DEPARTMENT: Human Services/BHRS
BY: Cheryle Rutherford-Kelly
PHONE: 966-2000

RECOMMENDED ACTION AND JUSTIFICATION:
It is respectfully recommended that your Board approve the By-Laws of the Alcohol and Drug Advisory Board as amended on September 21, 2005. The amended language is shown in italics for your convenience.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

<table>
<thead>
<tr>
<th>Financial Impact?</th>
<th>Yes</th>
<th>No</th>
<th>Current FY Cost: $</th>
<th>Annual Recurring Cost: $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted In Current FY?</td>
<td>Yes</td>
<td>No</td>
<td>Partially Funded</td>
<td></td>
</tr>
<tr>
<td>Amount in Budget:</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Funding Needed:</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal Transfer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unanticipated Revenue</td>
<td>4/5's vote</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer Between Funds</td>
<td>4/5's vote</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contingency</td>
<td>4/5's vote</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) General</td>
<td>( ) Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By: [Signature]

CLERK'S USE ONLY:
Res. No.: [Signature]
Ord. No. _____
Vote – Ayes: _____
Noes: _____
Absent: _____
Approved: [Signature]
Minute Order Attached: [Signature]
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: [Signature]
Deputy

COUNTY ADMINISTRATIVE OFFICER:
[Signature]
Requested Action Recommended
No Opinion
Comments:

CAO: [Signature]

Revised Dec. 2002
Alcohol and Drug Advisory Board
For MARIPOSA COUNTY
Post Office Box 7
Mariposa, California 95338
(209) 966-2131

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 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 is notified in advance. Three (3) unexcused absences 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, August and December. 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 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.

APPROVED BY THE MARIPOSA ALCOHOL AND DRUG ADVISORY BOARD ON 11/20/1996.
AMMENDED BY THE MARIPOSA ALCOHOL AND DRUG ADVISORY BOARD ON 09/21/2005.