

**COUNTY OF MARIN**  
**BYLAWS OF THE**  
**COUNTY ADVISORY BOARD ON ALCOHOL AND OTHER DRUG PROBLEMS**

**July 26, 2002**  
**(Last amended: 1 November 1993)**

**ARTICLE I**  
**Name**

The name of this board shall be the County Advisory Board on Alcohol and Other Drug Problems.

**ARTICLE II**  
**Purpose**

**Section 1.** The purpose of the County Advisory Board on Alcohol and Other Drug Problems shall be to participate in the alcohol and drug program planning process; to review the scope of alcohol and drug problems in the County; to advise the County Alcohol and Drug Program Administrator on policies and goals of the County Alcohol and Drug Program and on any other related matters the County Alcohol and Drug Program Administrator or the Board of Supervisors refers to it, or which are raised by the Advisory Board and/or individual members of the Advisory Board; to encourage and educate the public to understand the nature of alcohol and drug problems, and to support throughout the County for development, implementation, and evaluation of alcohol and drug programs; to network with other involved community resources; to review the community's alcohol and drug program needs, services, facilities, and special programs; and to review the procedures used to ensure citizen and professional involvement at all stages of the planning process; to keep informed of legislative issues related to alcohol and drugs; and to encourage support of legislation that will work toward effective prevention, treatment and recovery.

**Section 2.** In the event the County Alcohol and Drug Program Administrator and the Advisory Board disagree regarding the development of, or implementation of, any element of the County Alcohol and Drug Programs, or any related matter, the Advisory Board may designate a representative to, or make a presentation before, the Board of Supervisors relating to the disagreement.

**Section 3.** In the event there is a minority report or statement in disagreement with the Advisory Board majority, a member, representing the minority may also be designated to present the minority viewpoint. In such event, the minority report shall be in writing and be formally presented to the full Advisory Board prior to presentation to the Board of Supervisors. For purposes of this section, a minority shall consist of five members of the Advisory Board or one third of the existing membership of the Advisory Board, whichever is greater.

**Section 4.** The Advisory Board may submit any comments regarding the County Alcohol and Drug Program to the Board of Supervisors.

### **ARTICLE III**

#### **Integrity and Separate Identity of Alcohol and Drug Programs**

These Bylaws, creating a combined County Advisory Board on Alcohol and Other Drug Problems, have been written to implement Chapter 296 of the Statutes of 1990 which added Section 11964.5 to the Health and Safety Code. That Section permits counties of more than 200,000 population to combine the County Alcohol Advisory Board and the County Advisory Board on Drug Programs by resolution of the Board of Supervisors provided that assurance is given that the integrity and separate identity of county alcohol programs and county drug programs are maintained. The membership of the existing County Alcohol Advisory Board and County Advisory Board on Drug Programs, who will comprise the membership of the County Advisory Board on Alcohol and Other Drug Problems, in adopting these Bylaws grants such assurance, as does the Marin County Board of Supervisors in approving these Bylaws.

### **ARTICLE IV**

#### **Members**

**Section 1.** In order to make the transition from the existing separate County Alcohol Advisory Board and County Advisory Board on Drug Programs, the Board of Supervisors has combined the membership of these Advisory Boards to create the membership of the County Advisory Board on Alcohol and Other Drug Problems. Except as otherwise provided in this Section, as terms expire on the existing County Alcohol Advisory Board and County Advisory Board on Drug Programs, seats shall be eliminated until the combined County Advisory Board on Alcohol and Other Drug Problems consists of at least 10 members and no more than 15 members, all of whom shall be appointed by the Board of Supervisors. The Board of Supervisors, by approving these Bylaws, provides for the transition to a single Advisory Board consisting of no more than 15 members, and for the elimination of seats more gradually than as terms expire if, in the judgment of the Advisory Board, such an extended transition will better accomplish the goal of encouraging citizen participation in the planning process of alcohol and drug programs in the County.

**Section 2.** Members shall have a professional interest in, or personal commitment to, alleviating problems related to alcohol and drug use in the community. The membership shall include representatives from various economic, social, and occupational groups and shall be broadly representative of the demographic characteristics of the County.

**Section 3.** The Advisory Board shall be independent from any other advisory board established pursuant to any provision of state law. However, the Advisory Board shall coordinate its efforts, where appropriate, with other County advisory boards concerned with alcohol and drug problems.

**Section 4.** The Advisory Board shall not include any person, or his or her spouse, who is any of the following: (1) a member of the board of directors or advisory body or employee of any county operated alcohol or drug program, or provider of alcohol or drug program services operating under a contract with the County, or licensed drinking driver program or methadone program; (2) a member of any advisory body to, or a person who holds any similar position or title on a compensated or non-compensated basis in, a program which seeks to or possesses a license to operate drinking driver program services or methadone program services; (3) a direct recipient of any state funds allocated under Part 2 or 3 of Division 10.5 of the Health and Safety Code, pursuant to a contract with the State Department of Alcohol and Drug Programs, which shall include compensation for contracted services from, or membership on an advisory body or board of directors of, the entity which receives funds; (4) a member of the Board of Supervisors or a person on the staff of a member of the Board of Supervisors; or (5) an employee of the Marin County Department of Health and Human Services.

