



MENTAL HEALTH SERVICES OVERSIGHT AND ACCOUNTABILITY COMMISSION



RULES OF PROCEDURE

February 2008

TABLE OF CONTENTS

1.0	DEFINITION	1
1.1	Mission.....	1
1.2	Goals	1
1.3	Key Strategies	2
1.4	Governance Process	2
2.0	ROLE OF THE COMMISSION.....	4
2.1	MHSOAC Directives	4
2.2	The Bagley-Keene Open Meeting Act 2004.....	5
2.3	Commission Composition.....	5
2.4	Duties in Statute	6
2.5	Terms of Commissioners	6
2.6	The Role of Commissioners.....	7
2.7	Chair.....	7
2.8	Vice Chair	7
2.9	Commission Member Vacancy	7
2.10	Ex Officio Members	7
2.11	Statement of Economic Interest – Form 700	7
2.12	Compensation and Expenses.....	8
2.13	Committee(s) Structure.....	8
2.13.1	Technical Resource Groups	9
2.13.2	Workgroups.....	9
2.14	Duties of the Executive Director.....	9
2.15	Designation of Acting Executive Director.....	10
3.0	LEGAL COUNSEL	11
3.1	Counsel Hiring	11
3.2	Informal and Formal Opinions/Duties	11
4.0	COMMISSION MEETINGS.....	13
4.1	Open Meetings	13
4.2	Serial Meetings	13
4.3	Agenda Items	14
4.4	Request for Item to be Placed on the Agenda.....	14
4.5	Time Allocation for Presentations	15
4.6	Exhibits and Handouts	15
4.7	Pre-Meeting Conference	15
4.8	Public Agenda Notice (PAN).....	15
4.9	Availability of Commission Meeting Materials	16
4.10	Closed Sessions.....	16
4.11	Teleconference Meetings	17
4.12	Quorum	17
4.13	Motions	17

4.14	Amended Motions.....	18
4.15	Voting	18
4.16	Conflict of Interest	19
4.17	Public Comment.....	19
4.18	Access to Commission Meeting Sites and Use of Interpreters	20
4.19	Minutes, Transcripts, and Audio Recordings	20
5.0	LEGISLATIVE ACTIVITIES	21
5.1	Commission Sponsored Legislation	21
5.2	Advocacy	21

1.0 DEFINITION

Pursuant to the California Welfare and Institutions Code, Section 5845, the Mental Health Services Oversight and Accountability Commission (MHSOAC), was established in July 2005 and oversees the following:

- Adults and Older Adults Systems of Care Act
- Innovative Programs
- Prevention and Early Intervention Programs
- Human Resources
- Children’s Mental Health Services Act

The MHSOAC creates a vision of a transformed mental health system and holds State and County Departments of Mental Health accountable. The Commission recommends policies and strategies to further the vision of transformation and addresses barriers to system change, as well as providing oversight to ensure funds are spent true to the intent and purpose of the Mental Health Services Act (MHSA).

1.1 Mission

The MHSOAC provides the vision and leadership, in collaboration with clients, their family members and underserved communities, to ensure Californians understand mental health is essential to overall health; and to hold public systems accountable and provide oversight for eliminating disparities, promoting mental wellness, recovery and resiliency and ensuring positive outcomes for individuals living with serious mental illness and their families.

1.2 Goals

The MHSOAC strives to ensure that California counties and the State Department of Mental Health are accountable for fulfilling the following 7 (seven) goals, as outlined in Section 5840, Welfare and Institutions Code:

1. A reduction in suicide (individuals living with mental illness are safe)
2. A reduction in incarceration (individuals living with mental illness are living in the community with access to “help first” care)
3. A reduction in school failure (individuals living with mental illness are succeeding in school)

4. A reduction in unemployment (individuals living with mental illness are employed and earn a living wage)
5. A reduction in prolonged suffering (individuals living with mental illness have friends and perceive themselves as living in a supportive community)
6. A reduction in homelessness (individuals living with mental illness are in independent or supported living situations)
7. A reduction in removal of children from homes (individuals living with mental illness are living with families and experience consistency, support, and love)

1.3 Key Strategies

The MHSOAC has adopted the following 4 (four) key strategies in their Work Plan (approved November 17, 2006):

