BOARD MEMBERSHIP REQUIREMENTS AND THE RECRUITMENT OF BOARD/COMMISSION MEMBERS:

The Welfare and Institutions Code (WIC) Section 5603(a)(1) describes the local mental health board. The section includes the appointment of members to the local mental health board by the local governing body (County Board of Supervisors) and indicates that local mental health boards may recommend appointees to the county supervisors. Counties are encouraged to appoint individuals who have experiences with and knowledge of the mental health system, and who reflect the ethnic diversity of the client population in the county.

Board membership shall include:

- A member of the Board of Supervisors
- 50% of the board membership shall be consumers (who are receiving or have received mental health services) OR the parents, spouses, siblings or adult children of consumers. At least 20% of the total membership shall be consumers and at least 20% shall be families of consumers.
- The following individuals cannot serve on the board: any person or his/her spouse who is a full time or part-time employee of county mental health or the state Department of Health Care Services of a paid member of the governing body of a mental health contract agency.
- A recent change is that a consumer of mental health services who has obtained employment with a county mental health department of the Department of Health Care Services or a mental health contract agency may be appointed to the board.

Some boards define their membership in additional ways through their bylaws:

- Some boards identify spheres of influence they would like on the board:
  - Supervisory district representation
  - law enforcement representative
  - education representative
  - medical services representative
  - substance use disorder treatment representative
  - transition-age youth representative

The process for recruitment will differ in every county. It is important to be clear about the appointment process in your county and, when possible, to partner with the Board of Supervisors regarding appointments:

- Supervisors may identify their appointees independent of the board/commission;
- Boards/Commissions may partner with the Board of Supervisors and make recommendations for appointments. In this case, the board/commission will want to develop a process for seeking applicants for appointment that includes at a minimum:
  - advertising the position in a variety of locations that will draw applicants, particularly when looking for individuals to meet the consumer and family category
  - using a standardized application form;
  - developing a process for conducting interviews of applicants;
  - developing a process for the board/commission to vote on potential candidates to recommend for appointment
  - developing a relationship with the Board of Supervisors and their staff to assure that appointments are made on a timely basis and are appropriate for service on the board/commission
  - that all activities are conducted with confidentiality and with cultural humility.
Welfare and Institutions Code Section 5604

(a)(1) Each community mental health service shall have an MHB consisting of 10 to 15 members, depending on the preference of the county, appointed by the governing body, except that boards in counties with a population of less than 80,000 may have a minimum of five members. One member of the board shall be a member of the local governing body. Any county with more than five supervisors shall have at least the same number of members as the size of its board of supervisors. Nothing in this section shall be construed to limit the ability of the governing body to increase the number of members above 15. Local mental health boards may recommend appointees to the county supervisors. Counties are encouraged to appoint individuals who have experience with and knowledge of the mental health system. The board membership should reflect the ethnic diversity of the client population in the county.

(2) Fifty percent of the board membership shall be consumers, or the parents, spouses, siblings, or adult children of consumers, who are receiving or have received mental health services. At least 20 percent of the total membership shall be consumers, and at least 20 percent shall be families of consumers.

(3)(A) In counties under 80,000 population, at least one member shall be a consumer, and at least one member shall be a parent, spouse, sibling, or adult child of a consumer, who is receiving, or has received, mental health services.

(B) Notwithstanding subparagraph (A), a board in a county with a population under 80,000 that elects to have the board exceed the five-member minimum permitted under paragraph (1) shall be required to comply with paragraph (2).

(b) The term of each member of the board shall be for three years. The governing body shall equitably stagger the appointments so that approximately one-third of the appointments expire in each year.

(c) If two or more local agencies jointly establish a community mental health service under Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code, the mental health board for the community mental health service shall consist of an additional two members for each additional agency, one of whom shall be a consumer or a parent, spouse, sibling, or adult child of a consumer who has received mental health services.

(d)(1) Except as provided in paragraph (2), no member of the board or his or her spouse shall be a full-time or part-time county employee of a county mental health service, an employee of the State Department of Health Care Services, or an employee of, or a paid member of the governing body of, a mental health contract agency.

(2) A consumer of mental health services who has obtained employment with an employer described in paragraph (1) and who holds a position in which he or she does not have any interest, influence, or authority over any financial or contractual matter concerning the employer may be appointed to the board. The member shall abstain from voting on any financial or contractual issue concerning his or her employer that may come before the board.