**Section 5.** In the event that, prior to the expiration of his or her term, a member ceases to retain the status which qualified him or her for appointment to the Advisory Board, his or her membership on the Advisory Board shall terminate, and there shall be a vacancy on the Advisory Board to be filled by the Board of Supervisors.

**Section 6.** The members of the Advisory Board may be removed for cause pursuant to standards adopted by the Advisory Board that are consistent with the provisions of Parts 2 and 3 of Division 10.5 of the Health and Safety Code, and that are approved by the Board of Supervisors.

**Section 7.** Each member of the Advisory Board shall be appointed for a term of three years. Members can be reappointed for an additional two terms at the option of the Board of Supervisors.

**Section 8.** A vacancy shall exist when an Advisory Board member submits a written resignation to the Advisory Board Chair(s) or to the County Alcohol and Drug Program Administrator; or when an Advisory Board member's death, disability, or any other circumstance prevents him or her from completing a term; or when an Advisory Board member does not meet the qualifications for appointment.

**Section 9.** When a prospective vacancy is imminent, or when an Advisory Board member resigns, the Advisory Board Chair(s) shall insure that the Board of Supervisors is notified.

## **ARTICLE V Officers**

**Section 1.** The officers of the County Advisory Board on Alcohol and Other Drug Problems shall be a Chair or Co-Chairs, a Vice Chair, and a Secretary, each of whom shall be a member of the Advisory Board. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by these Bylaws.

**Section 2.** The Advisory Board shall elect its officers during its first meeting of the calendar year. Officers shall serve for one year or until their successors are elected and may run for re-election at the annual election.

**Section 3.** The **Chair or Co-Chairs** shall be the presiding officer(s) at regular and special meetings of the Advisory Board and shall be an ex officio member(s) of all standing committees and task forces serving this Advisory Board.

**Section 4.** The **Vice Chair** shall preside at meetings of the Advisory Board in the absence of the Chair(s) and shall, in case of vacancy in the office of Chair(s), automatically assume this office until the next election of officers.

**Section 5.** The **Secretary** shall assure the recording of the minutes of the Advisory Board. In the event of the absence of both the Chair(s) and the Vice Chair, the Secretary shall preside at meetings of the Advisory Board, and in case of vacancies in the offices of both the Chair(s) and the Vice Chair, the Secretary shall automatically assume the office of the Chair until the next election of officers.

**Section 6.** Should there be a vacancy in one or more officer positions, and after the required succession of officers has taken place, then, and in that event, there shall be a special election to fill the vacated positions at the next regular meeting. Such specially elected officers shall fill the designated vacancies until the annual election during the first meeting of the calendar year and shall be eligible for election into the office they are filling, or into other offices, at that time.

## **ARTICLE VI Meetings**

**Section 1.** Regular meetings of the Advisory Board shall be held on the first Monday of each month, except July and December, at a time and place set by the Chair(s). When the first Monday of the month falls on a holiday, the regular meeting shall occur on the next Monday. An alternate time may be selected by the Chair(s) when for any reason the regular meeting time is not practicable. Additional meetings may be called by the Chair(s) as needs dictate.

**Section 2.** The County Alcohol and Drug Program Administrator and the Director of Health and Human Services may convene the Advisory Board.

**Section 3.** The members of the Advisory Board shall serve without compensation but shall be reimbursed for any actual and necessary expenses incurred in connection with their duties.

**Section 4.** All meetings of the Advisory Board, including Standing Committee meetings, shall be noticed and open to the public and shall be subject to the provisions of Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code relating to meetings of local agencies and to Board of Supervisors Resolution Number 90-189, dated August 14, 1990, establishing open meeting policies.

**Section 5.** All meetings shall be held at locations freely accessible to the public and as much as possible shall be accessible to any physically challenged person.

**Section 6.** A **quorum** is no less than a simple majority of the total, current, appointed membership. Advisory Board action may be taken by a majority of those present and voting and by no less than a majority of a quorum. A roll call vote shall be taken when requested by any member in attendance.

**Section 7.** The County Alcohol and Drug Program Administrator is designated Administrative Secretary to the Advisory Board.

**Section 8.** Official minutes indicating attendance and recording actions taken at each Advisory Board meeting shall be prepared and submitted to the Board of Supervisors prior to the subsequent Advisory Board meeting.

## **ARTICLE VII Committees**

**Section 1.** In order to expedite and facilitate the business of the Advisory Board and the orderly and efficient consideration of matters coming before it, the following standing committees, and such task forces as may from time to time for limited purposes be deemed necessary, shall be established. Membership of the following committees shall be appointed by the Chair(s). No member shall serve on more than two committees.