- I. Ensure transparency of MHSA through communication with and education of the public
- II. Provide oversight over the Mental Health Services Fund (MHSF) and ensure accountability to the intent and purpose of the MHSA:
 - a. Review and provide comment on Community Services and Supports Workforce, Education and Training, and Capital and Information Technology MHSA County Plans. For these plans, provide transformation principles and implementation strategies to DMH to include in Local Plan Requirements.
 - b. Assist the Department of Mental Health (DMH) in developing plan requirements for Prevention and Early Intervention (PEI) and Innovation (INN); and, provide final approval on county and statewide plan expenditures for PEI and INN plans.
- III. Establish expectations for statewide outcomes and accountability
- IV. Develop and advance a statewide policy agenda that promotes systems transformation

1.4 Governance Process

The MHSOAC will govern with emphasis on:

- I. Strategic leadership

- II. Results and outcomes
- III. Encouraging diversity in viewpoints
- IV. Clear distinction between Commissioners and Executive Director roles
- V. Collaboration rather than individual decisions-making
- VI. Proactivity rather than reactivity

Specifically:

- a. The MHSOAC will cultivate a sense of group responsibility. The MHSOAC will be responsible for excellence in governing. The MHSOAC will use the expertise of individual members to enhance the ability of the MHSOAC as a body.
- b. The MHSOAC will direct, evaluate and inspire the organization through the careful establishment of written policies, procedures and directives
- c. The MHSOAC will establish and adhere to the standards needed to govern with excellence. Standards will apply to matters such as attendance, preparation for meetings, policymaking principles, courtesy, and ensuring the continuance of governance capability.
- d. Continual development of the MHSOAC will include orientation of new members in the Commission's governance policies and processes, periodic re-orientation of existing members, and regular discussion of process improvement
- e. The MHSOAC will regularly discuss and evaluate its performance

2.0 ROLE OF THE COMMISSION

Pursuant to Section 5845 (a-b), Welfare and Institutions Code (WIC), the MHSOAC, in collaboration with clients, family members, and underserved communities, provides the vision, leadership and oversight necessary to prevent mental illness from becoming severe and disabling and to transform the public and private systems charged with providing services, care and support to Californian's living with mental illness.

Principles essential to this transformation include:

- Reduce the risk of adverse outcomes of mental illness in children, youth, adolescents, adults, and older adults
- Foster and expand consumer and family involvement at all levels
- Expand interagency governance, collaboration, and integration to provide a seamless, holistic, and comprehensive system of care
- Establish comprehensive outcomes to meet the full set of individual and family needs
- Promote wellness, facilitate recovery and build resilience as standards of care in all practices and services
- Promote cost effectiveness and efficiency as standards of care in all practices and services
- Eliminate disparities with respect to access, quality of care, and outcomes for mental illness relative to race, culture, ethnicity, gender, income, age, sexual orientation, and/or geography.
- Foster open and timely communication with Californians about the progress that has been achieved in transforming mental health services
- Increase public policy and commitment, and community capacity to appropriately serve all people with mental illness

2.1 MHSOAC Directives

The MHSOAC on January 27, 2006, defined the following objectives to secure compliance with the provisions of the MHSA:

- Provide overarching oversight and accountability for the implementation of the MHSA

- Redirect California’s mental health system toward transformation, such that all mental health activities and programs stress prevention, early intervention, wellness, recovery and resilience
- Ensure that the perspectives and participation of those living with mental illness and their family members are a significant factor in all of the Commission’s decisions and recommendations
- Promote a systems approach to the provision of multicultural and multi-linguistic mental health services, activities and programs to eliminate disparities in access to and quality of mental health services
- Develop programs and activities that maximize the impact of the MHSA funding on the mental health of all Californians
- Inform the public and stakeholders about progress being made toward a transformed mental health system that has prevention, wellness, recovery and resilience as its primary goal

2.2 The Bagley-Keene Open Meeting Act 2004

The principal law that governs the MHSOAC is the Bagley-Keene Open meeting Act of 2004. A summary is provided by the California Attorney General’s Office at the following internet site: <http://caag.stat.ca.us>.