(e) Members of the board shall abstain from voting on any issue in which the member has a financial interest as defined in Section 87103 of the Government Code.

(f) If it is not possible to secure membership as specified in this section from among persons who reside in the county, the governing body may substitute representatives of the public interest in mental health who are not full-time or part-time employees of the county mental health service, the State Department of Health Care Services, or on the staff of, or a paid member of the governing body of, a mental health contract agency.

(g) The mental health board may be established as an advisory board or a commission, depending on the preference of the county.
WELFARE AND INSTITUTIONS CODE SECTION 5604.2:

(a) The local mental health board shall do all of the following:
   (1) Review and evaluate the community's mental health needs, services, facilities, and special problems.

   (2) Review any county agreements entered into pursuant to Section 5650.

   (3) Advise the governing body and the local mental health director as to any aspect of the local mental health program.

   (4) Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process.

   (5) Submit an annual report to the governing body on the needs and performance of the county's mental health system.

   (6) Review and make recommendations on applicants for the appointment of a local director of mental health services. The board shall be included in the selection process prior to the vote of the governing body.

   (7) Review and comment on the county's performance outcome data and communicate its findings to the California Mental Health Planning Council.

   (8) Nothing in this part shall be construed to limit the ability of the governing body to transfer additional duties or authority to a mental health board.

(b) It is the intent of the Legislature that, as part of its duties pursuant to subdivision (a), the board shall assess the impact of the realignment of services from the state to the county, on services delivered to clients and on the local community.
WELFARE AND INSTITUTIONS CODE SECTION 5604.2:

a) The local mental health board shall do all of the following:

(1) Review and evaluate the community's mental health needs, services, facilities, and special problems. Some examples include:
   - Programs presented to board during meetings by community organizations
   - Programs presented to board during meetings by staff
   - Visits to programs in the communities
   - Hold board meetings on site at various programs
   - Develop a system of evaluation of residential facilities/programs
   - Holding "town halls" or "forums" to discover what people think about current issues
   - Working with the staff regarding special issues
   - Monitor the BOS agendas for activity regarding mental health/substance abuse

(2) Review any county agreements entered into pursuant to Section 5650. Some examples include:
   - Understanding the funding streams of the mental/behavioral health department
   - Understanding the Mental Health Services Act implementation in the county
   - Understanding realignment dollars and how they are distributed

(3) Advise the governing body and the local mental health director as to any aspect of the local mental health program. Some examples include:
   - Monitoring the BOS agenda, including staff reports, to see what information is going to the 'governing body' and speaking to the BOS as appropriate regarding issues of importance to the board.
   - Reporting during meetings by board members of activities in the community that are pertinent to their participation on the mental health board
   - Holding "town halls" or "forums" to discover what people think about issues

(4) Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process. Some examples include:
   - Monitor the way that individuals in the audience are given the opportunity to address the board
   - Assuring that meetings held have citizen and professional involvement as appropriate
   - Assuring that meetings are held to develop and finalize plans regarding the expenditure of Mental Health Services Act monies

(5) Submit an annual report to the governing body on the needs and performance of the county's mental health system. Some thoughts:
   - Use the planning document of the board as the basis for the Annual Report to the BOS
   - Use the report submitted to the CA Behavioral Health Planning Council as the basis for the Annual Report to the BOS
   - Discuss the needs of the BOS with their representative to determine what kind of information should be included in the Annual Report
   - Present the Annual Report in person accompanied by other board members
   - Participate in BOS meetings at times other than the presentation of the Annual Report
(6) Review and make recommendations on applicants for the appointment of a local director of mental health services. The board shall be included in the selection process prior to the vote of the governing body. Some thoughts:
  - The LMHB does not select the local director of mental health services
  - The board may participate in the selection process in a variety of ways: review job description prior to posting, review applications received and participate in the selection of final applicants for interviews, participate in interview panels (variable)

(7) Review and comment on the county’s performance outcome data and communicate its findings to the California Mental Health Planning Council. Some thoughts:
  - The CMHPC annually prepares the Data Notebook on a selected topic
  - The board may complete the Data Notebook using staff, a subcommittee of the Board, the entire Board in a designated meeting, a collaboration of quality assurance staff with board members
  - The Data Notebook is designed to be educational and designed to help the board meet this requirement. As such, it means that the board has to participate in the completion of the document in some way
  - The Board may choose to approve the document prior to submission
  - The Board may choose to present the findings of the Data Notebook to the Board of Supervisors.

