

**Proposed Changes to Contra Costa County Mental Health Commission Bylaws**  
**For Contra Costa County Board of Supervisors Approval**

**Section 2. Attendance**

**2.1 Attendance requirements:**

a) Regular attendance of Commission meetings is mandatory for all Commission members.

1. Unexcused Absences:

A Commission member is required to contact the Commission Chairperson and the administrative assistant at least 24 hours before a regularly scheduled meeting if they are unable to attend. Failure to do so will result in an unexcused absence. A Commission member who has four (4) unexcused absences from a regularly scheduled full commission meeting in any consecutive twelve-month period, as opposed to calendar year, will be deemed to have automatically resigned from the Commission. In such event, the Commission member's status will be noted at the next Commission meeting and recorded in the meeting minutes. The Commission Chairperson shall, without further direction from the Commission, apprise the appointing Supervisor and request the Board of Supervisors to remove the appointee and request the appointment of a replacement.

2. Excused Absences:

A Commission member's absence from a regularly scheduled Commission meeting may be excused to include but not limited to major illness and unexpected family emergencies. They also include some unscheduled absences, such as surgical procedures, jury duty, funerals, and scheduled vacations. Commission members shall obtain consent from the Commission Chairperson at least one day prior to the meeting for any planned absences. Excused absences will be recorded in the meeting minutes as an "excused absence."

3. Leave of Absence:

A Commission member who does not wish to resign and needs a leave from the Commission commitments may request a leave of absence for illness or personal reasons for a period of up to three (3) months. The request must be submitted in writing to the Commission Chairperson, who will inform the appointing Supervisor. A Commission member may request an extension to their leave by submitting a request in writing to the Commission Chairperson, who will forward the request to the appointing Supervisor for approval.