RESOLUTION - ACTION REQUESTED 2012-184

MEETING: April 17, 2012
TO: The Board of Supervisors
FROM: Jim Rydingsword, Human Services Director
RE: Alcohol & Drug Abuse Advisory Brd. By-Laws Revision

RECOMMENDATION AND JUSTIFICATION:
It is respectfully requested that your Board accept the By-Laws revision for the Alcohol and Drug Abuse Advisory Board. This revision was approved by the Alcohol and Drug Abuse Advisory Board at a meeting held March 21, 2012. The new changes being recommended to the By-Laws are noted in blue on the attachment.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
Your Board has continued to follow the recommendation of the Alcohol and Drug Abuse Advisory Board regarding revisions to the By-Laws.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
The Alcohol and Drug Abuse Advisory Board would continue to use the By-Laws currently in place.

ATTACHMENTS:
1331 Alcohol and Drug Abuse Advisory Board By-Laws Revision (DOC)

CAO RECOMMENDATION
Requested Action Recommended

Rick Benson, County Administrator/Officer
Resolution - Action Requested 2012-184

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kevin Cann, District IV Supervisor
SECONDER: Lee Stetson, District I Supervisor
AYES: Stetson, Turpin, Bibby, Cann, Allen
A. MEMBERSHIP

1. The Alcohol and Drug Abuse 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.

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

3. 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.

4. An orientation, as directed by the Chairperson, shall be given to each appointee by the Advisory Board. This orientation will include an acknowledgement by the appointee that they have received, read and understand the Goals, Mission Statement and By-Laws.

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

6. Any member wishing to resign from the Advisory Board may notify the chairperson in writing thirty (30) days prior to the effective date of the resignation, via electronic mail or they may resign in person at a scheduled Board meeting.

   a. The Board Secretary will prepare a written Resignation Form Letter to have at all scheduled Board Meetings.

7. 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. After the second unexcused absence, a certified letter will be sent notifying the member that they will be terminated after a third unexcused absence, as per the By-Laws.

   a. The Advisory Board may approve a member's request for temporary inactive status for a stated period of time.
B. MEETINGS

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

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

3. 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 Human Services Department, 5362 Lemea Lane, 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

1. 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.

2. 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.

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

4. A quorum in attendance shall appoint a member to chair the meeting in the absence of both the chair and vice chair.
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.

AMENDED BY THE MARIPOSA ALCOHOL AND DRUG ADVISORY BOARD ON 11/20/1996.
AMENDED BY THE MARIPOSA ALCOHOL AND DRUG ADVISORY BOARD ON 09/21/2005.
AMENDED BY THE MARIPOSA ALCOHOL AND DRUG ADVISORY BOARD ON 01/17/2007.
AMENDED BY THE MARIPOSA ALCOHOL AND DRUG ADVISORY BOARD ON 3/19/2008.
AMENDED BY THE MARIPOSA ALCOHOL AND DRUG ABUSE ADVISORY BOARD ON 4/18/2012.