(8) Nothing in this part shall be construed to limit the ability of the governing body to transfer additional duties or authority to a mental health board. Some thoughts:
  - The BOS may wish to ask the Board to complete a task having to do with mental health/substance abuse
  - At least one county’s board completes a report on substance use treatment issues annually for the BOS

b) It is the intent of the Legislature that, as part of its duties pursuant to subdivision (a), the board shall assess the impact of the realignment of services from the state to the county, on services delivered to clients and on the local community. Some thoughts:
  - *Realignment is about the money that is distributed from the state to the county to meet the costs of mental health services.
  - Realignment occurred in 1991
  - Realignment occurred in 2011
ANNUAL REPORT

The Welfare and Institutions Code (WIC) Section 5604.2 describes one of the duties of the local mental health board to “Submit and annual report to the governing body on the needs and performance of the county’s mental health system.”

This report is from the Board about the local mental health system, and it is the board’s responsibility to assure that it is completed annually. The statute does not say what needs to be included in the report. Every board has a member of the local governing board, the County Board of Supervisors, on their board and it is appropriate to discuss the content of the annual report and the expectations of the Board of Supervisors with that designated representative. The format of the report will depend on the content of the report.

Each Board has its own culture, and this is one way to express that culture. The Board may address this the content of the annual report in several different ways:

- If the Board has an action/strategic plan, it may wish to report back on that plan.
- If the Board has completed the Data Notebook for the CA Behavioral Health Planning Council for the year, it may wish to use that report as the annual report.
- If the Board has worked on a certain area of focus, a “hot topic”, it may wish to use a review of that work as the annual report.
- If the Board has several standing or temporary/ad hoc committees working on different issues/topics, committee reports may be submitted as the annual report.
- The Board may wish to review its meeting agendas/minutes and compile a list of decisions and activities as the annual report.

The format of the report will depend on the content of the report. The report should be as concise as possible.

- Keep in mind that the primary audience is the Board of Supervisors.
- If it is a long report, consider summarizing the content into one page as an “Executive Summary”.
- Number the pages so that anyone reading the report can refer to them easily; provide a table of contents if the report is lengthy.
- Provide graphics or pictures if they help express the content of the board.

The report may be assigned to a standing or temporary/ad hoc committee for completion and returned to the Board for approval upon completion.

The Board will send the annual report to the Board of Supervisors for their review. It is important that it be available to the public and stakeholders as well.

- Post the Annual Report on the website of the Board.
- Distribute copies of the Annual Report to collaborative partners including NAMI, service providers, the CA Behavioral Health Planning Council, the CA Association of Local Behavioral Health Boards and Commissions, and others.
• Send the Annual Report to the Board of Supervisors
• To increase your visibility, consider asking the Board of Supervisors to agendize a presentation on the Annual Report:
  o Introduce the members of the Board who are attending the meeting
  o Present a synopsis of the Annual Report
  o Assure that copies of the material being discussed are available to the public to comply with the Brown Act; you may refer to a posting on a website or you may have a one-page handout for the entire audience
DATA NOTEBOOK

The Welfare and Institutions Code (WIC) Section 5604.2 describes one of the duties of the local mental health board to "Review and comment on county's performance outcome data, and communicate its findings to the California Behavioral Health Planning Council (CBHPC)."

To assist local mental health boards with this responsibility, the CBHPC annually develops the Data Notebook for each local mental health board. Each year the Data Notebook focusses on a specific area of interest in behavioral health services and provides data and information specific to the catchment area with a variety of questions to be answered. The local mental health board completes the Data Notebook.

When completed, the report is provided to the CBHPC on a timely basis and the CBHPC compiles the data from all local mental health boards into a report for the state of California. This report is available to the local mental health boards and is posted both on the CBHPC website and the CALBHBC website. The information is used by the CBHPC to fulfill its mandate to inform the California legislature about the status of mental health services in California.

COMPLETION OF THE DATA NOTEBOOK:

- The CBHPC encourages the local mental health board to complete the Data Notebook in partnership with the staff of the local mental health plan;
- The local mental health board may conduct additional research, partner with other interested organizations, and/or hear additional information from appropriate experts in their county;
- The Data Notebook should be read and approved by the local mental health board prior to submitting the report to the CBHPC;
- The Data Notebook should be submitted to the CBHPC to meet the specific responsibility of the local mental health board to report to the CBHPC.