**Section 2.** The **Executive Committee** of the Advisory Board shall act for the full Board in matters requiring action between regular meetings of the Advisory Board when it has proven impossible to obtain a quorum of the full board at a special meeting. However, all such actions by the Executive Committee shall be subject to approval by the full Advisory Board at the next regular meeting. The membership shall consist of the elected officers and the chairs of the other standing committees and the immediate past board chair(s). A quorum of the Executive Committee shall consist of three members, and meetings shall be chaired by the Chair(s), the Vice Chair, or Secretary of this Advisory Board in that order of being in attendance.

**Section 3. The Provider Liaison Committee** shall act as a liaison between the service providers and the Advisory Board. The purpose of this liaison is to give an objective evaluation of the status of providers. The Committee shall work with the County Alcohol and Drug Program Administrator to ensure that a staff monitoring system is in place. The Committee may also develop an independent evaluation of the overall service delivery system, which may involve utilization review and address quality assurance. This Committee shall be available to service providers who want to discuss issues in a public forum. Site visits or special studies may be initiated by this Committee as deemed necessary. The Committee shall also act as a resource for new board members as to the types of services being provided by the contracting agencies.

**Section 4. Legislative Committee** shall research and review all local, state and federal legislation, including current, proposed, and past legislation, that does or may have a positive or negative impact on alcohol and drug programs. The committee shall, following such review, provide a report of its findings and make recommendations to support or not support such legislation to the full Advisory Board, the County Alcohol and Drug Programs Administrator, and the Board of Supervisors.

**Section 5. Community Education and Outreach Committee** shall act as an outreach arm for the Advisory Board to the community at large and to relevant organizations. A function of this Committee shall be to interview and nominate new Board members. After nominating a new Board member, the full Board shall vote whether to recommend the candidate as a member of the Advisory board to The County Board of Supervisors. The Advisory Board's decision whether to recommend a candidate shall be in writing to the County Board of Supervisors, signed by the Chair, or in his/her absence, the Vice Chair, or in her/his absence, the Secretary. Also, annually at the second to last meeting of the calendar year, the Committee shall present a slate of officers for election at the last meeting of the calendar year. Additional nominations may also be rendered by Board members at the election meeting. This Committee shall review attendance of Board members and make

recommendations to the full Board if necessary. This Committee shall identify and participate in alcohol- and drug-related issues and events; this may be at a local, regional, or national level. Ideally, the Committee shall inform the Advisory Board prior to its involvement in issues. However, depending upon the immediacy of the issue or the initiative of the member, it may inform the Advisory Board afterwards. Members of this Committee may identify themselves as representatives of the Advisory Board at appropriate functions, as needed. Committee members may initiate or support studies or community projects related to alcohol or drug issues.

**Section 6. Information and Technology Committee** shall act as an outreach/information function of the Advisory Committee. It will be responsible for building and maintaining a website for the Marin County Supervisors Advisory Board on Alcohol, Drugs, and Tobacco; listing current meeting times and places; posting updated meeting agenda's; providing access to relevant information and resources available to the general population of Marin County. Provide a forum for input from the general public regarding alcohol and drug policies and the needs or concerns from the community. The committee will be responsible for building, maintaining and updating material posted to the site and work with the Advisory Board regarding that information.

**Section 7.** Other standing committees may be established by the Chair(s) of the Advisory Board, with the approval of the Advisory Board, to assist the Advisory Board in carrying out its functions. Standing committees shall be chaired by a member of the Advisory Board appointed by the Chair(s) of the Advisory Board. Other committee members, with the exception of members of the Executive Committee, may be drawn from the public at large.

**Section 8.** Each member of the Advisory Board shall serve on at least one standing committee.

#### **ARTICLE VIII Attendance**

A member who ceases to discharge the duties of his or her office by failing to attend regular Board or committee meetings for a period of two consecutive months or any three months in a calendar year, except when by sickness, or when absent from the state with the permission required by law, shall be deemed to have resigned from the Advisory Board and his/her office shall become vacant pursuant to Government Code, Section 1770(g). The Board of Supervisors will be notified of the resignation and vacancy.

#### **ARTICLE IX Parliamentary Authority**

The parliamentary authority for any contingency not covered by these Bylaws shall be the latest revision of Robert's Rules of Order. The Chair(s) of this Advisory Board may appoint a member of this Advisory Board to serve as parliamentarian to arbitrate disputes concerning proper parliamentary procedures in the conduct of business of this Advisory Board.

#### **ARTICLE X Amendment of Bylaws**

Proposed amendments to the Bylaws shall be mailed to Advisory Board members at least two weeks prior to a regular meeting. At that meeting, the proposed amendment shall receive a first reading. A second reading and any action shall be taken at the next regular meeting. Amendments shall require a two-thirds vote of those present and voting for passage.