



DEPARTMENT OF
HEALTH AND HUMAN SERVICES

Promoting and protecting health, well-being, self-sufficiency, and safety of all in Marin County.



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November 18, 2025

Marin County board of Supervisors
3501 Civic Center Drive
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SUBJECT: Department of Health and Human Services, Division of Behavioral Health and Recovery Services (BHRS), requests approval of the October 2025 amended By-laws, specific to the membership section, for the Marin County Alcohol and Drug Advisory Board.

Dear Supervisors:

RECOMMENDATION: Authorize the President to approve the amended By-laws (to the membership section only) for the Marin County Alcohol and Drug Advisory Board.

SUMMARY: On October 7, 2025, the Marin County Alcohol and Drug Advisory Board voted in support of the proposed revised By-laws. These By-laws have been reviewed by County Counsel for compliance with the Ralph M. Brown Act, as well as County policies and procedures for Boards and Commissions. The proposed By-laws, which have not been updated since 2022, have been revised to better align with the current and proposed functions of the Alcohol and Drug Advisory Board. Language that is no longer valid or applicable to the Alcohol and Drug Advisory Board has been revised or removed. Key changes include additional language and policies on member recruitment, orientation and training. The proposed updates on recruitment, which are modeled after the By-laws of the Behavioral Health Board, will expand criteria and opportunities for participation on the Alcohol and Drug Advisory Board.

EQUITY IMPACT: Although substance issues affect all facets of the Marin community, many indicators and adverse impacts are disproportionately experienced by communities of color, individuals identifying as LGBTQ+ and low-income residents. In terms of behavioral health treatment services, Marin County and the Department's Division of Behavioral Health and Recovery Services (BHRS) are responsible for serving Marin's safety net population, including Marin Medi-Cal beneficiaries and low-income uninsured community members. Within this population, communities of color have been disproportionately impacted by behavioral health and related issues, including higher rates of homelessness, unemployment and criminal justice involvement. Adoption of the revised By-laws will allow the Alcohol and Drug Advisory Board to continue to evolve its work to more proactively advise on substance use issues affecting Marin County.

FISCAL IMPACT: There is no fiscal component associated with this request.

REVIEWED BY:

☒	Office of the County Executive	☐	N/A
☐	Department of Finance	☒	N/A
☒	County Counsel	☐	N/A
☐	Human Resources	☒	N/A

Respectfully submitted,



Lisa Warhuus, PhD
Director

COUNTY OF MARIN
BYLAWS OF THE
COUNTY ADVISORY BOARD ON ALCOHOL AND OTHER DRUG PROBLEMS

November 2025
Last Amended: June 2022

ARTICLE I
Name

The name of this board shall be: The County Alcohol and Drug
Advisory Board (Advisory Board).

ARTICLE II
Purpose

Section 1. The purpose of the County Alcohol and Drug Advisory Board shall be:

- To review the scope of alcohol and drug problems in the County.
- To review the community's alcohol and drug program needs, services, facilities, and special programs.
- To work with and consult the County Departments (i.e. Behavioral Health and Recovery Services and Health and Human Services) responsible for drug and alcohol misuse programs and services to the County's residents.
- To advocate for and to support the development, implementation, and evaluation of effective alcohol and drug programs throughout the County.
- To educate the public about the nature of alcohol and drug problems, as well as the resources available to the community.
- To network with other involved community members and agencies who are addressing drug and alcohol issues in Marin County.
- To keep informed on legislative issues related to alcohol and drugs and to encourage the support of legislation that will work toward effective prevention, treatment, and recovery for all Marin residents.
- To make recommendations to the Marin Board of Supervisors regarding legislation, education, community, and program needs relevant to drug and alcohol concerns.

Section 2. In the event the County Behavioral Health and Recovery Services' Director and the County Alcohol and Drug Advisory Board disagree regarding the development of, or implementation of, any element of the County Alcohol and Drug Programs, or any related matter, the Advisory Board may designate a representative to make a presentation before the Board of Supervisors relating to the disagreement. In such an instance, the Advisory Board is responsible for notifying the County Behavioral Health and Recovery Services' Director of the substance of its disagreement and its intent to make a

presentation to the Board of Supervisors prior to placing the presentation on the Board of Supervisors' agenda.

