

**BYLAWS OF THE
SUBSTANCE USE ADVISORY COMMISSION
CITY OF RALEIGH**

Pursuant to the City of Raleigh, North Carolina, Code of Ordinances, Part 1, Chapter 4, Article A, Section 1-4002(h) of the City of Raleigh, North Carolina, the following Bylaws are adopted by the City of Raleigh's Substance Use Advisory Commission:

ARTICLE I. ORGANIZATION

Section 1. Name

The name of this organization shall be the Substance Use Advisory Commission (the "Commission" or "SUAC").

Section 2. Purpose

Pursuant to City Council Resolution No. 1990-736, as amended by 1990-822, 2019-850, and 2026-796, the purposes and activities of the Substance Use Advisory Commission shall be as follows:

The purpose of the Substance Use Advisory Commission is to inform, advise, and support the Raleigh City Council on matters related to substance use and its impact on individuals, families, and the community. The Commission promotes evidence-based approaches to prevention, intervention, harm reduction, treatment, and recovery related to alcohol, tobacco, and other drug use. SUAC works to reduce stigma, elevate the experiences of community members, encourage collaboration across sectors, and support policies and strategies that advance a healthy, safe, and inclusive Raleigh.

Section 3. Annual Workplan

The Commission shall prepare and submit an annual workplan as required by City Council Resolution 2002-240 specifying its areas of focus and activities for the upcoming year that are within the purview and scope of the Commission, incorporating any direction received from City Council. The Annual Workplan must be approved by City Council.

Section 4. Membership

The membership of the Commission shall consist of (9) nine members appointed according to the City's ordinances regulating appointment and services on boards and commission.

Part 1, Chapter 4 of the Raleigh Municipal Code sets forth the City's regulations relating to board and commission membership. Pursuant to the City Code, a board or commission member's initial term shall be for a period of two years with the option to be reappointed for additional terms, provided that a member's total term of service does not exceed six consecutive years on any one board or commission. Additionally, a member cannot serve on more than two City boards or commissions at any one time.

Section 5. Residency

All persons selected for membership on any committee, commission, or board shall be residents of the City unless otherwise specified by the ordinance or resolution establishing the body. In cases where City residency is a requirement for membership, the member shall forfeit their seat upon removing their residence from the City.

Section 6: Resignation of Members

Should a Commission member need or choose to resign prior to the expiration of their term, written notice should be provided to the City Clerk.

Section 7: Term and Expiration of Members

An appointed member may serve on the Commission for no more than three (3) two-year terms in succession. Each Commission member term shall be based on a two-year term with the possibility of reappointment. Members of the Commission shall continue to service upon expiration of their term until their successor is named by City Council, unless a resignation is submitted in writing to the City Clerk.

Section 8: Attendance, Removal of Members, Excused Absences

Attendance and participation at scheduled meetings are primary duties and responsibilities of Commission membership. Any member of the Commission who is absent without being excused from three (3) consecutive meetings of the Commission may, upon recommendation of the Chairperson, be removed or replaced by the Council.

- Excused Absences. An excused absence shall be recorded in the minutes of the meeting for which the absence has been excused.

**ARTICLE II.
OFFICERS**

Section 1. Number

The officers of the Commission shall consist of Chairperson, Vice-Chairperson, Secretary, and Budget Liaison and their duties shall include:

A. Chairperson. The Chairperson shall be the principal officer of the Commission. The Chairperson shall (a) when present, preside at all Commission meetings, (b) sign any instruments or documents that may be lawfully executed on behalf of the Commission except where such action may be delegated to another officer or agent, (c) serve as ex officio member of all committees; (d) represent the Commission before the City Council of Raleigh (e) have the power to create and appoint committees pursuant to these bylaws, and, (f) perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Commission from time to time.

B. Vice-Chairperson. At the request of the Chairperson, or in the absence or disability of the Chairperson, the Vice-Chairperson shall perform all duties of the Chairperson and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson.

The Vice-Chairperson shall perform such other duties and exercise such authority as from time to time may be assigned by the Chairperson or the Commission.

C.Secretary. The Secretary shall record the minutes of each regular and special meeting of the Commission. For regular meetings, the Secretary shall make the minutes available to the Commission members within seven (7) days of each meeting. The Secretary shall receive comments on the minutes from the Commission members for seven (7) days thereafter and then make all appropriate revisions. The Secretary shall make a final draft of those minutes available to all members at least seven (7) days before the next regular meeting.

D.Budget Liaison. The Budget Liaison shall receive regular monthly budget reports from the City Liaison and deliver those reports to the Commission approximately one week prior to each regular meeting. The Budget Liaison shall review the report and work with the City liaison to achieve a complete and accurate account of the Commission's budget income and expenses.

The Budget Liaison shall check with the City Liaison and Commission members to ensure that any invoices for goods or services incurred by the Commission shall be submitted to the City in a timely manner, and in any case, no later than the last Friday in May each year, so that all such invoices may be processed for payment by the City before the end of the fiscal year on June 30th.

The Budget Liaison shall also review the use of funds throughout each fiscal year with the goal of having actual expenses comply with the budget terms set forth in the Commission workplan for that fiscal year. The Budget Liaison shall report to the Commission at each monthly meeting.

Section 2. Election and Term

Officers of the Commission shall be elected by a majority vote of the Commission members for a one-year term at the Annual Retreat. Officers may be re-elected by the Commission and serve additional one-year terms, not to exceed their maximum duration of Commission membership.

Section 3. Vacancies

Officer vacancies within the Commission shall be filled by a majority vote of the Commission members at any regular or special meetings of the Commission. Officers shall then serve the remainder of the year in which they were elected to fill an officer vacancy.