EDUCATION AND ADVOCACY: The Data Notebook can serve several additional purposes:

- It may be shared with the county's Board of Supervisors to provide local data, and to educate, report and comment on local mental health performance;
- It may be shared with other local organizations in public forums to educate, report and comment on local mental health performance data;
- It may be shared with the CALBHBC by posting on the Association's website (see information below) and sharing findings as part of a statewide conversation;
- It may be shared with local policy makers and legislators to educate, report and comment on local mental health performance.


FOR ADDITIONAL INFORMATION CONTACT: Linda Dickerson, CBHPC at Linda.Dickerson@cmhpc.ca.gov
HOW TO MAKE A MOTION:

Discussion in a body occurs following a motion. Having a motion on the floor helps the chair to direct the conversation appropriately. The group should vote on exact language not a vague idea. In the end the motion needs to be written in the minutes accurately.

The proper way to make a motion:

- The individual wishing to make a motion is called upon by the chair of the body
- The individual states the motion clearly for the body provides a written copy of the motion to the chair without further discussion
  - Anyone in the body may call out “second” to support the motion. The person making the second does not change the motion. If there is no second, the motion dies
- If there is a second, the chair repeats the motion for the body in order to direct discussion: “The motion on the floor is...”
  - The chair calls for discussion/debate on the motion from the maker of the motion: “Do you wish to speak to your motion?”
  - Following input from the maker of the motion, the chair asks for debate on the motion.
- **If an individual wishes to amend the motion:**
  - The individual states “I wish to amend the motion and insert/strike the words... (or the paragraph). The motion must be seconded.
  - The chair states: The motion on the floor is...” and asks for input from the maker of the motion.
  - Following input from the maker of the motion, the chair asks for debate on the motion until the body is ready for the question.
- **If an individual wishes to close debate:**
  - The individual states “I move the previous question.”. The motion must be seconded. This closes debate.
  - The motion to close debate requires a two-thirds vote.
  - The chair presents the motion: “It is moved and seconded to order the previous question. Those in favor say “yes”, those opposed say “no”.
  - The chair presents the results of the motion: There are two-thirds in the affirmative and the previous question is ordered. The question is now on the adoption of the motion....”
  - Once the body has voted on an amendment, the specific matter is considered settled.
- When discussion ends, the chair may ask: “Are you ready for the question?” If so, the chair repeats the motion on the floor: “The question is on the adoption of the motion that...” and repeats the exact motion.
  - The chair asks for “yes” votes, “no” votes and “abstentions”.
  - The chair announces the results of the vote: “The ayes have it and the motion is adopted.”
AB 1234 ETHICS TRAINING: TRAINING FOR LOCAL OFFICIALS

On October 7, 2005, the Governor signed Assembly Bill No. 1234. AB 1234 requires that if a local agency provides any type of compensation, salary, or stipend to, or reimburses the expenses of a member of its 'legislative body' (as that term is defined in California Government Code Section 54952), that local agency's officials must receive training in ethics.

The bill also provides that if an entity develops criteria for the ethics training required by AB 1234, then the Fair Political Practices Commission and the Attorney General shall be consulted regarding any proposed course content. Other than the consultation requirement regarding the training course, the Commission has no jurisdiction to interpret or advise on the requirements of AB 1234. In response to AB 1234's requirement that the Commission be consulted regarding proposed course content, the Commission has implemented Regulation 18371. Please see Regulation 18371 for information on what the Commission has determined should be included in a local ethics training course. A link to Regulation 18371 and the Attorney General's Office's AB 1234 information can be found below.

There are numerous training options, including training conducted by commercial organizations, nonprofits, or even an agency's own legal counsel. In addition, interested parties have collaborated to create an on-line training program that will allow local officials to satisfy the requirements of AB 1234 on a cost-free basis. The training may be accessed by clicking the button below, and at the end of the training a certification of completion must be printed.

http://localethics.fppc.ca.gov/login.aspx

The free online training offered here is a self-serve training program. It is your obligation to print a certificate and provide it to your agency in a timely manner. Please allow ample time to ensure that you are able to complete the training by the due date.
ROBERTS RULES OF ORDER
QUIZ

____ The President can vote only to break a tie.

____ Once a quorum has been established it continues to exist no matter how many members leave during the course of the meeting.

