POLK COUNTY

LOCAL ALCOHOL AND DRUG POLICY COMMITEE

BYLAWS

1. **Name**

This advisory body will be known as the Local Alcohol and Drug Policy Committee (hereinafter referred to as the "LADPC").

1. **Mission**

To serve the interests of the citizens of Polk County in an advisory capacity to the Polk County Public Health Administrator the Polk County Health Services Director and the Polk County Board of Commissioners on all matters related to substance use disorder, including but not limited to: education, treatment, prevention, rehabilitation, law enforcement, criminal justice, and law reform.

1. **Purpose of LADPC**

The LADPC is established in accordance with ORS 430.306, 430.338, and ORS 430.342 to 430,380 for Polk County. The LADPC will serve the public interest by participating with Polk County Health Services in planning local programs, for the prevention of substance use disorders and the treatment and rehabilitation of persons with substance use problems. The LADPC is subject to the laws applicable to public bodies.

1. **Goals**
   1. Advocate for effective and adequately funded public programs to help solve substance use disorders in Polk County.
   2. Educate, coordinate with, and advise public and private organizations and individuals concerned with solving the problem of substance use disorder in order to help coordinate activities.
   3. Promote public concern for and knowledge about the problem of substance use disorders in Polk County.
   4. Review recommendations from related advisory groups and prioritize recommendations for establishing policy based on local needs and goals; submitting those prioritized recommendations to the Polk County Board of Commissioners for review.
2. **Membership** 
   1. **Appointment**

The LADPC shall be comprised of a minimum of eleven (11) voting members, who shall be appointed by the Polk County Board of Commissioners and serve at the Board of Commissioners' pleasure.

Six (6) Standing Members are the persons holding the following positions:

Polk County District Attorney, or designee

Polk County Community Corrections Director, or designee

Polk County Public Health Manager, or designee

Polk County Mental Health Manager, or designee

Polk County Service Integration Manager, or designee

Oregon Department of Human Services Child Welfare Polk County Branch Manager, or designee.

The term of office for Standing Members is subject to reviewby the Board of Commissioners while they hold their designated official position.

Minimum of five (5) Member-at-Large people shall be appointed by consensus of the Standing Members, subject to ratification by the Polk County Board of Commissioners. Selection of At-Large Members shall, to the extent possible, comply with the guidelines of ORS 430.342.

Members at large shall be appointed for a term of three (3) years and may serve additional terms.

* 1. **Representation**

The LADPC may recommend members for approval by the Board of Commissioners. The LADPC may be reasonably representative of the geographic area and reasonably shall be persons with interest or experience in programs dealing with substance use or abuse problems. Members must liveor work in Polk County. The membership shall include a number of minority members, which reasonably reflects the proportion of the need for substance use disorder treatment of minorities in the community. Additionally, inclusion of Polk County residents in the recovery community should be considered.

* 1. **Duties/Expectations**

Members will complete tasks assigned by the Chair and will carry out assignments from committees to which they have been appointed. Members are expected to be knowledgeable about the essential matters confronting the LADPC, including policy guidelines.

ORS 430.342 requires the LADPC to coordinate with the local Behavioral Health Resource Networks to identify needs and establish priorities for alcohol and drug prevention and treatment services that best suit the needs and values of the community and shall report its findings to the Polk County Health Services Director and the Board of Commissioners.

ORS 430.345 to 430.380 provides the LADPC assistance in the preparation and development of community needs for the prevention of, intervention in and treatment for substance use disorders. The LADPC shall provide recommendations for grant application and budget priorities, with prioritization for minority or underserved populations.

ORS 430.420 provides the LADPC integrate drug and alcohol treatment services into the local criminal justice system for individual’s pre- and/or post- adjudication and provide summary to the county Board of Commissioners in collaboration with the Local Public Safety Coordinating Council and the local mental health advisory committee.

Inform itself regarding any service coordination issues that may exist between substance use disorder services and other related state and local agencies and take action to improve coordination.