2.3 Commission Composition

Pursuant to Section 5845 (a-d), Welfare and Institutions Code, the MHSOAC is composed of sixteen (16) voting members:

- 1) The Attorney General or his or her designee
- 2) The Superintendent of Public Instruction or his or her designee
- 3) The Chairperson of the Senate Health and Human Services Committee or another member of the Senate selected by the President pro Tempore of the Senate
- 4) The Chairperson of the Assembly Health Committee or another member of the Assembly selected by the Speaker of the Assembly
- 5) Two persons with a severe mental illness, a family member of an adult or senior with a mental illness, a family member of a child who has or has had a severe mental illness , a physician specializing in alcohol and drug treatment, a mental health professional, a county Sheriff, a Superintendent of a school

district, a representative of a labor organization, a representative of an employer with less than 500 employees and a representative of an employer with more than 500 employees, and a representative of a health care services plan or insurer, all appointed by the Governor. In making appointments, the Governor shall seek individuals who have had personal or family experience with mental illness.

2.4 Duties in Statute

The MHSOAC performs the following duties:

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1. Meets a least once each quarter at any time and location convenient to the public as it may deem appropriate. All meetings of the Commission shall be open to the public
 2. Within the limit of funds allocated for these purposes, pursuant to the laws and regulations governing state civil service, employs staff, including any clerical, legal, and technical assistance as may appear necessary
 3. Establishes Technical Resource Groups, such as the Client and Family Technical Resource Group
 4. Employs all other appropriate strategies necessary or convenient to enable it to fully and adequately perform its duties and exercise the powers expressly granted, notwithstanding any authority expressly granted to any officer or employee of state government
 5. Develops strategies to overcome stigma and accomplish all other objectives of Parts 3.2, 3.6 and the other provisions of the Act establishing this Commission
 6. At any time, advises the Governor or the Legislature regarding actions the state may take to improve care and services for people with mental illness
 7. If the Commission identifies a critical issue related to the performance of a county mental health program, it may refer the issue to the Department of Mental Health, pursuant to WIC Section 5655

2.5 Terms of Commissioners

Members shall serve without compensation, but shall be reimbursed for all actual and necessary expenses incurred in the performance of their duties. The term of each member shall be three years, to be staggered so that approximately one-third of the appointments expire in each year.

2.6 The Role of Commissioners

- Represent the MHSOAC outside Commission meetings
- Provide knowledge and expertise to guide Commission policy-making
- Attend Commission meetings throughout the state

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2.7 Chair

Usually decided in January, the Chair is elected by a majority of the voting members of the MHSOAC for a term of one year and presides at all MHSOAC meetings, e.g., convening, adjourning, calls for agenda items, motions and votes.

2.8 Vice Chair

Usually decided in January, the Vice Chair is elected by the voting members of the MHSOAC for a term of one year. The Vice Chair fulfills the role of Chair and presides at meetings in the absence of the Chair.

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Occasionally, neither the Chair nor Vice Chair is available to run all or part of the meeting, e.g., both officers may be absent, need to leave the room, or are disqualified from discussion and action on an item due to conflict of interest. When such an event occurs, the Chair will defer his or her responsibility to administer the meeting to the most senior Commissioner.

2.9 Commission Member Vacancy

Commissioners may leave office at the end of their term or sooner. When a vacancy occurs, a successor is selected by the appointing power.

2.10 Ex Officio Members

The Chair of the MHSOAC may appoint ex officio members to serve as subject matter experts on mental health related issues.

2.11 Statement of Economic Interest – Form 700

Each Commissioner is required to file an annual Statement of Economic Interests, Form 700, which must be filed with the Fair Political Practices Commission (FPPC) by April 15 of each year.

2.12 Compensation and Expenses

Commissioners, staff, agendized presenters, and active Committee members will be reimbursed in accordance with State per diem laws. Also, any reasonable business expenses incurred will be reimbursed as authorized by the Commission.

2.13 Committee(s) Structure

The MHSOAC shall establish one or more advisory committees as necessary to provide technical and professional expertise pursuant to WIC, Section 5845 (d)(2). Such committees provide guidance, review materials and make recommendations to the MHSOAC, and, in rare instances, when given delegated authority, make decisions on behalf of the MHSOAC.

