

Napa County Advisory Board on Alcohol and Drug Programs

By-Laws

Revisions Approved by the Board of Supervisors , 2004

ARTICLE I – NAME

Section 1. – Name: The name of this organization shall be the Napa County Advisory Board on Alcohol and Drug Programs.

ARTICLE II – PURPOSE

Section 1. – Authority: The Napa County Advisory Board on Alcohol and Drug Programs shall coordinate with the Board of Supervisors and appointed representatives that represent or influence this subject area and function according to the provisions set forth.

Section 2. – Duties and Responsibilities: The Napa County Advisory Board on Alcohol and Drug Programs shall:

- (a) Participate in the planning process for the development and maintenance of the County alcohol and drug programs.
- (b) Review and evaluate the County alcohol and drug programs budgets.
- (c) Advise the County Alcohol and Drug program Administrator and provide a public forum on the policies and goals of alcohol and drug programs and on other related matters which may be referred to it, or raised by the Board.
- (d) Review and generally evaluate the community's programs, needs, services, and facilities. Encourage public understanding of the problems of inappropriate use of alcohol and other drugs. Encourage support throughout the county for development and implementation of effective programs, emphasizing prevention and education.
- (e) Report to the Napa County Board of Supervisors on a regular basis.

ARTICLE III – MEMBERSHIP

Section 1. – Qualifications: The Napa County Advisory Board on Alcohol and Drug Programs shall be comprised of a **minimum of thirteen (13) members and a maximum of sixteen (16) members** who shall be appointed by the Napa County Board of Supervisors with recommendation from the Napa County Advisory Board on Alcohol and Drug Programs. **Each member will have one vote.** The Board shall be comprised, to the extent possible, of persons from the following categories:

- (a) **One** representative of a law enforcement agency within the County.
- (b) **One** representative of the Napa County Probation Department.
- (c) **One** representative of an educational institution within the County
- (d) **One** shared student position with one representative vote.
- (e) **One** representative of the business community.
- (f) **One** representative of the alcohol industry.
- (g) **Two** representatives of the recovering community, **each** with two years of being clean and sober and who have been participants in Health and Human Services Agency programs.
- (h) **Five to eight** additional interested citizens who show professional interests in or personal commitment to alleviating problems related to alcoholism or alcohol or drug abuse in the community.
- (i) Whenever possible ethnic and geographic representation **of the current population of Napa County** should be sought.

Section 2. – Term of Office: The term of office for each member of the Napa County Advisory Board on Alcohol and Drug Programs shall be a period of three years. Initial terms of office will be one, two or three- year staggered terms.

Section 3. – Attendance: Any member of the Napa County Advisory Board on Alcohol and Drug Programs who fails to attend three regular meetings within one year may have his/her membership reviewed by the membership, with recommendations to the County Board of Supervisors for continuation or removal from the Board.

Section 4. – Compensation: Members of the Napa County Advisory Board on Alcohol and Drug Programs shall serve without compensation. They shall be reimbursed for

authorized expenses incurred in connection with their duties as members of the Advisory Board.

Section 5. – Vacancies: A vacancy on the Napa County Advisory Board on Alcohol and Drug Programs shall be filled by the Napa County Board of Supervisors with recommendations from the Advisory Board on Alcohol and Drug Programs.

ARTICLE IV – MEETINGS

Section 1. – Schedule: The Napa County Advisory Board on Alcohol and Drug Programs shall meet at least monthly at a stated date, time, and place, excluding the month of December. Special meetings may be called by the Chair, a majority of the Board membership, or at the request of the Alcohol and Drug Program Administrator. The Board shall adopt rules as are needed for the conduct of business, including the formation of subcommittees. Subcommittees must include at least one member of the Advisory Board, and may include such additional staff persons, present and former clients, and additional interested citizens of Napa County as will enable orderly and effective functioning. Subcommittees may schedule meetings to fit the requirements of their projects, but shall report regularly at the monthly board meetings.

Section 2. – Quorum: Attendance of one third (1/3) of the current members of the Napa County Advisory Board on Alcohol and Drug Programs shall constitute a quorum for the transaction of business. No proxy votes will be allowed.

Section 3. – Rules of Order: The meetings of the Napa County Advisory Board on Alcohol and Drug Programs shall be governed by Roberts' Rules of Order, modified to allow open participation in discussions by the Chair. The Chair may cast one vote in case of a tie.

Section 4. – Open Meetings: All regularly scheduled meetings of the Napa County Advisory Board on Alcohol and Drug Programs shall be open to the public. Notice of the time and place of all regularly scheduled meetings shall be published.

Section 5. – Conflict of Interest: No member who would personally or professionally benefit from a County funded project may vote on any issue involving any, or any portion of, those contracted monies. This would include Board members competing for funds.

ARTICLE V – OFFICERS

Section 1. – Elected Officers: Annually, the Napa County Advisory Board on Alcohol and Drug Programs shall elect a Chair and a Vice Chair. Nominations shall be in February and elections in March. The secretary shall be a staff person of Napa County Health and Human Services Agency and not a member of the Board, with concurrence of the Director of the Napa County Health and Human Services Agency.

Section 2. – Term of Office: Each officer shall serve one year.

Section 3. – Vacancies: Vacancies are filled by appointment of the Napa county Board of Supervisors with recommendations from the Napa County Advisory Board on Alcohol and Drug Programs. In the event of a vacancy in the Chair, the Vice Chair will be appointed Chair. A new Vice Chair will be elected by the Advisory Board.

Section 4. – Duties and Responsibilities: The person elected to chair the Napa County Advisory Board on Alcohol and Drug Programs shall preside at all regular and special meetings of the Board and shall act as the official representative of the Board in its communication with other organizations, groups, and with the Napa County Board of Supervisors. In the absence of the Chair, the Vice Chair assumes the duties and responsibilities of that position.

ARTICLE VI – AMENDMENTS

Section 1. – Amendment of the By-Laws: The Napa County Advisory Board on Alcohol and Drug Programs may prepare, submit, and recommend amendments to these By-laws for adoption by the Napa County Board of Supervisors.

Approved by the Board of Supervisors _____, 2004