____ Abstention votes count.

____ A member with a conflict of interest with respect to a motion cannot vote on the motion.

____ Debate on a motion must stop as soon as any member calls the question.

____ Anyone can add an item to an agenda.

____ Minutes of a meeting need to contain all the information from the meeting.

____ A board meeting cannot be held by telephone.
The President can vote only to break a tie.
NO: the presiding officer has the same rights as any other member of the body.
The presiding officer of an assembly of more than about a dozen members should make every
effort to maintain an appearance of impartiality so that members on both sides of any issue can feel
confident they will receive fair treatment. To this end the chair does not participate in debate on any
issue unless (s)he gives up the chair. The chair votes only when either

- The vote is by ballot, in which case the chair votes along with and at the same time as all other
  members, or
- The chair’s vote will change the result of the vote.

Once a quorum has been established it continues to exist no matter how many
members leave during the course of the meeting.
NO: Even when a meeting begins with a quorum present, it loses its right to conduct substantive
business whenever enough members leave to bring attendance below the level of a quorum. It can
resume substantive business only when enough members return, or other members arrive, to give
it a quorum again.

Abstention votes count.
NO. Abstentions are instances in which members who are present refuse to vote. In the usual
situation where either a majority vote or a two-thirds vote is required, abstentions are not counted
and have no effect on the result. However, if the vote required is a majority or two-thirds of the
members present, an abstention has the same effect as a “no” vote.

A member with a conflict of interest with respect to a motion cannot vote on the
motion.
DEPENDS: Brown Act is YES.
RRNOR NO: You should not vote on a question in which you have a direct personal or monetary
interest not common to other members. However, you cannot be compelled to abstain because of
such a conflict of interest.

Debate on a motion must stop as soon as any member “calls the question”.
SORT OF: The proper wording to close debate on the immediately pending motion is to say “I
move the previous question”. The body then needs to vote on that motion with a 2/3 vote for
adoption. If the motion passes, the body will immediately consider the previous motion with no
further debate. Cutting off debate infringes on the right of members to speak, thus debate should
never be limited without following the proper procedure.

Anyone can add an item to an agenda.
RRNOR YES: For a proposed agenda to become the official agenda for a meeting, it must be
adopted by the assembly at the outset of the meeting. At the time that an agenda is presented for
adoption, it is in order for any member to move to amend the proposed agenda by adding any item
that the member desires to add, or by proposing any other change.
BROWN ACT NO: The agenda provided at least 72 hours in advance of the meeting is the official
agenda and cannot be modified except in emergency situations.

Minutes of a meeting need to contain all the information from the meeting.
NO: Not only is it not necessary to summarize matters discussed at a meeting in the minutes of
that meeting, it is improper to do so. Minutes are a record of what was done at a meeting, not what
was said.

A board meeting cannot be held by telephone.
NO: You may hold board meetings by conference telephone call only if your bylaws specifically
authorize you to do so. If they do, such meetings must be conducted in such a way that all
members participating can hear each other at the same times, and special rules should be adopted
to specify precisely how recognition is to be sought and the floor obtained during such meetings.

Revised 12/31/2010
EVALUATION OF YOUR MENTAL/BEHAVIORAL HEALTH BOARD/COMMISSION

Mental/behavioral health boards/commissions may consider evaluation of the Board and its methods of operation. Such an evaluation will help identify strengths and issues for the board. It will lead to developing procedures that are effective in building a stronger culture for the Board. Some specific reasons for doing an evaluation include:

- Holding effective meetings that get the work done
- Engaging each board member
- Holding meetings that engage the public in the work
- Ensuring compliance with the requirements of the Brown Act
- Building a positive culture within the Board and with the Department and the Board of Supervisors

Evaluation is a systematic determination of a subject’s merit, worth and significance, using criteria governed by a set of standards. Evaluation can assist an organization to determine if they are meeting their goals. Evaluation help gain insight into the culture of the board and how it operates, and to enable reflection and assist in the identification of future change. It helps focus on the important parts of the way the Board works and to make the Board as effective as possible.

When planning and reporting evaluations, evaluators should include relevant perspectives and interests of the full range of stakeholders. In addition to having board members complete the evaluation, the Board may feel that it is appropriate to include the staff of the mental health plan and/or providers for mental health/substance use disorder treatment and/or consumers.