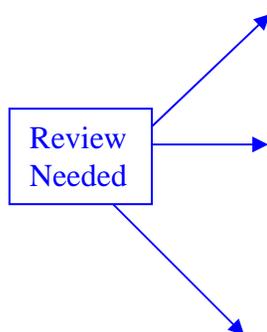
According to the MHSOAC “Goals, Procedures and Rules of Operation” adopted on January 27, 2006, the Commission Chair shall appoint two co-chairs for each standing committee from among the Commission’s membership, one of whom shall be a consumer or family member of a consumer. Each year the Commission Chair may reappoint committee co-chairs.

Any Commissioner may elect to serve on any committee. Committees shall have a maximum of 15 members and shall include public membership. Of this public membership, two shall be consumers and two shall be family members of consumers. Public membership of each committee shall be from among persons recruited and /or approved by the committee co-chairs. In their recruitment and appointment, committee co-chairs shall pay special attention to issues related to cultural diversity and competency.

Commission staff and/or consultants will staff each committee. Commissioners, staff, agendized presenters, and active Committee members will be reimbursed in accordance with State per diem laws. Also, any reasonable business expenses incurred will be reimbursed as authorized by the Commission. All Committee meetings are publicly noticed.

The MHSOAC has the following committees:

- Prevention and Early Intervention
- Innovation
- Community Services and Supports.
- Education and Training
- Facilities and Technology



2.13.1 Technical Resource Groups

The MHSOAC shall establish Technical Resource Groups to acquire in-depth information relevant to their specific policy area and to make recommendations to the Commission. The MHSOAC has the following Technical Research Groups:

- Consumer and Family Member Technical Resource Group
- Cultural and Linguistic Competency Technical Resource Group
- Outcomes and Measurements Technical Resource Group
- Mental Health Financing Technical Resource Group

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2.13.2 Workgroups

The MHSOAC shall establish Workgroups to focus on a specific dimension of the Commission's work. The Workgroups can be time-limited or ongoing, depending on the nature of the issue and the work. The MHSOAC has the following Workgroups:

- Co-Occurring Disorders Workgroup
- Communications and Outreach
- Government Partners
- March Retreat Strategic Planning
- Oversight and Accountability Policies and Procedures

2.14 Duties of the Executive Director

The Executive Director is the only staff member appointed by the MHSOAC. The Executive Director acts under the authority of, and in accordance with direction from the MHSOAC. Commissioners should direct their requests for information or assistance from state staff to the Executive Director.

The Executive Director also serves as the Commission's liaison with county commissions, other mental health associations and stakeholder groups.

2.15 Designation of Acting Executive Director

When the Executive Director is absent or otherwise unavailable to perform the duties of the office, the Executive Director may designate another person to act on the Executive Director's behalf.

3.0 LEGAL COUNSEL

The Chief Counsel provides legal advice to the MHSOAC. The Chief Counsel reports both to the MHSOAC and to the Executive Director and is responsible for, among other things, advising staff regarding all relevant legal matters and supporting the legal inquiries and meeting activities of the MHSOAC. In situations where the Chief Counsel would have a conflict of interest, or where legal expertise outside the practice experience of Chief Counsel is imperative, **with permission from the Attorney General.**

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3.1 Counsel Hiring

The MHSOAC is ultimately responsible for hiring and discharging the Chief Counsel. As general practice, the MHSOAC and the Executive Director shall participate jointly in hiring and discharging the Chief Counsel.

Pending:
Counsel
III hiring

The MHSOAC is responsible for evaluating the Chief Counsel's performance. The Executive Director's input shall be solicited in evaluating the performance of the Chief Counsel.

3.2 Informal and Formal Opinions/Duties

The MHSOAC or Executive Director may ask the Chief Counsel to provide an opinion regarding a Commission matter. The Chief Counsel may provide informal opinions verbally or in writing. Formal opinions are initiated by a written request from the Executive Director on behalf of the MHSOAC.