Section 4. Removal of Officers

Any officer elected by the Commission may be removed by the vote of two-thirds of the members of the Commission membership with or without cause at any regular or special meeting of the Commission, but no vote for the removal of an officer shall be effective unless notice of the proposed removal shall have been given to the members of the Commission at least 10 days in advance of the meeting. Such notice shall be sent by an elected officer at the request of the members proposing the removal.

Section 5. Delegation of Duties of Officers

In the case of an absence of any elected or appointed officers of the Commission, or for any other reason deemed sufficient, the Commission may delegate powers and/or duties of such officer to any member of the Commission.

Article III. MEETINGS

Section 1. Regular Meetings

The Commission shall meet regularly, at least once per month, throughout the calendar year. The Commission will typically meet on the second Wednesday of each month from 12:00 Noon to 1:30 PM. Upon majority approval by the Commission members, the Commission may change dates for their regular meetings and may cancel the July regular meeting.

All regular meetings of the Commission shall be subject to the North Carolina Open Meetings Law, as provided in N.C. Gen. Stat. §143-318.10. The regular meeting schedule may be changed upon compliance with the notice provisions of the open meeting law.

Section 2. Special Meetings

The Commission may choose to hold special meetings beyond their regular meetings. Special meetings may be called at any time by the Chairperson, Vice-Chairperson, or any three members of the Commission. Upon majority approval.

All special meetings shall be subject to the North Carolina Open Meetings Law, as provided in N.C. Gen. Stat. §143-318.10. Notice of such special meetings shall be given as required by law.

Section 3. Board/Commission Retreat

The Commission shall hold an annual retreat before the beginning of the new fiscal year to elect officers, develop an annual workplan, and to review and verify the proposed budget. If a special meeting is intended to serve as a Commission Retreat, then such notice will be provided as required by the open meetings law. Upon majority approval by the Commission members, a special meeting, or meetings, may be called that would serve as a Commission Retreat.

Section 4: Notice of Meetings

All meetings shall be subject to the North Carolina Open Meetings Law as specified in NC General Statutes §143-318.10. Notice of such meetings shall be given as required by law. The Commission shall keep permanent minutes of its meetings, which shall include the attendance of its members and its resolutions, findings, recommendations, and other actions.

To ensure timely updates of public meeting notifications and recordkeeping in accordance with all applicable City and State regulations, agendas for upcoming regular meetings should be made available to all members and the staff liaison at least 5 business days prior to the regular scheduled meeting.

Section 5: Conduct of Meetings

All meetings shall be open to the public. Any question concerning parliamentary procedure at meetings shall be determined by reference to the most recent edition of Robert's Rules of Order except where such rules conflict with the laws of the State of North Carolina, ordinances of the

City of Raleigh, or these Bylaws. Robert's Rules of Order may be suspended by a two-thirds vote of the Commission members present at any meeting. Except as otherwise provided in these Bylaws, the act of a majority of the members presents at a meeting at which a quorum is present shall be the act of the Board.

Section 6: Quorum

A majority of the voting membership of the Commission, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members present shall be counted as present for purposes of determining whether a quorum is present.

To ensure timely updates of public meeting notifications and recordkeeping in accordance with all applicable City and State regulations, staff liaisons should be notified on the Wednesday of the week that precedes regular meetings with updates regarding whether quorum will or will not be met for the upcoming meeting and any updates regarding meeting cancellations.

**ARTICLE IV
COMMITTEES**

Section 1. Number

Committees are permanent standing bodies, while a taskforce is time limited and created for a specific purpose, City Council approval is required for the creation of a committee and/or taskforce. Standing nominating, committees shall not be established; however, the council may accept recommendations as it deems appropriate.

**ARTICLE V
ANNUAL REPORT & WORKPLAN**

Section 1. Reporting

Pursuant to City Council Resolution 2002-240, reports describing the activities, accomplishments, and proposal workplan for the Commission shall be developed and submitted or presented to the City Council annually.

**ARTICLE VI
RESERVED FOR FUTURE SUBSTANCE USE ADVISORY COMMISSION SPECIFIC
RULES OF ORDER**

**ARTICLE VII
CONFLICT OF INTEREST & ETHICS**

Section 1. Conflict of Interest

Members will avoid conflict of interest and any conduct which may suggest appearance of

impropriety when exercising their responsibilities to the board per Resolution No. (1988) 955A entitled A Resolution to Clarify Ethical Responsibilities of Certain Board and Commission Appointed by the Raleigh City Council.

ARTICLE VIII MISCELLANEOUS PROVISIONS

Section 1. Conflict of Law

If any provision within these Bylaws conflicts with any applicable Federal, State, or local law, statute, ordinance, rule, or regulation, the applicable law, statute, ordinance, rule, or regulation shall supersede said provision and control.

Section 2. Amendment

These bylaws may be amended by the affirmative vote of two-thirds of the members of the Commission appointed to office, provided that such amendment shall have first been presented to the membership in writing at a regular or special meeting preceding the meeting at which the vote is taken. No bylaw change is effective until approved by City Council.

Section 3. Non-Discrimination Policy

The Commission, its agents, officials, directors, officers, members, representatives, agree not to discriminate in any manner or in any form the administration of its policies, programs, or in access to or treatment in any other program based on actual or perceived age, mental or physical disability, sex, religion, creed, race, color, sexual orientation, gender identity or expression, familial or marital status, economic status, veteran status or national origin in connection with the administration of its policies, programs, or in access to or treatment in any other program or its performance.