To get work done effectively, the Board wants to consider at least the following factors:

- The meeting is held in a comfortable room that is conducive to business
- Meetings are limited to 2 hours or less; meetings start and end on time
- The chair ensures compliance with the requirements of the Brown Act: public comment, agenda
- The meeting uses parliamentary procedures: Robert’s Rules; Rosenburg’s Rules
- The Director/designee of the local mental health plan is included as a resource
- All members are allowed/encouraged to participate in the discussions
- Board committees demonstrate that they are working and producing results

To engage each board member, the Board wants to consider at least the following factors:

- Members attend all board meetings
- Members come to board meetings prepared and ready to work
- Members see themselves as part of a team
- Members are equal in the discussions and the board is not dominated by one or two members
- Members feel free to express even dissenting viewpoints
- Members represent the board interest of all those who use the system not just for personal or special interests
MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.
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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules—Robert's Rules of Order—which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then Robert's Rules of Order is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of Rosenberg's Rules of Order.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, Rosenberg's Rules has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted Rosenberg's Rules in lieu of Robert's Rules because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.

2. **Rules should be clear.** Simple rules lead to better understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.

3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.

4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs, the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:
First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is generally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:
1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move ...”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. Inviting the members of the body to make a motion, for example, “A motion at this time would be in order.”
2. Suggesting a motion to the members of the body, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. Making the motion. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”
The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So if a member makes what that member calls a "motion to amend," but the chair determines that it is really a "substitute motion," then the chair's designation governs.

A "friendly amendment" is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, "I want to suggest a friendly amendment to the motion."

The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. For example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraisers." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, the chair would then move to consider the main motion (the first motion) as amended. If the motion to amend failed, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Second, if the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the chair be five or 10 members). If the motion to amend passed, the chair would then move to consider the main motion (the first motion) as amended. If the motion to amend failed, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if amended, would be in its amended format (10-member committee). The question on the floor for discussion and debate would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.
Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body, “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a motion to object to consideration of an item. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question;” or “I move the question;” or “I call the question;” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in
California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of "those present" then you treat abstentions one way. However, if the rules of the body say that you count the votes of those "present and voting," then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are "present and voting."

Accordingly, under the "present and voting" system, you would NOT count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are "present"), but you treat the abstention votes on the motion as if they did not exist (they are not "voting"). On the other hand, if the rules of the body specifically say that you count votes of those "present" then you DO count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like "no" votes.

How does this work in practice?
Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are "present and voting." If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three "yes," one "no" and one "abstain" also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body DOES have a specific rule requiring a two-thirds vote of members "present." Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a "no" vote. Accordingly, if the votes were three "yes," one "no" and one "abstain," then the motion fails. The abstention in this case is treated like a "no" vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an "abstention" vote? Any time a member votes "abstain" or says, "I abstain," that is an abstention. However, if a member votes "present" that is also treated as an abstention (the member is essentially saying, "Count me for purposes of a quorum, but my vote on the issue is abstain."). In fact, any manifestation of intention not to vote either "yes" or "no" on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote "absent" or "count me as absent?" Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually "absent." That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider
There is a special and unique motion that requires a bit of explanation all by itself, the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.
Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly, and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.
EVALUATION OF YOUR MENTAL/BEHAVIORAL HEALTH BOARD/COMMISSION

Mental/behavioral health boards/commissions may consider evaluation of the Board and its methods of operation. Such an evaluation will help identify strengths and issues for the board. It will lead to developing procedures that are effective in building a stronger culture for the Board. Some specific reasons for doing an evaluation include:

- Holding effective meetings that get the work done
- Engaging each board member
- Holding meetings that engage the public in the work
- Ensuring compliance with the requirements of the Brown Act
- Building a positive culture within the Board and with the Department and the Board of Supervisors

Evaluation is a systematic determination of a subject's merit, worth and significance, using criteria governed by a set of standards. Evaluation can assist an organization to determine if they are meeting their goals. Evaluation help gain insight into the culture of the board and how it operates, and to enable reflection and assist in the identification of future change. It helps focus on the important parts of the way the Board works and to make the Board as effective as possible.

When planning and reporting evaluations, evaluators should include relevant perspectives and interests of the full range of stakeholders. In addition to having board members complete the evaluation, the Board may feel that it is appropriate to include the staff of the mental health plan and/or providers for mental health/substance use disorder treatment and/or consumers.

