

**LOCAL ALCOHOL AND DRUG PLANNING COMMITTEE
COOS COUNTY, OREGON
RESTATED BYLAWS**

The following restated bylaws are adopted by the members of the Coos County Local Alcohol and Drug Planning Committee as a complete restatement and amendment of the bylaws adopted by the members on August 9, 2007. Hereafter the following bylaws shall be the bylaws under which the Coos County Local Alcohol and Drug Planning Committee shall operate and be governed, unless and until further amended as provided herein.

SECTION 1. NAME

The name of this organization is the Local Alcohol and Drug Planning Committee, hereinafter referred to as "LADPC."

SECTION 2. PURPOSE

The LADPC shall advise Coos Health & Wellness and the Director of Coos Health & Wellness on community needs and priorities for service and shall assist in planning and in the review and evaluation of services. Furthermore, the LADPC shall promote, encourage and support successful community initiatives reducing the abuse of alcohol, tobacco and other drugs through prevention, intervention and treatment.

SECTION 3. MEMBERSHIP

3.1. **Number:** The membership of the LADPC shall be composed of not less than five and not more than seventeen persons.

3.2. **Representation:** The membership on the LADPC shall be broadly representative of the community, with a balance of age, gender, ethnic, socioeconomic, geographic, professional and consumer interests. Membership shall include persons in recovery and advocates for persons with alcohol and other drug problems and addictions. Two committee membership positions may be held by students enrolled in county high schools and/or Southwestern Oregon Community College. Students may share a membership position.

3.3. **Appointment:** Members shall be appointed by the County Commissioners no later than the first of July each year. Members whose term will expire must indicate their interest in serving another term to the LADPC Executive Board and/or the Director of Coos Health & Wellness, who shall submit a list of current members suggested for re-appointment and any suggested new members they consider of value to the work of the LADPC. The Director of Coos Health & Wellness shall transmit to the County Commissioners this list as the LADPC's recommendation for re-appointment/appointment to the LADPC in June each year. Any other person desiring to become a member of the LADPC may also submit to the County Commissioners a letter requesting his or her appointment to the LADPC.

3.4. **Term of Appointment:** The term of appointment shall be for a period of two years. Terms begin on July 1 of the appointment, except for the filling of vacancies, and end on June 30. Members may be re-appointed to succeed themselves. There is no limit on the maximum number of years a member can serve.

3.5. **Attendance:** If a member is absent from three successive regular meetings without good cause, the member will be contacted by a member of the LADPC Executive Committee to determine if he or she wishes to continue as a member of the LADPC. If the person then misses a fourth meeting within the year without good cause, his or her name will then be submitted to the County Commissioners with a request to vacate the position.

3.6. **Vacancies:** The County Commissioners shall fill vacancies that occur on the LADPC by resignation or removal and the person so appointed shall serve for the unexpired term.

SECTION 4. MEETINGS

4.1. **Regular Meetings:** Regular meetings will be held no less than quarterly and may be held as frequently as monthly. At each regular meeting, the date and time of the next regular meeting shall be established.

4.2. **Special Meetings:** The chair or any two members of the LADPC may call special meetings at any time.

4.3. **Notice of Meetings:** Notice of meetings, both regular and special, shall be sent by mail or email at least one week in advance of the meeting, to the last known address of each member. This mailing shall be the responsibility of Coos Health & Wellness and shall include an agenda for the meeting and the minutes of the previous meeting. If a special meeting is for informational purposes with no official action to be taken, the amount of advance notice may be shortened and may be by telephone, upon the mutual consent of a majority of the current members. The notice of meetings will be sent to the news media and shall include the time and place of the meeting and agenda.

4.4. **Quorum:** A majority of the members of the LADPC shall constitute a quorum to do business, and the affirmative vote of a majority of such quorum shall be sufficient to decide any question or issue, except as otherwise provided by law or these bylaws.

4.5. **Open Meetings:** All regular and special meetings are open to the public and the chair shall determine the extent to which visitors may participate in the discussion.

