

SANTA BARBARA COUNTY  
BEHAVIORAL WELLNESS COMMISSION  
DRAFT BYLAWS; ARTICLE VI

**Action:** Behavioral Wellness Commission to review and approve the draft provision added to *Article VI; Duties/Responsibilities of Board Members (in blue text below)* where guidelines are outlined for commissioners to go by; and instruct staff to send approved amendment to County Counsel for review prior to presenting to Board of Supervisors as a proposed amendment to the existing approved Behavioral Wellness Commission Bylaws.

ARTICLE VI

DUTIES/RESPONSIBILITIES OF BOARD MEMBERS

- A. In addition to the duties listed in Article II, BWC members are expected to:
1. Regularly attend and participate in monthly board meetings. If a member is unable to attend a meeting, the member shall advise the Chairperson or Commission Program Administrator (or their representative) of the member's prospective absence.
  2. Annually visit at least one (1) regularly scheduled or otherwise pre-arranged site visit to an assigned contractor and report findings to the BWC.
  3. Participate on committees as assigned by the Chairperson or Vice-Chairperson.
- B. Roles of commissioners in engagement with the public and with Behavioral Wellness service providers:
1. In engaging with the public, commissioners are welcome to introduce themselves as serving on the commission. Commissioners can and should listen to community concerns, and seek to agendaize appropriate concerns for commission discussion.
  2. Commissioners should not represent that the commission therefore supports or opposes concerns in the community without agendaizing

discussion of the concern with the commission, and without a majority vote of the commission members in favor of taking action.

3. If engaging in a discussion where they will express their views on something that has not been agendaized or had action taken on it in the past, commission members must state that the views they express are their own, and do not represent the commission's position on the matter.
4. Use of official Commission letterhead is only allowed when the commission has agendaized a matter for review, and agreed to formally respond. Such a formal response is to be drafted by the chair or a commissioner designated and approved by the commission. That drafted letter must be presented to the commission as an agenda item, and approved by a vote of the majority.
5. No commissioner is authorized to use official commission letterhead to convey their opinions or concerns on any subject to entities external to the commission without subjecting it to approval by the entire commission in the manner described above.