

**BYLAWS OF THE CLARK COUNTY
SUBSTANCE ABUSE ADVISORY BOARD 2015**

ARTICLE I

PURPOSE AND AUTHORITY

Under provisions contained in Chapter 70.96A.300 (RCW), the Board of County Commissioners (BOCC) is authorized to appoint a community board to help plan for and to assist in coordination of local chemical dependency services.

Under Clark County Resolution No. 1980-12-36, effective December 31, 1980, a community chemical dependency administrative board prescribed by RCW 70.96A.300 hereby referred to as the "Substance Abuse Advisory Board" (SAAB) is created. This Board shall:

- Section 1. Prioritize program services and recommend allocation of public resources for chemical dependency services.
- Section 2. Promote collaborative efforts between public and private sector relative to chemical dependency services.
- Section 3. Develop biennial report of community needs assessment and formally present findings to BOCC.

ARTICLE II

MEMBERSHIP

- Section 1. The Board shall consist of not less than 7 members and not more than 15 who shall be appointed by the Board of County Commissioners for three (3) year terms or until their successors are appointed. Membership from all geographic areas of Clark County is encouraged. A minimum of 25% of Board members shall represent the recovery community and a minimum of two (2) members shall represent the minority/diversity community when possible.
- Section 2. All prospective candidates shall submit applications and resumes to the BOCC prior to February 1st, or when vacancies occur. SAAB will review all applications and interview prospective candidates. SAAB will pass on its recommendations to BOCC, which will have final decision on placement. Vacancies for any unexpired terms must go through the same application process and be approved by the BOCC.
- Section 3. All Board members are expected to regularly attend board meetings. In the event a Board member will miss a meeting it is expected that he/she will notify appropriate staff or the chair. All Board members are expected to actively participate on at least one committee. All members are expected to follow the accepted protocol for participation.
- Section 4. If a Board member has personal or family issues that will make attending the scheduled Board meetings impossible he or she may take a leave of absence from the Board by submitting to the Executive Committee in writing a notice of leave of absence. The leave of absence may not exceed the three (3) year term appointment and should be reviewed on an annual basis.

Section 5 If a Board member fails to attend 2 consecutive meetings he/she will be placed on the inactive membership list. He/She will receive a letter from the Executive Committee. If that member misses the next 2 consecutive meetings they will be asked by a member of the Executive Committee to consider if a leave of absence or resigning their position on the Board might be appropriate.

Section 6 Board members are expected to uphold a high standard of integrity, honesty and ethical conduct and to avoid conflicts of interest, or even the appearance of conflicts of interest. Individual Board members must use discretion to avoid the appearance of speaking for the Board, unless specifically authorized to do so. Board members must keep in mind that their mission is to serve the public and that it is inappropriate to use Board membership to create a personal platform. Details of Board investigations, personnel files, or business discussed at closed sessions should not be disclosed to outsiders unless such details are part of public record. Board members should avoid, at all costs, bringing embarrassing or negative public attention to the Board.

ARTICLE III

OFFICERS

Section 1. Officers shall be Chair, Vice Chair and Executive Committee Designee. This group comprises the Executive Committee of the Board.

Section 2. Executive Committee shall have general supervision of the affairs of the Board between its regular meetings. The Executive Committee shall be subject to the orders of the Board.

Section 3. Officers shall serve for terms of one (1) year or until successors are elected. More than one (1) term may be served. Election of officers may be held on or prior to the last Board meeting of the calendar year.

Section 4. Chair's duties include overseeing the Board meetings, assigning subcommittees, polling Board members on pertinent topics between meetings, and acting as spokesperson for media activity in regard to chemical dependency issues before the Board.

Section 5. Vice Chair's duties include filling in for the Chair in event of Chair's absence: participating on the Executive Committee, being responsible for tracking subcommittee assignments, and acting as a spokesperson for the Board in the Chair's absence.

Section 6. Executive Committee Designee's duties include chairing Board meetings in the event of Chair's and Vice Chair's absences, and other duties as may be assigned by the Chair.

ARTICLE IV

MEETINGS

- Section 1. Regular meetings of the Board shall be held on the third Tuesday of each month unless otherwise ordered by the Board or by the Executive Committee and shall be publicly announced in advance.
- Section 2. The Executive Committee shall meet monthly to prepare agenda for the Board meetings, recommend appropriate action for the Board based upon staff requests, and perform other housekeeping or administrative tasks that are not in conflict with Board directives. All Executive Meetings are open to all other members of the board.
- Section 3. The Chair, Executive Committee or at least three members of the Board may call special meetings. The purpose of the meeting shall be stated in the call. Except in cases of emergency at least five (5) days notice shall be given.
- Section 4. 50% of the active members of the Board membership shall constitute a quorum.
- Section 5. Voting on any issue may be done by proxy electronically or in writing prior to the day of the meeting or by phone to a member of the Executive Committee the day of the meeting.

ARTICLE V

COMMITTEES

- Section 1. Committees of the Board that serve as standing committees are:
1. Board of Clark County Commissioners (BOCC) Presentations
 2. Board Recruitment
 3. By-Laws (Ad Hoc)
 4. Community Awareness & Communications
 5. Executive
 6. Legislative
 7. Recovery Forum and Recognition
 8. Selection & Interview
- Section 2. Subcommittees or Ad-Hoc Committee members may be appointed by Executive Committee or by the full Board.
- Section 3. Chairperson or committees may appoint subcommittee members, if desired, from the community.

ARTICLE VI

PARLIAMENTARY AUTHORITY

- Section 1. Robert's Rules of Order newly revised shall serve as the parliamentary authority in Board proceedings.

ARTICLE VII

AMENDMENTS

Section 1. These provisions may be amended by a two-thirds Board vote provided that the Board members receive twenty (20) days prior notice in writing of the proposed amendments.