

**SONOMA COUNTY ADVISORY BOARD ON ALCOHOL
AND DRUG PROBLEMS (SCABADP)**

BY LAWS

**Adopted February 7, 1994 at a Combined Meeting of the
Alcohol and Drug Advisory Boards
Revised June 7th and 13th, 1994
Revised September 18, 1996
Revised April 16, 1997
Revised March 17, 1999**

ARTICLE I

Section 1 – Authority

The Sonoma County Advisory Board on Alcohol and Drug Problems (SCABADP) is established pursuant to Board of Supervisors Resolution No. 94-1106 dated July 26, 1994.

Section 2. – Role and Function

As authorized by Board Resolution, the approved By-Laws of the Advisory Board on Alcohol and Drug Problems state that the Board shall do all of the following:

- a. Participate in the establishment of a planning process that develops collaborative short and long term goals and objectives for optimum alcohol and drug service delivery for all segments of the community; assist in the development of appropriate and effective evaluation strategies for programs; and assist in the establishment of a collaborative process to address current and future service needs.
- b. Review the state/county Net Negotiated Amount Contract and provide advice o the administrator and/or administrations as may be appropriate.
- c. Advise both the Alcohol, Drug and Tobacco Services (ADTS) Division Director and Prevention Division Director and inform the Board of Supervisors on policies and goals of the county ADTS and Prevention Divisions on any other related matters the Alcohol, Drugs and Tobacco Services (ADTS) Division Director and Prevention Division Director refers to it, or which are raised by the advisory board;

- d. Encourage and educate the public to understand the nature of alcohol and drug problems, and encourage support throughout the county for development and implementation of effective alcohol and other drug programs;
- e. Review the communities' alcohol and drug problem needs, services, facilities, special programs and participate in public hearings;
- f. Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process leading to the formulation of the county alcohol and drug program and net negotiated amount contract with the State.

ARTICLE II

Membership

Section 3 – Composition

- a. The Advisory Board on Alcohol and Drug Problems shall consist of fifteen (15) members, three (3) per district, each appointed by the Board of Supervisors. The membership of the SCABADP shall be composed of representatives from various economic, social, and occupational groups and shall be broadly representative of the demographics characteristics of Sonoma County. Members shall have a professional interest in, or personal commitment to, alleviating problems related to the inappropriate use and abuse of alcohol and drugs in their community.
- b. Exclusions: Pursuant to the Board Resolution, the alcohol and drug advisory board shall not include any person, or his or her spouse, who is any of the following:
 - (1) A member of a board of directors or advisory board or employee of any county operated alcohol or drug program or provider of alcohol or drug services operating under a contract with the county.
 - (2) A member of any advisory body to, or a person who holds any similar position title on a compensated or noncompensated basis in a program which seeks or possess a license pursuant to Chapter 9 (11837) Drinking Driver Programs.
 - (3) A direct recipient of any state alcohol or drug funds allocated under this part pursuant to a contract with the County Department of Health Services, which shall include compensation for contracted services from, or membership on an advisory body or board of directors of, the entity which receives funds of academic institutions.

- (4) An employee of the county's Department of Health Services;
 - (5) A member of a board of directors or advisory body of any privately operated alcohol or drug program which has a direct contract relationship (recipient of funds) with any division of the Department of Health Services.
- c. Coordination with Mental Health Services, AIDS programming, and Tobacco programming shall be effected by the appointment of liaison members to the Board from the Sonoma County Mental Health Advisory Board, the County AIDS Commission, and the County Tobacco Control Coalition. Such liaison members shall be appointed for a period of one year, at the discretion of the chairperson of the Mental Health Advisory Board, AIDS Commission, and Tobacco Coalition. Said liaison members shall not have voting privileges.

Section 4 – Residence

All members shall be residents of Sonoma County.

Section 5 – Terms of Appointment

The Terms of fifteen (15) members of the SCABADP shall be for three (3) years beginning in July of the year appointed, unless a vacancy is created through termination of membership during a term, then appointees shall serve out the balance of the unfilled term.

Section 6 – Board Vacancies

A vacancy may occur whenever a member fails to attend three (3) consecutive meetings. The Chairperson shall notify the member by certified mail, return receipt requested, that failure to provide a written request to remain on the board for review by the board at their next meeting, will result in a request to the Board of Supervisors that a new member needs to be appointed.

Section 7 – Resignation and Expiration of Term

Upon resignation of a member, that member's term shall be considered vacant on the date the resignation is received by the Board of Supervisors. The person appointed to replace the member who resigned will serve until that member's term expires. Upon expiration of a member's term, that member will continue to serve until reappointed or a replacement is appointed.

ARTICLE III

Meetings

Section 8 – Regular Meetings

The regular meeting of the SCABADP shall be on a date, time and place to be determined by the Board with notification to the community, consistent with the requirements of the Brown Act (Government Code Section 54950 et seq). During a regular meeting, the date and time of the next regular meeting can be changed by a majority vote of the quorum. Written notice of the change will be mailed to all members. Special meetings may be called by a majority, or by the chairperson.

