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Meeting Participation Options

November 2013

As a CalMHSA Member your participation is essential in obtaining a quorum for the purpose of taking action on items of great importance. Accordingly, we have outlined the various meeting participation options available to you.

In-Person Participation

For meetings taking place in Sacramento immediately following the CMHDA All Directors meeting, in-person participation is highly encouraged. These meetings usually begin at 2:45pm to 5:00pm and are held every other month.

Teleconference Participation

Members have the following teleconference options:

1. **Listen-in Only:** Members may just listen-in to any Board and/or Committee meeting by dialing the “listen only,” number posted on the meeting agendas. This means that one could listen only but not participate in discussion nor vote on any matters being heard.
2. **Participation Only:** Members that are **not** at a noticed location (see bottom of page 2) may dial-in and participate in discussion, but not vote on matters being heard.
3. **Participation & Designated Voting:**
 - a. Members that are **not** at a noticed location (see bottom of page 2), can call in and participate in discussion and have their **designated alternate**, at a noticed location, vote on matters being heard.

- b. Members may participate and vote on matters being heard via teleconference, as long as they have fulfilled the posting requirements (see below).

Ralph M. Brown Act

Brown Act: The Brown Act governs meeting access to local public bodies. Which means the meetings must be “open and public,” actions may not be secret and action take in violation of the Act may be voided.

As such, the following CalMHSa meetings are subject to the Brown Act and appropriate posting:

- Board Meetings
- Executive Committee
- Advisory Committee
- Finance Committee

Member Posting Instructions for CalMHSa Meetings

In the event that a board or committee member is unable to participate in a meeting in-person, he or she may choose to host a remote meeting location and participate via phone as follows:

1. Three weeks prior to a meeting, the board or committee member’s staff will notify CalMHSa of the member’s intention to participate via telephone with the address of the member’s meeting location. The meeting must be accessible to the public, include a speaker phone and seating for members of the public who wish to attend.

2. One week prior to the meeting, CalMHSA staff will provide the board or committee member's staff with a PDF of the agenda along with an electronic file of the CalMHSA Public Comment Card to be used during the county hosted meeting.
3. The board or committee member's staff will post the agenda 72 hours prior to the start of the meeting at the address listed on the agenda. The agenda must be visible to the public (lobby, reception area, front door, etc.).
4. On the day of the meeting, the board or committee member will facilitate comment from members of the public during times when the President or Co-chair calls for public comment. Public members making a comment must complete a comment card to be collected by the board/committee member. Following the conclusion of the meeting, the board/committee member's staff will send all completed public comment cards to CalMHSA staff for inclusion in the meeting minutes.
5. During the meeting the President or Co-chair will ask for board or committee member comment and votes (on certain agenda items) via roll call. To make this process easier, the President or Co-chair will take comments/votes from the members present at the main meeting site followed by members on the phone, by location.