Section 3. In the event there is a minority report or statement in disagreement with the Advisory Board majority, a member representing the minority may also be designated to present the minority viewpoint to the Board of Supervisors. In such event, the minority report shall be in writing and be formally presented to the full Advisory Board prior to presentation to the Board of Supervisors. For purposes of this section, a minority shall consist of five members of the Advisory Board or one third of the existing membership of the Advisory Board, whichever is greater.

Section 4. The Advisory Board may submit any comments regarding the County Alcohol and Drug Program to the Board of Supervisors. The monthly Advisory Board minutes will be posted on the website for the Board of Supervisors, the Marin County community, and citizens by the County staff person assigned to this Board.

Alcohol and Drug Board By-laws

Article III – Membership

Section 1. Board Composition:

The Alcohol and Drug Advisory Board (A and D Board) shall consist of no more than thirteen (13) members, appointed by the Marin County Board of Supervisors.

Section 2. Board Focus.

The Advisory Board shall be independent from any other advisory board established pursuant to any provision of state law. However, the Advisory Board shall coordinate its efforts where appropriate with other County advisory boards concerned with alcohol and drug use.

Section 3. Member Eligibility/Qualifications:

Members must be residents of Marin County with an interest in both understanding and addressing problems related to alcohol and other drug use in the county. The membership shall include representatives from various economic, social, and occupational groups and shall be broadly representative of the demographic characteristics of the County. Additionally, individuals with professional experience in the treatment or prevention of substance use disorders are highly encouraged to apply. The board seeks to leverage the diverse expertise and perspectives of its members to develop comprehensive and effective strategies to combat the challenges posed by alcohol and drug use.

The Advisory Board may include:

1. People who have had issues with alcohol and drugs and have been involved in long term recovery.
2. Family members or significant others or individuals who have been affected by alcohol and/or drug use.
3. Representatives from various sectors of the community dealing with the impact of drug or alcohol use, i.e. healthcare, education, "self-help" programs, law enforcement, business, residential/outpatient treatment services.
4. Representatives from Marin County non-profit organizations and citizens advocacy groups, whose mission is to educate, support and advocate for the recognition and alleviation of the alcohol and drug use issues in the Marin community.

Section 4: Conflicts of Interest:

1. Members shall comply with all applicable federal, state, and local conflict of interest laws and regulations.
2. Members shall disclose any potential conflicts of interest and recuse themselves from discussions and votes when appropriate.
3. No member shall participate in or influence discussions or decisions regarding funding allocations to any organization with which they are associated as a staff member, board member, or consultant.
4. Individuals employed by Behavioral Health and Recovery Services, the State Department of Health Care Services, or compensated board members of a County Behavioral health care agency—as well as their spouses—are ineligible to join the board, with one exception. Exception: An employee or their spouse from these agencies can join the Board if they have no interest, influence, or authority over any financial or contractual matters of their employer. Board members must abstain from voting on any financial or contractual issue involving their employer.

Section 5: Member orientation and training:

Before a member is sworn in, he or she must receive and review a copy of the County of Marin board and Commission Handbook and the Alcohol and Drug Advisory Board Bylaws. They must have completed training in the Brown Act and Robert's Rules of Order and must attend at least one Board of Supervisors meeting following their appointment.

Section 6. Length and limitations of Service:

Members shall be appointed to an initial term of three years. As much as possible appointments will be staggered so that one third of the appointments will expire each year. Members can be reappointed for an additional two three-year terms at the discretion of the Board of Supervisors. As much as possible the appointments will be equitably staggered so that one third of the appointments expire each year. Members can serve up to three consecutive terms, totaling nine years. Members will be required to remain off the Alcohol and Drug Advisory Board for a total of two years before re-applying to serve again. Re-applicants whose candidacy is approved by the Alcohol and Drug Advisory Board may be recommended for re-appointment and if approved by the Marin County Board of Supervisors may serve an additional three-year term and can be a reappointed for an additional two terms by the Board of Supervisors, after which she or he is no longer eligible for Board membership.