4.6. **Conflict of Interest:** Oregon law requires the disclosure of potential conflicts of interest on the part of LADPC members. After disclosure, a person may still participate in the discussion and voting unless otherwise prohibited by government ethics laws set forth in ORS Chapter 244 and OAR Chapter 199.

4.7. **Secretarial Functions:** Secretarial duties will be the responsibility of Coos Health & Wellness. These duties shall include the following:

4.7.1. Record, prepare and maintain a file of the minutes of each regular and special meeting of the LADPC;

4.7.2. Maintain the LADPC file of subcommittee reports and minutes; and

4.7.3. Send or arrange to have sent all notices of regular and special meetings and the materials to be included therein, and carry on and maintain a file of correspondence as directed by the LADPC or the chair.

SECTION 5. OFFICERS

5.1. **Officers:** The officers of the LADPC shall be a chair, vice chair and second vice chair. The term of office shall be one year and, normally, shall be for the fiscal year (July 1 to June 30) or until their successor are elected.

5.2. **Selection:** A nominating subcommittee, consisting of at least three members, shall be appointed by the chair to develop a slate of officers for election at the first meeting after the start of the fiscal year. Those members proposed by the nominating subcommittee shall have agreed to serve if elected before their names are presented in nomination by the subcommittee. Nominations may also be made from the floor at the election meeting, providing that person placed in nomination has agreed to serve if elected.

5.3. Duties:

The chair shall:

5.3.1. Preside at all regular and special meetings of the LADPC;

5.3.2. Appoint the chairs of the standing and special subcommittees;

5.3.3. Select, with assistance of the subcommittee chairs, and appoint members of the subcommittees; and

5.3.4. Be exofficio member of all subcommittees, other than the nominating subcommittee.

The first vice chair shall:

5.3.5. Fulfill the duties of the chair in his or her absence;

5.3.6. In the event of the chair's resignation, become the chair for the remainder of the fiscal year; and

5.3.7. Perform such other duties as assigned by the chair.

The second vice chair shall:

5.3.8. Fill the duties of the vice chair in his or her absence;

5.3.9. In the event of the first vice chair's resignation, become the first vice chair for the remainder of the fiscal year; and

5.3.10. Perform such other duties as assigned by the chair.

SECTION 6. SUBCOMMITTEES

6.1. **Executive Subcommittee:** There shall be a standing executive subcommittee, consisting of the chair, first vice chair, second vice chair, immediate past chair, and a member at large. The executive subcommittee shall be available to assist the chair and may be involved in planning and communications. The executive

subcommittee may make decisions, consistent with the policies and directions of the LADPC, in between regular meetings of the LADPC or in the absence of a quorum. All actions of the executive subcommittee shall be reported promptly to the LADPC.

6.2. **Special Subcommittees:** There may be special subcommittees created, as is appropriate, to fulfill the needs and responsibilities of the LADPC. Persons who are not members of the LADPC may serve on special subcommittees. These special subcommittees shall meet as frequently as necessary to complete their tasks or assignments.

SECTION 7. RULES OF ORDER

“Robert’s Rules of Order,” abridged, shall be the parliamentary authority for all matters when a formal procedure is desired.

SECTION 8. AMENDMENTS

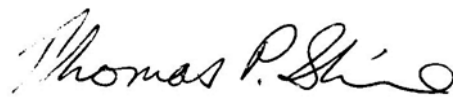
Any amendment of these bylaws may be adopted by a two-thirds vote of members present at any meeting of the LADPC, provided written notice of the proposed amendment shall have been given to the members at least two weeks prior to the meeting, and a quorum is present. There shall be no voting by proxy.

CERTIFICATE OF ADOPTION

I, the undersigned, chair of the Local Alcohol and Drug Planning Committee of Coos County, do hereby certify that the foregoing is a true and complete copy of the bylaws of such advisory committee, including all amendments, as the same are in force at the date hereof.

IN WITNESS WHEREOF, I have hereunto subscribed my name the 25th day of February, 2015.

CHAIR:



[signature]

Thomas P. Shine, LADPC Chair

[printed name, title]