Counsel generally writes formal opinions for MHSOAC approval at the Commission's direction when an issue involves the following:

- Interpreting new or existing law
- Informing the MHSOAC of material legal issues impacting the MHSOAC or the Executive Director
- Providing legal advice regarding conflict-of-interest issues
- Assist Commissioners and individual members in complying with applicable statutes and laws
- Coordinating responses to public record requests
- Applying an existing rule to a set of facts significantly different from those found in previously published formal opinions

- Modifying of an existing interpretation
- Resolving or reconciling an area of confusion or apparent conflict
- Providing the Executive Director with an opinion regarding an interpretation of law from the Attorney General's Office

4.0 COMMISSION MEETINGS

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Commission meetings are scheduled at least once each quarter and held in various locations throughout the state. The meeting schedule for the following calendar year is approved prior to January.

Per Robert's Rules of Order, the Commission uses parliamentary procedure and conducts business in the following order:

1. Call to order
2. Roll call of Commission members present
3. Adoption of minutes of last meeting
4. Reports by Commissioners
5. Committee reports
6. Special orders – important business previously designated for consideration at this meeting
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

4.1 Open Meetings

The Bagley-Keene Open Meeting Act stipulates that all meetings of the MHSOAC are open and public (Government Code Sections 11120-11132). The Commission also adheres to Robert's Rules of Order.

4.2 Serial Meetings

The Bagley-Keene Open Meeting Act prohibits the MHSOAC from using direct communication, personal intermediaries, or technological devices to take action outside of an open meeting (Government Code Section 11122.5 (b)). A serial meeting is a series of communications, each of which involves less than a quorum of the Commission, but which taken as a whole involves a majority of the

commission's members. In other words, no more than two Commissioners may meet or discuss an issue outside a Commission meeting.

4.3 Agenda Items

The meeting agenda may include action or information items. Examples of action items are:

- Adoption of Minutes and administrative procedures
- Approval to appropriate funds
- Removal of an item from the consent calendar for discussion is at the discretion of the Commissioners
- Development and approval of the strategic plan and program priorities

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Action items that are non-controversial or pro forma may be placed on the consent calendar. The MHSOAC votes on the entire consent calendar (which may include multiple items).

Information items consist of presentations made to Commissioners to give background to an issue, an update or may be in response to a Commissioner's inquiry. Examples of information items include:

- Status report on a state commission initiative or program
- An update on organizational development.

State staff prepare briefing materials on each agenda item and provide Commissioner's with meeting materials in advance of the meeting. Staff use the issue paper format to present Commissioners with a detailed description of a proposed course of action, background information, fiscal impact, the pros and cons of taking the action, and similar information for alternative actions.

4.4 Request for Item to be Placed on the Agenda

Any Commissioner may place an item on the agenda, subject to the Chair's and Executive Director's approval or a majority vote of the Commission in session. If the Chair denies a Commissioner's request, the Commissioner may bring up the denied item during the meeting and request Commission approval to place the item on a future agenda. When brought before the Commission in this manner for future agenda placement, the item does not need to be publicly noticed for the current meeting. State staff may also recommend agenda items to the Executive Director.

Any other person may request in writing to the Executive Director that an item be included on the Commission meeting agenda no later than six weeks prior to the meeting. The Executive Director will consider the appropriateness and timing of the item for inclusion on the agenda. The Executive Director confers or submits the request to the Chair and will send an acknowledgement letter to the requestor, notifying him/her whether or not the item will be placed on the agenda. If approved, the letter will advise the requestor on the conduct of the meeting, including the time allocated for presentation, appropriate format, length and number of copies of written materials, and guidelines for PowerPoint presentations.

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4.5 Time Allocation for Presentations

Before each presentation at the Commission meeting, the Chair informs the speaker how much time will be allowed for their presentation.

4.6 Exhibits and Handouts

Presenters may provide exhibits and handouts for distribution to the Commissioners. Parties are encouraged to provide sixteen copies to the Commission office for distribution to the Commissioners and staff at least two weeks before the Commission meeting. Staff makes the material available to the public prior to and at the hearing.

4.7 Pre-Meeting Conference

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A pre-meeting conference is held with the Executive Director, Chief Counsel, Commission Chair and Vice-Chair to review, clarify and approve the draft agenda. Any changes to the agenda will be incorporated by MHSOAC staff.