Section 7. Attendance and Participation

1. Members are expected to attend all regular and special meetings.
2. Three consecutive unexcused absences or four total unexcused absences in a twelve-month period shall constitute automatic resignation.
3. Members shall serve on at least one standing committee.

Section 8. Vacancies:

A vacancy shall exist when an Advisory Board member submits a written resignation to the Advisory Board Chair or when an Advisory Board member's death, disability, absence, or any other circumstance prevents him or her from completing a term; or when an Advisory Board member does not meet the qualifications for appointment. When a prospective vacancy is imminent, or when an Advisory Board member resigns, the Advisory Board Chair shall work with the Administrative Secretary to ensure that the Board of Supervisors is notified.

Section 9. Resignation and Removal

A. Members may resign by submitting written notice to the Chair and the Clerk of the Board of Supervisors.

B. The Board of Supervisors may remove any member for cause, including:

1. Violation of these bylaws
2. Violation of applicable laws or regulations
3. Conduct detrimental to the Advisory Board's mission
4. Failure to meet attendance requirements

Section 10. Compensation

Members may be eligible for a monthly stipend and may be reimbursed for reasonable expenses incurred in performing their duties, subject to prior approval and county policies.

ARTICLE IV

Officers

Section 1. The officers of the County Alcohol and Drug Advisory Board shall be a Chair, a Vice Chair, and a Secretary, each of whom shall be a member of the Advisory Board. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by these bylaws.

Section 2. The Advisory Board shall elect its officers during its first meeting of the fiscal year. Officers shall serve for one year or until their successors are elected and may run for re-election at the annual election.

Officers that are currently serving out a calendar year term shall remain in their elected position through the first fiscal year meeting following the conclusion of their calendar year term in order to bring the current terms being served in to line with the fiscal year schedule. (i.e. an Officer elected to serve through the end of calendar year 2022 will now serve in his or her position until the end of fiscal year 2022-2023 in order to facilitate the change from calendar to fiscal year appointments.)

Section 3. The **Chair** shall be the presiding officer at regular and special meetings of the Advisory Board and shall be a member of all Advisory Board standing committees and ad hoc committees.

Section 4. The **Vice Chair** shall preside at meetings of the Advisory Board in the absence of the Chair and shall, in case of vacancy in the office of Chair, automatically assume the office of the Chair until the next election of officers.

Section 5. The **Secretary** shall assure the recording of the minutes of the Advisory Board. In the event of the absence of both the Chair and the Vice Chair, the Secretary shall preside at meetings of the Advisory Board, and in case of vacancies in the offices of both the Chair and the Vice Chair, the Secretary shall automatically assume the office of the Chair until the next election of officers.

Section 6. Should there be a vacancy in one or more officer positions, a special election will be held to fill the vacated positions at the next regular meeting. Such specially elected officers shall fill the designated vacancies until the annual election during the first meeting of the fiscal year and shall be eligible for election into the office they are filling, or into other offices, at that time.

ARTICLE V Meetings

Section 1. Regular meetings of the Advisory Board shall be held on the first Monday of each month, except July and December, at a time and place set by the Chair. When the first Monday of the month falls on a holiday, the regular meeting shall occur on the next Monday. An alternate time may be selected by the Chair when for any reason the regular meeting time is not practicable. Additional meetings may be called by the Chair as needs dictate.

Section 2. The County Director of Behavioral Health and Recovery Services (BHRS) and the County Director of Health and Human Services may convene the Advisory Board.

Section 3. The members of the Advisory Board shall serve without compensation.

Section 4. All meetings of the Advisory Board, including standing committee meetings, shall be noticed and open to the public and shall be subject to the provisions of the Ralph M. Brown Act.