Coordinate its activities and cooperate with volunteer citizens serving on other substance use disorder advisory or advocacy groups in its geographical area. Groups such as: local parents group, juvenile services Committee, traffic safety committees, community corrections, advisory committees and others.

Monitor the use of available funds for substance use disorder treatment and prevention in the county. If the funds are not being used in accordance with their statutory purpose or the most effective manner the committee should make recommendations to the county or take such other actions as deemed appropriate.

* 1. **Orientation and Training**

Members are expected to assist each other in orientation and education related to LADPC responsibilities. This should include written material and oral presentation on such topics as:

1. Roles and functions of the LADPC
2. County substance use disorder needs and priorities
3. County substance use disorder planning and service system
4. State substance use planning, funding delivery, and monitoring system
5. Current goals and strategies of the LADPC

The LADPC should arrange for ongoing training for the entire committee on such topics as:

1. State-or-the-art treatment delivery models
2. Recovery-oriented systems of care approach
3. Integration of treatment with primary care, justice, child welfare, and other major systems where people with substance use disorder issues are served.
4. Special program areas such as prevention, methadone, detox, fetal alcohol syndrome, etc.
5. Strategies for citizen involvement, advocacy, and lobbying for substance use disorder related legislation.
6. **Termination**
   1. **Removal by Board of Commissioners**

All LADPC members serve at the pleasure of the Board of Commissioners. The Board of Commissioners may remove a board member on its own motion or upon the recommendation of the LADPC.

* 1. **Recommendation for Removal by LADPC**

If the LADPC determines by a majority vote that a member should be removed, the chair of the LADPC shall report that recommendation to the Board of Commissioners for its consideration.

* 1. **Resignation**

Resignations by members shall be submitted in writing to the LADPC Chair and announced at the next regularly scheduled meeting. The Chair shall forward a copy of the resignation to the Board of Commissioners.

* 1. **Reasons for Dismissal**

The Board of Commissioners may remove a member when it determines that it is in the interest of the LADPC or the county to do so.

1. **Attendance**

All LADPC members are expected to attend regularly scheduled meetings. More than three (3) consecutive unexcused absences by any member during any 12- month period may result in removal of the member by the Board of Commissioners. A member's absence is unexcused if the member fails to notify the LADPC Chair in advance of a meeting that the member will not be attending the meeting.

1. **Meetings**
   1. **Public Meetings Law**

The LADPC, as a public body, is subject to the public meetings and records law as stated in ORS Chapter 192. All meetings will be open to the public and conducted in accordance with the current edition of Robert's Rules of Order insofar as the rules are not inconsistent with these bylaws.

* 1. **Regular Meetings**

The LADPC meets monthly at agreed upon date and time, as posted via public meeting requirements. Regular meetings may be canceled or changed to another specific place, date and time, provided actual notice is given.

* 1. **Notice**

The LADPC will provide for and give public notice, reasonably calculated to give actual notice, to board members, interested persons, news media that have requested notice, and the general public. Notice shall include the time and place for holding regular meetings. The notice also will include a list of the primary subjects anticipated to be considered at the meeting. Distribution of meeting notices will be in a manner which maximizes the potential of the public to be aware of the proceedings and to participate.

* 1. **Special Meetings**

Special board meetings may be called by the LADPC Chair by notifying all members and the general public through a news media notice not less than 24 hours prior to the time of the special meeting, a special meeting should be called only if necessary to conduct business that cannot wait until the next regularly scheduled meeting. When possible, notice should be provided as soon as possible to encourage public participation.

* 1. **Quorum**

A majority of the appointed Standing Members and Members-At-Large of the LADPC will constitute a quorum for the transaction of all business at meetings.