4.8 Public Agenda Notice (PAN)

A Notice of any Commission meeting must be given and made available on the MHSOAC website at www.dmh.ca.gov/MHSOAC, at least ten (10) calendar days before the meeting. Any person who requests a PAN in writing must be sent a copy. The notice must include:

- Name, address, and telephone number where an individual may request and/or provide additional information prior to the meeting
- Address of the internet site where notices are posted

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- Specific agenda for the meeting containing a brief description of the items of business to be transacted or discussed in either open or closed session. The office meeting coordinator also e-mails the PAN to a [list-serve](#) and sends a printed copy of the PAN to interested parties who have requested the notice in writing. No agenda items may be added after the ten-day period begins, with specific exceptions (Government Code Section 11125).

4.9 Availability of Commission Meeting Materials

PANs and all other materials distributed to the Commissioners for discussion or consideration prior to or at a Commission meeting are public records and as such are subject to disclosure, unless a recognized exemption applies (California Public Records Act, Chapter 3.5, Section 6250 et seq, Division 7 of Title 1). Commission meeting materials are available to the public at www.dmh.ca.gov/MHSOAC as attachments to the PAN. The materials are also available in printed format on the day of the meeting.

The Bagley-Keene Open Meeting Act specifically provides that before taking final action on any item, writings pertaining to the item that are public records and have been distributed by staff or individual Commissioners to the Commission prior to or during the meeting must be:

- Made available for public inspection at the meeting
- Distributed to all persons who request or have requested copies of these writings
- Available on the internet

4.10 Closed Sessions

Any closed session must be noted on the meeting agenda and properly noticed, citing the statutory authority or provision of the Bagley-Keene Open Meeting Act that authorizes the particular closed session. The Commission may hold closed sessions for the following reasons:

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- To consider the appointment, employment, evaluation of performance, discipline or dismissal, as well as to hear charges or complaints about a Commission employee's actions ([Government Code Section 11126\(a\)\(1\)](#)).
- To confer with or receive advice from legal counsel regarding pending litigation when discussion in open session would prejudice the Commission's position in the litigation ([Government Code Section 11126\(e\)\(1\)](#)). Counsel prepares and submits to the Commission a memorandum stating the specific

Review
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reasons and legal authority for the closed session. Counsel may provide the memo prior to, during, or up to ten days after the closed session meeting.

- Prior to convening a closed session, the Chair must publicly announce those issues that will be considered in closed session (Government Code Section 11126.3). This can be done by a reference to the item as properly listed in the agenda. After the closed session has been completed, the MHSOAC must reconvene in public. The Chair is required to report only where the Commission makes a decision to hire or fire an individual. **The Commission must keep minutes of their closed sessions. These minutes are confidential, maintained in a sealed envelope, and are discoverable only to the Commission itself or to a reviewing court.**

4.11 Teleconference Meetings

The Bagley-Keene Open Meeting Act provides that the MHSOAC or its committees may hold a meeting by audio or audio-visual teleconference for the benefit of the public and the Commission or committee (Government Code Section 11123). All PAN requirements apply.

4.12 Quorum

A simple majority (9 Commissioners) shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Commissioners present at the meeting duly held at which quorum is present, shall be regarded as binding. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of Commissioners below a quorum, if any action taken is approved by at least a majority of the required quorum for the meeting.

4.13 Motions

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The method used by Commissioners to express themselves is in the form of moving motions. A motion is a proposal that the entire Commission membership take action or a stand on an issue. Commission members can:

1. Call to order
2. Second motions
3. Debate motions
4. Vote on motions

Per Robert's Rules of Order, there are four basic types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motions is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion

4.14 Amended Motions

After an item is moved and seconded, Commissioners may comment and then public comment is heard. A Commissioner may propose an amended motion at this time (applies to subsidiary, privileged and incidental motions). Such an amendment may clarify the intent, provide directions to staff, or correct the wording of the original motion.

A motion to divide a question is not allowed. An amendment of a pending question requires only a majority vote for its adoption, even though the question to be amended requires a two-thirds vote. An amendment of a constitution or by-laws, or rules of order, or order of business, previously adopted, requires a two-thirds vote; but an amendment of that amendment requires only a majority vote. When a motion or resolution is under consideration only one amendment of the first degree is permitted at a time, and one amendment of that amendment -- that is, an amendment of the second degree is allowed also.

