

## **SUBSTANCE ABUSE ADVISORY COMMISSION BYLAWS**

Pursuant to City of Raleigh Municipal Code, Chapter 4, Article A ("City Code"), Sec. 1-4002(h), the following bylaws are adopted by the Substance Abuse Advisory Commission (the "Commission"). As used herein, "Council Liaison" shall mean the member of the City Council of Raleigh who is designated as the Council's liaison to the Commission, and "City Liaison" shall mean the employee of the City of Raleigh who is assigned to attend regular Commission meetings and assist the Commission. These bylaws shall supercede all previous bylaws of this Commission and shall be effective upon approval by City Council. All City Codes and City Council Resolutions referred to herein are provided in the Appendix.

### **ARTICLE I**

#### **ORGANIZATION**

Section 1. Name. The name of the Commission shall be the "Substance Abuse Advisory Commission."

Section 2. Membership, Purposes, and Activities. The membership, purposes, and activities of the Commission shall be as provided by City Council Resolution Nos. (1990)-822, (1996)-170, (2002) 240, and any subsequent resolutions that the City Council may adopt from time to time.

### **ARTICLE II**

#### **MEMBER NOMINATIONS**

Section 1. Membership composition. The Commission shall strive to achieve and maintain a diverse membership. The Commission shall also strive to keep all membership seats filled at all times.

Section 2. Procedures. There shall be two paths to membership on the Commission. Membership can begin with a member of City Council nominating a prospective member at a meeting of the City Council.

For nominations that originate at the Commission level, the following procedure shall apply. Any eligible prospective member shall (a) attend a Commission meeting, and (b) submit a resume and a statement explaining that person's interest in joining the Commission. The Chairperson shall circulate the resume and statement to the Commission members. The Commission shall decide whether to recommend to City Council that the individual be appointed.

Where such recommendation is made, the Chairperson shall forward the resume and statement to the Council Liaison and the Council member for the district in which the individual resides. The Chairperson shall send a copy of such communication to the prospective member, who shall confirm to the City Council members his or her intent to request appointment to the Commission. Upon appointment of a new member, the Chairperson shall distribute or direct the distribution to such member of a copy of the current year's work plan and a copy of these bylaws.

### ARTICLE III

#### MEMBER PARTICIPATION AND VACANCIES

Section 1. Participation. Members are expected to attend all monthly meetings. Members are also expected to actively support Commission activities by participating, when appropriate, in a significant portion of the Commission's work sessions, communications, and events.

Section 2. Excused Absences. A member's absence from a meeting may be excused for reasons including, but not limited to, illness of self or a family member,

conflict with employment, educational, or similar commitment, and emergencies. Members may arrange to participate in meetings by phone if their schedules do not permit them to be physically present. A member who is aware of an unavoidable absence should notify the Chairperson prior to the meeting. A member who has missed a meeting without giving prior notice shall contact the Chairperson within a reasonable period of time to explain the absence.

When a member has had multiple excused absences, the Commission shall consider whether the quality and quantity of the member's participation in the Commission has significantly diminished as a result of the absences. In cases where the Commission finds such negative impact from lack of attendance at meetings, the Chairperson shall give the member notice of this finding and the member shall have 15 days to respond and take any steps necessary to assure future attendance. If the member fails to do so, the Chairperson shall recommend that Council remove the member and announce the resulting vacancy.

If a member notifies the Commission in advance that the member will not be able to participate in Commission meetings or work for a specified period of time due to circumstances that would constitute an excused absence, the Commission may consider whether to treat such absence as a leave of absence if the Commission members anticipate the member will return and resume active participation after that period.

Section 3. Unexcused Absences. Pursuant to City Code, Chapter 4, Article A, Sec. 1-4004, members who are absent without being excused from three consecutive meetings may be removed by Council upon recommendation of the Chairperson.

Members who have three consecutive unexcused absences, shall receive notice from the Chairperson that their membership is in jeopardy under Sec. 1-4004. The notice shall provide the member with 15 days to respond and take any steps necessary to assure future attendance. If the member fails to do so, the Chairperson shall recommend that Council remove the member and announce the resulting vacancy.

Section 4. Term. Pursuant to City Code Sec. 1-4003, an appointed member may serve on the Commission for no more than three successive two-year terms.

Sixty (60) days prior to the end of a member's term, the Chairperson and that member shall discuss whether the member will serve another term. If the member notifies the Chairperson that he or she will not serve another term, the Chairperson shall take steps to nominate a new prospective member to fill the seat without delay.

Section 5. Vacancies. The Commission shall endeavor to fill all vacant membership positions. If there are two or more vacancies the Chairperson shall appoint a subcommittee to fill the vacancies.

#### ARTICLE IV

#### OFFICERS

Section 1. Positions. The officers of the Commission shall be a Chairperson, a Vice-Chairperson, a Secretary, a Budget Liaison, and such other officers as the Commission may appoint from time to time.

Section 2. Election and Term. The officers shall be elected by a majority of the Commission for a one-year term. Such elections shall be held at the Annual Meeting of the Commission each July. Each officer shall hold office during his or her term or until his or her death, resignation, disqualification, or until his or her successor is elected and qualifies.

Each June, nominations may be made both by volunteering and by another member. Officers of the Commission may be reelected or elected to a different office any number of times during the officer's membership on the Commission.