Section 9 – Quorum

A quorum shall consist of a simple majority of the appointed members of the Alcohol and Drug Advisory Board.

Section 10 – Decisions and Action of the Board

All actions and decisions shall be by majority vote of the quorum with the exception of Article IX, Section 27 of these By-Laws.

Section 11 – Agenda

The agenda for regular meetings shall be prepared and distributed to each board member at least seven (7) days prior to the meeting accompanied by all agenda support materials to be considered. Copies of the agenda shall be made available to Sonoma County news media. Copies of the agenda shall be made available at each meeting for the public. All matters to be included on the printed agenda must be submitted to the chairperson prior to the executive committee meeting. Copies of agendas for regular and special meetings shall be sent to the County Executive office and the Board of Supervisors for posting.

Section 12 – Adjournment

A quorum of the board members may adjourn any board meeting again at a stated day and hour; provided however, that in absence of a quorum, a majority of the members present may adjourn until the time fixed for the next regular meeting.

ARTICLE IV

Officers

Section 13 – Nominating Committee

No later than December of each year, the chairperson of the Alcohol and Drug Advisory Board shall appoint no less than two (2) board members to the nominating committee. The nominating committee shall select a slate of officers, obtain the verbal consent to serve of those nominated, and report the slate to the full board at the regular January meeting.

Section 14 – Election

The chairperson and vice-chairperson shall be elected every two (2) years at the regular meeting in January of the Alcohol and Drug Advisory Board^Σ. The chairperson of the nominating committee shall assume the full board chair for the purpose of conducting the election.

Section 15 – Terms of Office

- a. The term of an officer shall be for a maximum period of three (3) consecutive terms or until a successor has been duly elected and assumes office.
- b. In the event of a vacancy of an office, the nominating committee shall recommend a nominee for that office at the earliest possible regular meeting of the committee with a vote taken at the next regular meeting of the Board.

Section 16 – Duties of the Chairperson

- a. The chairperson shall administer operation of the Board, preside at all meetings, call special meetings as necessary, appoint ad hoc committee members, establish special committees and perform duties consistent with the procedures as outlined as follows.
- b. The presiding officer shall maintain order and decorum and decide questions of procedure, in which case the final decision will be by majority vote of the advisory board members present. The chairperson shall call the meeting to order promptly at the appointed hour and conduct the meeting as prescribed by these procedures and the laws of the State of California.

Section 17 – Duties of the Vice-Chairperson

^Σ effective 1/19/99

In the absence of the chairperson or in the case of inability to act, the vice-chairperson shall preside at all sessions of the board and carry out such duties as may be delegated from time to time.

Section 18 – Assumption of Office

Elected officers shall assume their respective offices at the close of January meeting. Should the office of chairperson be vacated during the year, the vice-chairperson shall assume the chair for the remainder of the term with the concurrence of a majority of the active SCABADP members. Vacancies in other offices shall be filled by appointment by the chairperson subject to ratification by the board by a simple majority.

Section 19 – Temporary Chairperson

In the absence of the chairperson and the vice-chairperson the members shall elect one of their members to act as chairperson pro tem.

ARTICLE V

Rules of Order

Section 20 – Rules of Order

All meetings of the Alcohol and Drugs Advisory Board shall be conducted according to the most recent Robert Rules of Order.

Section 21 – Suspension of Order of Business

The regular order of business may be amended or suspended at any time unless overruled by a majority of the members of the board present.

ARTICLE VI

Executive Sessions

Section 22 – Closed Sessions of the Board

The board may conduct executive sessions during any regular, adjourned regular, or special meeting, to consider those matters allowed by law to be heard in closed sessions. These sessions will be conducted in accordance with 54950 et seq of the Government Code (Brown Act).

ARTICLE VII

Committees, Task Forces, Other Community Boards

Section 23 – Committees and Task Forces

The advisory board may create standing committees, ad hoc committees, and/or task forces. The administrator(s) or designated staff shall serve in an advisory capacity to any committee or task force.

Section 24 – Committee Appointments

The chairperson shall appoint advisory board members to committees with the concurrence of the individual appointed. The chairperson shall also appoint the chairperson of each committee.

Section 25 – Executive Committee

The executive committee shall be a standing committee. Members of the executive committee shall include, but not be limited to, the chairperson, vice-chairperson and two members at large and one service provider. The executive committee shall set the agenda for regular meetings and may conduct prior review of matters coming before the board.

ARTICLE VIII

Fiscal

Section 26 – Compensation of Members

The members of the board shall serve without compensation, but shall be reimbursed for actual and necessary expenses incurred in connection with their duties.

ARTICLE IX

By-laws Amendments

Section 27 – Amendments

Recommendation shall be made to the Board of Supervisors concerning the adoption or amendment to these bylaws upon a (2/3) vote of a quorum meeting in a regularly scheduled meeting. Before bylaws amendments may be considered, and/or voted on by the advisory board, they shall be submitted, in writing, to the membership at least thirty (30) days prior to the meeting date at which they are considered.