brown Act.

ARTICLE IV

SECTION 1 REGULAR MEETINGS (Continued)

SECTION 2. MINUTES

Minutes shall be taken at every general and special meeting of the Regional Advisory Board. Copies of the minutes are to be forwarded to Regional Advisory Board Members, the Behavioral Health Commission, the Director of Behavioral Health, appropriate Regional Administrator(s), and other interested parties.

SECTION 3. QUORUM

A quorum shall consist of a majority of the members of the Regional Advisory Board, not counting vacant positions. Every action or decision of a majority of the members present at a duly held meeting at which a quorum is present shall be regarded as the act or decision of the Regional Advisory Board.

SECTION 4. ATTENDANCE

Board members are expected to attend regularly and participate in meetings and other activities which contribute to the effective functioning of the Board to ensure that the residents of the Region are fully served by persons both interested and able to invest their time in such public service.

Three absences within any calendar year shall constitute grounds for removal of the member from the Regional Advisory Board. Exceptions to the above rule may be granted by the Chairperson with the approval of the majority of the Board, when there are extenuating circumstances including, but not limited to, medical, emergency, and/or military leave. Board-approved absences shall be noted in the minutes. Otherwise, a recommendation by the Regional Board to the Director of Behavioral Health will be for the member's removal from the Board. The final decision on removal of a member shall rest with the Director of Behavioral Health.

**ARTICLE V
OFFICERS, DUTIES, AND ELECTIONS**

SECTION 1. OFFICERS

- (1) Each Regional Advisory Board shall elect from its members a Chairperson, Vice Chairperson, and Recording Secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the organization.
- (2) Officers shall be elected to serve a term of one year beginning January 1 and ending December 31.

SECTION 2. DUTIES OF OFFICERS

(1) Duties of Chairperson

- (a) The Chairperson shall preside at all meetings of the Regional Advisory Board, shall perform the usual duties of the office according to Robert's Rules of Order and be an ex officio member of all committees except the Nominating Committee.
- (b) The Chairperson, or his/her designee, of the Regional Advisory Board may be allowed to sit in regular attendance at each scheduled meeting of the Commission and to participate fully in the activities of those scheduled meetings. The Chairperson of the Regional Advisory Board may assume a seat at the Commissioners' table. However, in accordance with established law, the Chairperson may not vote unless he/she is a duly appointed member of the Commission, in addition to the Regional Advisory Board.

ARTICLE V

SECTION 2 (Continued)

(1) Duties of Chairperson (Continued)

- (c) The agenda for meetings shall be prepared at the direction of the Chairperson, in consultation with the Executive Committee. The Chairperson shall ensure that copies of the agenda are publicly posted in accordance with the Brown Act.
- (d) The Chairperson shall consult with the Regional Administrator(s).
- (e) The Chairperson shall act as or appoint the official spokesperson for his/her respective Regional Advisory Board, representing the decisions made by the membership.
- (f) The Chairperson shall appoint all committee chairpersons with the concurrence of the members of the Regional Advisory Board.
- (g) The Chairperson shall prepare or direct the preparation of the Regional Board's annual report, in consultation with the Executive Committee, provide copies of the report to the Regional Board and submit the report to the Behavioral Health Commission.

(2) Duties of Vice Chairperson

- (a) The Vice Chairperson shall assume the duties of the Chairperson in the absence of, or the inability of the Chairperson to discharge the duties of the office.
- (b) The Vice Chairperson shall have the responsibility of orienting new Board members to the duties and functions of the Board and the Commission, and of recruiting new members.
- (c) The Vice Chairperson shall carry out other duties as requested by the Chairperson.

(3) Duties of the Secretary

- (a) The Secretary shall ensure the timely production of meeting minutes by assisting department clerical staff assigned to the Regional Board in clarifying matters, when necessary.
- (b) The Secretary shall oversee and approve correspondence authorized by the Regional Advisory Board.
- (c) The Secretary shall perform such other duties as may be prescribed by the Regional Advisory Board.

(4) Duties of the Past Chairperson

The immediate past Chairperson, if still serving on the Regional Advisory Board, may serve as an ex officio member, without voting power, of the Executive Committee. The immediate past Chairperson may also be assigned other duties as deemed necessary by the Chairperson.

SECTION 3. VACANCIES

When either the office of Chairperson or the Vice Chairperson becomes vacant, the entire body shall nominate and elect a replacement. The newly elected person shall serve in the elected capacity until the next regularly scheduled election is conducted as set forth in these bylaws.

**ARTICLE VI
ELECTION OF OFFICERS**

SECTION 1. NOMINATIONS

- (1) The Nominating Committee shall be appointed by the Chairperson, with membership approval, and shall consist of no more than three persons chosen from the voting membership. Members of the committee shall not be officers of that Regional Advisory Board unless there are no other voting members of the Board due to low membership. The Nominating Committee shall be chosen at the October meeting. The membership shall be informed of the election procedure at this meeting.

SECTION 2. ELECTION OF OFFICERS

- (2) At the November or December meeting of the Regional Advisory Board, the Nominating Committee shall present a slate of proposed new officers to be voted upon by the membership. At this time, nominations shall also be taken from the floor. Officers shall be elected by a majority of the members present.
- (3) Newly elected officers shall assume their duties on January 1.

**ARTICLE VII
COMMITTEES**

SECTION 1. EXECUTIVE COMMITTEE

The Chairperson, Vice Chairperson and Recording Secretary shall comprise the Executive Committee. The Past Chairperson, if still serving on the Regional Advisory Board, shall be an ex officio member of the Executive Committee.

SECTION 2. STANDING/AD HOC COMMITTEES

All standing or ad hoc committees, except for the Executive Committee, shall be appointed by the Chairperson of the Regional Advisory Board, with the concurrence of the members. Standing or Ad Hoc Committees, in addition to the Executive committee, shall be created to carry on work deemed necessary by the members of the Regional Advisory Board. Standing committees may consist of the following:

- (1) Membership Committee
- (2) Legislative Committee
- (3) Any other committees deemed to be necessary by the Regional Advisory Board

Each committee shall consist of the Chairperson or designee, who shall be a member of the Regional Board, and other members as appointed by the Chairperson of the Regional Board, with the approval of the Regional Advisory Board. Additional members need not necessarily be Regional Board members but may be selected from the community.

Each standing committee, when established, shall set forth their objectives and duties for the approval of the Regional Board.

ARTICLE VII, SECTION 3

SECTION 3. COMMISSION COMMITTEE MEMBERSHIP

Regional Board Chairperson shall delegate a member of the Regional Board to attend and participate in each of the Behavioral Health Commission Committees as described in the Behavioral Health Commission bylaws to provide input to the committees regarding their regional needs and services.

**ARTICLE VIII
PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, latest revised edition, shall govern the Regional Board in all matters not covered by these bylaws.

**ARTICLE IX
AMENDMENT OF BYLAWS**

Any Regional Board member or members may recommend changes of these bylaws to the Behavioral Health Commission. The Behavioral Health Commission shall review the recommendations and, if acceptable, shall advise the Regional Boards. Final approval for the bylaws will rest with the Behavioral Health Commission.

Proposed Revision of Regional Advisory Board Bylaws of 2/5/2020.