Section 3. Removal. Any officer may be removed by the vote of two-thirds of the members of the Commission at any regular or special meeting of the Commission. For such vote to be effective, the Commission must give at least ten (10) days advance notice of the proposed removal and meeting to its members. Such notice shall be sent by the Chairperson at the request of the member(s) proposing the removal.

Section 4. Vacancies. The Commission may fill an officer vacancy by acting at any regular or special meeting.

Section 5. Chairperson. The Chairperson shall be the principal officer of the Commission. The Chairperson shall, when present, preside at all Commission meetings. He or she shall 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; he or she shall serve as ex officio member of all committees; he or she shall represent the Commission before the City Council of Raleigh; he or she shall have the power to create and appoint committees pursuant to these bylaws; and, in general, he or she shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Commission from time to time.

Section 6. Vice-Chairperson. At the request of the Chairperson, or in his or her absence or disability, 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.

Section 7. 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.

Section 8. Budget Liaison. The Budget Liaison shall receive regular monthly budget reports from the City Liaison 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 first of June each year, so that all such invoices may be processed for payment by the City before the end of the fiscal year on June 30<sup>th</sup>.

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 work plan for that fiscal year. He or she shall report to the Commission at each monthly meeting.

Section 9. Delegation of Duties to Officers. In case of the absence of any officer of the Commission for any reason deemed sufficient, the Commission or Chairperson may delegate the powers and responsibilities of such officer to any member of the Commission.

## ARTICLE V

### COMMITTEES

Section 1. Executive Committee. The Commission may, by proper resolution, designate an Executive Committee composed of the Chairperson, the Vice-Chairperson

and one other member of the Commission to be nominated by the Chairperson and approved by the Commission.

The Executive Committee shall exercise the powers of the Commission in the management of the affairs of the Commission, except at such time as the Commission is in session; provided, however, that the Commission shall have the power to direct, limit, or control the Executive Committee by resolution at any special or regular meeting, or by general rule adopted by its guidance.

Section 2. Other Committees. The Chairperson or the Commission may designate other special or standing committees. Such committees shall report to and be responsible to the Chairperson and the Commission, and the Commission may direct, limit, or control such committees by the resolution at any special or regular meeting or by general rules adopted for guidance.

## ARTICLE VI

### MEETINGS OF THE COMMISSION

Section 1. Regular Meetings. Regular meetings of the Commission shall be held on the second Wednesday of each month. The regular monthly meeting held during the month of July shall be designated the Annual Meeting. The Commission shall invite the Council Liaison to attend at least one regular meeting of the Commission each year.

Subject to the requirements of Section 3 of this Article, the Chairperson or City Liaison may change the time and place of the regular meeting. The Chairperson shall call a vote at the meeting on the adoption of the minutes from the previous month.

Section 2. Special Meetings. Special meetings of the Commission may be called at any time by the Chairperson. In addition to the foregoing, the Chairperson shall call a special meeting at the written request of five members of the Commission.

Section 3. Notice of Meetings. Notice of special meetings and reminders of regular meetings shall be sent to Commission members at least five days prior to the meeting. Such notices shall state the date, time, and place of the meeting.

Notices of regular meetings shall be accompanied by a meeting agenda and the final draft of the last month's meeting minutes. Email, mail, fax, and telephone may all be used as appropriate. The Chairperson shall be responsible for sending such notice and setting the agenda, with assistance from the City Liaison as appropriate, or from such other members, as the Chairperson directs. Any member who wishes to add an item to the agenda should communicate this to the Chairperson.

Section 4. Conduct of Meeting. All meetings shall be open to the public. Public Notice of the meeting shall be in accordance with the Open Meeting Law of the State of North Carolina. Any question concerning parliamentary procedure shall be determined by reference to Robert's Rules of Order Revised except where such rules conflict with the laws of the State of North Carolina, ordinances of the City of Raleigh, or these Bylaws. Roberts Rules of Order Revised 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 present at a meeting at which a quorum is present shall be the act of the Commission.

Section 5. Quorum. A majority of the Commission appointed to office shall constitute a quorum for the transaction of business at any meeting of the Commission.

## ARTICLE VII

### WORK PLAN

Section 1. Contents. Each year, the Commission shall propose a work plan to City Council. The work plan shall briefly summarize the Commission's work during the



current fiscal year and shall give a detailed description of its plans and goals for the next fiscal year, including the budgets needed to accomplish those plans and goals.

Section 2. Drafting and Submittal. Any Commission member who wishes to propose an item for the work plan shall submit that proposal in writing to the Commission members no later than the February meeting. The Chairperson shall coordinate or direct the drafting of the work plan and shall present a draft of the work plan to the Commission members at the March meeting. A final draft of the work plan shall be submitted to the Commission for a vote for approval at the April meeting. The Chairperson shall submit or direct the submittal of the Commission approved work plan to the City Liaison within a reasonable period of time after the April meeting and before the date that it is due to the City Services Department for preparation for submittal to City Council. The Chairperson, or other member as the Chairperson shall select, shall attend and appear at the City Council meeting at which the work plan is to be considered.

Section 3. Distribution. A copy of the work plan approved by City Council shall be distributed to each member of the Commission.

## ARTICLE VIII

(RESERVED)

## HUMAN RESOURCES AND SERVICES STAFF

## ARTICLE IX

## MISCELLANEOUS PROVISIONS

Section 1. Conflict of Laws. In the event that anything contained herein shall conflict with an ordinance of the City of Raleigh or a law of the State of North Carolina, such ordinances and laws shall control.