Section 5. All meetings shall be held at locations freely accessible to the public shall comply with the Agenda Posting Guidelines and Accessibility Information provided in the County of Marin Board and Commission Handbook.

Section 6. A quorum is no less than a simple majority of the total current membership. Advisory Board action may be taken by a majority of those present and voting and by no less than a majority of a quorum. A roll call vote shall be taken when requested by any Advisory Board member in attendance.

Section 7. The HHS staff appointee is designated Administrative Secretary to the Advisory Board. The duties of the Administrative Secretary include serving as a liaison between the Advisory Board and County departments, maintaining records of Advisory Board membership terms, and ensuring that official meeting minutes indicating attendance and recording actions taken at each Advisory Board meeting are submitted to the Board of Supervisors prior to the subsequent Advisory Board meeting

ARTICLE VI Committees

Section 1: The Executive Committee shall consist of the officers of the Alcohol and Drug Advisory Board (Chair, Vice Chair, Secretary) and the chairs of the ad hoc committees and the immediate past Board Chair, if still a member(s) of the Board. The Executive Board is a Standing committee for the Advisory Board. It shall act for the full Advisory Board in matters requiring action between regular meetings of the Advisory Board when it has proven impossible to obtain a quorum of the full board at a special meeting. However, all such actions by the Executive Committee shall be subject to approval by the full Advisory Board at the next regular meeting. The Executive Committee will have a conference call each month to establish the agenda, speakers, and critical issues for the next scheduled full Advisory Board meeting.

The conference call information is posted on the website in accordance with Brown Act requirements and is available to the public to attend.

Section 2: In order to expedite and facilitate the business of the Advisory Board and the orderly and efficient consideration of matters coming before it, ad hoc committees will be created at beginning of each fiscal year or as deemed necessary to address critical issues. The goal of such committees will be the advocacy and support for a comprehensive continuum of prevention, intervention, treatment, and recovery services. Task force or ad hoc subcommittees will be annual and temporary and will remain in place for the remainder of the year or until such time during the year that it has completed its work. No board member shall serve on more than two committees.

Section 3. Ad hoc committees shall be chaired by a member of the Advisory Board nominated and approved by the Chair of the Advisory Board. Other Advisory Board members may volunteer for these ad hoc committees.

The responsibilities of these of these ad hoc committees include:

- Reporting to the wider Advisory Board on the particular area of concern that the ad hoc committee has been established to address.
- Consulting with members from the Marin community at large who possess expertise in the particular area that the ad hoc Committee has been established to address.
- Topics of critical interest include:
 - Education, awareness, and communication to the public.
 - Current, pending, and potential legislation related to drug and alcohol issues.
 - Other issues that may arise pertaining to the impact of alcohol and substance misuse in the Marin community.

At the conclusion of the ad hoc committees' findings, a report will be given to the Advisory Board. The Advisory Board will vote to decide if the conclusions/recommendations need to be shared with the Board of Supervisors and/or the wider Marin community.

ARTICLE VII
Parliamentary Authority

The Board shall function subject to, and be guided by, the policies established in the County of Marin Board and Commission Handbook and Resolution No. 2016-003 or its most current amended form: Resolution of the Marin County Board of Supervisors Revising Resolution 2006-112 Specifying Guidelines for the Establishment and Dissolution of County Advisory Boards, Commissions and Committees, and Standing Rules and Application and Appointment 22 Procedures for These Bodies. The parliamentary authority for any contingency not covered by these Bylaws shall be the latest revision of Robert's Rules of Order and comply with the Brown Act.

ARTICLE VIII
Amendment of Bylaws

These bylaws are subject to review by County Counsel. They shall become effective upon approval by the Board of Supervisors.

Proposed amendments to the Bylaws shall be mailed to Advisory Board members at least two weeks prior to a regular meeting. At that meeting, the proposed amendments may be adopted by a two-thirds vote of those present and voting for passage. No amendment to these bylaws shall take effect or be binding until said amendment(s) have been reviewed by County Counsel and approved by the Board of Supervisors.

Revised November 2025