4.15 Voting

After a motion and second, and public comment, the Commission may vote. A minimum of four affirmative votes are required for a motion to carry. For example, a motion could carry under the following scenarios:

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- All sixteen Commissioners are present and they vote as follows: two abstain, four vote yes, and one votes no
- Four Commissioners attend and all present vote yes

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A Commission member who is disqualified in a matter because of financial contributions, financial interest, or another conflict is not entitled to vote. The Commissioner is required to announce at the meeting that he or she “will not participate” and disclose the reasons for the disqualification in the record. This information is noted in the meeting minutes.

A Commissioner may “abstain” from voting, if he/she is entitled to participate, but chooses not to. The reason for not participating need not be disclosed on the record.

4.16 Conflict of Interest

Presence of a conflict of interest prohibits Commissioners (as public officials) from participating in discussion about or taking action on an item. Provisions in the California Government Code and Public Contract Code and case law define and provide guidelines related to conflict of interest. Pursuant to the Political Reform Act (Government Code Sections 81000, et seq.), the MHSOAC adopted a conflict of interest code. A Commissioner shall not make, participate in making or in any way attempt to use his or her official position to influence a Commission decision in which he or she knows or has reason to know he or she has a financial interest (Government Code Section 87100). Commissioners must be guided solely by the public interest, rather than by personal interest, when dealing with contracting in an official capacity (Government Code Section 1090 et seq.).

A Commissioner who has a financial conflict of interest must do the following:

- Notify the Executive Director as soon as possible if any agenda item presents a potential conflict of interest. This will prepare the Chair to announce the Commissioner’s nonparticipation in any discussion, deliberation or vote when the item comes up.
- Publicly identify, in enough detail to be understood by the public, the financial interest that causes the conflict of interest or potential conflict of interest
- Recuse himself/herself from discussing or voting on the matter or from attempting to use his or her position to influence the decision

4.17 Public Comment

Opportunity is provided for the public to address the Commission on selected agenda items.

Exception: If an opportunity for public comment was provided on the same item at a Commission committee meeting and the item has not been

substantially changed since the committee heard the item, the MHSOAC is not required to hear additional public comment.. The meeting coordinator will request anyone planning to speak to sign in, although signing a public comment document appearance sheet is voluntary. A speaker who declines to fill out the appearance sheet will not be precluded from speaking to the MHSOAC. Copies of the public comment appearance sheets provide information for the meeting minutes. The speaker must, however, state his or her name and association for the record.

4.18 Access to Commission Meeting Sites and Use of Interpreters

Commission meeting sites are accessible to people with disabilities. Those who need special assistance may contact the meeting coordinator. Persons participating at Commission meetings who do not speak English or who have hearing impairments, may contact the meeting coordinator before the meeting date to arrange for an interpreter.

4.19 Minutes, Transcripts, and Audio Recordings

Minutes are the summary record of each meeting. The meeting coordinator drafts minutes from notes and audio recordings of open session meetings. Draft copies are distributed to Commissioners, the Executive Director, and selected staff for review. After review and Commission approval, the minutes are published on the MHSOAC California website at: www.dmh.ca.gov/MHSOAC.

5.0 LEGISLATIVE ACTIVITIES

Review
Needed

The MHSOAC may request that the Executive Director provide feedback on legislative initiatives and proposals that may impact the Mental Health Services Act.

5.1 Commission Sponsored Legislation

MHSOAC staff, through their managers, may submit legislative concepts for Commission-sponsored legislation to the Executive Director. The Executive Director will determine if the legislative concept is appropriate and consistent with the Commission's legislative priorities and strategic plan and, if so, will approve the concept to be developed into a legislative proposal that will be submitted to the MHSOAC for approval.

5.2 Advocacy

The MHSOAC may not use its resources to influence public opinion regarding a candidate, or a circulating or qualified ballot measure. MHSOAC Commissioners nor staff may work to support or oppose a circulating or qualified ballot measure while on state time, or while acting as representatives of the Commission.