RECOMMENDED ACTION AND JUSTIFICATION:

The Alcohol and Drug Advisory Board respectfully request that your Board review and approve their by-laws that were revised at the 3/19/08 meeting. This advisory board represents your Board and their duties are to: (1) Review and evaluate the community’s alcohol and drug treatment services, facilities, and/or special problems, (2) Advise the Mariposa County Board of Supervisors and the local mental health director as to the needs of the community regarding alcohol and drug treatment, and (3) Ensure citizen and professional involvement at all stages of the planning process.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Advisory Boards normally review their by-laws on an annual basis and make any necessary changes. Your Board has typically approved any recommendations once reviewing by-laws for accuracy.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Financial Impact? ( ) Yes (X) No Current FY Cost: $ Annual Recurring Cost: $
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded
Amount in Budget: $
Additional Funding Needed: $
Source:
Internal Transfer
Unanticipated Revenue
Transfer Between Funds
Contingency
( ) General ( ) Other

CLERK'S USE ONLY:
Res. No.: Ord. No. ____________
Vote - Ayes: ______ Noes: ______
Approved
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: ____________
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By:
Deputy

COUNTY ADMINISTRATIVE OFFICER:
Requested Action Recommended
No Opinion
Comments:

CAO: ____________

Revised Dec. 2002
MARIPosa COUNTY
ALCOHOL AND DRUG
ADVISORY BOARD
BY-LAWS

A. MEMBERSHIP

The Alcohol and Drug Advisory Board (hereinafter referred to as “Advisory Board”) shall consist of not less than seven (7) nor more than fifteen (15) members who shall represent as broadly as possible the demographic characteristics of the county.

1. Advisory Board members shall be appointed by the County Board of Supervisors.

2. Recommendations of new Advisory Board members shall be made to the County Board of Supervisors following review of applications and approval by the Advisory Board.

3. An orientation, as directed by the Chairperson, shall be given to each appointee by the Advisory Board.

4. Advisory Board members shall be expected to serve a period of three (3) years, or for the balance of a vacated three year term.

5. Any member wishing to resign from the Advisory Board shall notify the chairperson in writing thirty (30) days prior to the effective date of the resignation.

6. Members shall be expected to attend all meetings. A member may be excused from a meeting for a legitimate reason if the Advisory Board Chairperson or Recording Secretary is notified in advance by 11:30 a.m. of the day of the meeting. Three (3) unexcused absences for the term of appointment, without just cause and advance notice of such cause, shall constitute grounds for removal from the Board. The Advisory Board may approve a member’s request for temporary inactive status for a stated period of time.

B. MEETINGS

The Advisory Board normally meets once each month except July and December (August deleted). Meetings shall be held on the third Wednesday of every month at a time and place designated by the Chairperson.

1. Additional meeting or cancelled meetings shall be approved by the Advisory Board. Special meetings shall comply with Government Code section 54956.

2. All meetings shall be open to the public and meet the posting requirements of the Brown Act.
C. AGENDAS

Agendas shall be mailed (or emailed) to each Advisory Board member prior to each meeting and posted in public places (Mariposa County Hall of Records, 4982 10th Street, Mariposa, CA 95338 and Mariposa County Behavioral Health, 5037 Stroming Road, Mariposa, CA 95338) at least 72 hours before each meeting. The agenda for each meeting shall include an opportunity for public comment.

D. VOTING PROCEDURES

1. A quorum attendance, consisting of one more than one-half of the active Advisory Board membership, shall be required for voting on any action item.

2. The Advisory Board shall not take action on any item not appearing on the posted agenda, except under emergency provisions set forth in Government Code section 54954.2.

E. OFFICERS

The membership of the Advisory Board shall, at the October meeting, elect a chairperson and a vice-chairperson who will serve for a period of one year, not to exceed two consecutive terms in the same office.

1. The duties of the chairperson shall be to draw up the agenda for each meeting in coordination with the Alcohol and Drug Program Administrator, and to conduct the meetings in an efficient manner. The Chairperson will review the minutes of each meeting prior to publication.

2. The duty of the vice-chairperson is to substitute for the chairperson in case of his/her absence.

F. MINUTES AND OTHER RECORDS

Minutes of meetings, records of proceedings, notices of agenda and meetings, attendance records, and any other records pertaining to and necessary to the business of the Advisory Board, shall be recorded and kept by a secretary. Copies of minutes shall be sent to Advisory Board members and to the Board of Supervisors.

G. BY-LAWS

All proposed changes to the By-laws shall be submitted to all the Advisory Board members at least one meeting prior to voting on the changes. Changes must be made by a two-thirds vote of the Advisory Board membership, and shall be referred to the Board of Supervisors for their approval.