To get work done effectively, the Board wants to consider at least the following factors:

- The meeting is held in a comfortable room that is conducive to business
- Meetings are limited to 2 hours or less; meetings start and end on time
- The chair ensures compliance with the requirements of the Brown Act: public comment, agenda
- The meeting uses parliamentary procedures: Robert's Rules; Rosenberg's Rules
- The Director/designee of the local mental health plan is included as a resource
- All members are allowed/encouraged to participate in the discussions
- Board committees demonstrate that they are working and producing results

To engage each board member, the Board wants to consider at least the following factors:

- Members attend all board meetings
- Members come to board meetings prepared and ready to work
- Members see themselves as part of a team
- Members are equal in the discussions and the board is not dominated by one or two members
- Members feel free to express even dissenting viewpoints
- Members represent the board interest of all those who use the system not just for personal or special interests
MENTAL/BEHAVIORAL HEALTH BOARD EVALUATION

Our Board wants to assure good meetings and get work done effectively by:

1. Providing a comfortable room that is conducive to business.   YES NO SOMETIMES
2. Starting and ending the meetings on time                      YES NO SOMETIMES
3. Limiting meetings to 2 hours or less:                        YES NO SOMETIMES
4. Developing a positive tone for the meetings:                 YES NO SOMETIMES
5. Having the chairperson ensure compliance with the requirements of the Brown Act:   YES NO SOMETIMES
6. Encouraging the Dept. Director to participate:               YES NO SOMETIMES
7. Following a business-like system of parliamentary rules:     YES NO SOMETIMES
8. Following the agenda except in an emergency:                 YES NO SOMETIMES
9. Assuring that members have enough information to make decisions about agenda items:   YES NO SOMETIMES
10. Assuring that board committees are working and produce results:    YES NO SOMETIMES
11. Annually reviewing and approving the mission statement and the board structure:   YES NO SOMETIMES
12. Annually reviewing progress toward the long-range plan and modifying the long-range plan: YES NO SOMETIMES
13. Completing an evaluation of the Board's performance annually:   YES NO SOMETIMES

Our Board wants to engage each board member by:

14. Conducting a through orientation for all board members:      YES NO SOMETIMES
15. Providing members with copies of the mission statement, bylaws, Welfare and Institutions Code regarding the board, board roster, any action plans, and other pertinent documents:   YES NO SOMETIMES
16. Encouraging members to attend all board meetings:            YES NO SOMETIMES
17. Assuring that members receive the support to attend meetings: YES NO SOMETIMES
18. Ensuring that members are encouraged to participate in discussions and that discussions are not dominated by one or two other members:   YES NO SOMETIMES
19. Encouraging participation on committees of the board including standing and ad hoc committees:   YES NO SOMETIMES

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20. Providing an opportunity for members to tour programs: YES NO SOMETIMES
21. Encouraging participation in board development trainings: YES NO SOMETIMES
22. Assuring that members feel free to express any viewpoint: YES NO SOMETIMES
23. Assuring that members leave the meeting feeling like a team: YES NO SOMETIMES
24. Assuring that members leave the meeting feeling accomplishment: YES NO SOMETIMES
25. Assuring that each member represents the board interest of all those who use the system not personal/special interests: YES NO SOMETIMES

Our Board wants to hold meetings that engage the public by:

26. Providing comfortable accommodations in the meeting room for the public: YES NO SOMETIMES
27. Developing an agenda with public comment at the start of the meeting and during each agenda item: YES NO SOMETIMES
28. Complying with the requirements of the Brown Act to not require members of the public to identify themselves as a prerequisite to making public comment: YES NO SOMETIMES
29. Scheduling presentations that include areas of interest to the public: YES NO SOMETIMES
30. Requesting presentations from services providers and other members of the public as appropriate: YES NO SOMETIMES
31. When appropriate, developing liaisons from the Board to specific community groups: YES NO SOMETIMES

Our Board wants to ensure compliance with the requirements of the Brown Act by:

32. Accepting public comment at the beginning of the meeting and during agenda items: YES NO SOMETIMES
33. Assuring that materials provided to the Board are also provided to the public attending the meeting: YES NO SOMETIMES
34. Assuring that the agenda items fully describe the agenda item: YES NO SOMETIMES
35. Following the agenda as written and not adding discussions About items not on the agenda: YES NO SOMETIMES