* 1. **Decision making procedure**

Each LADPC Standing Member and Member-At-Large will be entitled to one vote on all issues presented at meetings at which the member is present. A majority vote is the primary decision-making method and is necessary to execute statutory obligations. Majority is defined as a majority of the appointed membership,

* 1. **Minutes**

The staff member assigned to the LADPC will cause meeting minutes to be prepared. Minutes will include a description of the members present, motions, resolutions, and orders proposed and their disposition, the results of all votes and a vote by each member by name, the substance of any discussions on any matter, and reference to any document discussed at that meeting. Minutes will be distributed to the membership one (1) week prior to the next monthly meeting.

Minutes also will be distributed to the Board of Commissioners and posted on the county’s website.

* 1. **Agendas**

Items may be placed on a meeting agenda by any LADPC member. The agenda will be distributed to members at least one (1) week prior to the next regular meeting.

1. **Officers**
   1. **Chair and Vice-Chair Appointment**

The voting members of the LADPC will elect a Chair and a Vice-Chair, who shall serve at the pleasure of the Board of Commissioners. LADPC members may recommend persons to the Board of Commissioners for appointment to the Chair and Vice-Chair positions. The Chair and Vice-Chair shall serve a term of two (2) years. The LADPC may elect the Chair or Vice-Chair to subsequent terms.

* 1. **Chair Responsibilities**

The Chair will act as facilitator of the convened meeting and as the parliamentarian. The Chair will enforce LADPC directives, guidelines and membership rules, participate in preparation of meeting agendas, and will guide the conduct of public meetings. The Chair is the official representative of the LADPC, shall sign all official communications, and shall be the official spokesperson to the media. The Chair is empowered to delegate any of its responsibilities to other voting members of the LADPC.

* 1. **Vice-Chair Responsibilities**

In the absence of the Chair, the Vice-Chair will assume the Chair's responsibilities. If neither the Chair nor Vice-Chair is available for a publicly-convened meeting, the assembled quorum of the meeting will select a temporary Chairperson to conduct the meeting.

* 1. **Vacancies or Removal of Officers**

The Board of Commissioners may remove a Chair or Vice-Chair on its own motion or upon the recommendation of the LADPC when it determines that it is in the interest of the LADPC or the county to do so. If the Chair position is vacated, the Vice-Chair will assume the Chair's position. If the Vice-Chair position is vacated the LADPC will elect a LADPC votingmember to complete the term.

1. **Standing Committees**
   1. **Appointment**

The LADPC may authorize the Chair to appoint members to standing committees.

* 1. **Committee Responsibilities**

All appointed standing committees are required to report their information and/or recommendations to the LADPC.

1. **Special Committees**

The LADPC may authorize the Chair to appoint members to special committees as necessary to deal with specific projects, problems or issues. All appointed special committees are required to report their information and/or recommendations to the LADPC.

1. **Conflicts of Interest**
   1. **Declaration**

The LADPC is subject to ORS 244.020, 244.040, and 244.120 to 244.130, defining conflict of interest and establishing protocols for members of public bodies in Oregon. LADPC members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.

* 1. **Potential Conflict Defined**

A potential conflict of interest exists when a LADPC member takes an action that reasonably could be expected to have a financial impact on that member, a relative, or a business with which the member or member's relative is associated. The LADPC member may participate in an action after declaring the potential conflict and announcing its nature.

* 1. **Actual Conflict Defined**

An actual conflict of interest exists when an action is reasonably certain to result in a special benefit or detriment to the LADPC member, a relative, or a business with which the member or member's relative is associated. The member will declare the actual conflict and announce Its nature. The member must then refrain from taking any official action, except when the member's vote is necessary to achieve a quorum. When a vote is necessary to achieve a quorum, the member may vote, but may not participate in any discussion or debate on the issue out of which the actual conflict arises.

1. **Amendment to Bylaws**
   1. **Initiated by Board Commissioners/LADPC**

The LADPC may propose amendments to the bylaws. Any recommendations agreed upon by a majority of voting members of the LADPC shall be forwarded to the Board of Commissioners for its approval. The bylaws will be submitted to the Board of Commissioners by the Chair every three (3) years for review and approval.

* 1. **Initiated by Board of Commissioners**

The Board of Commissioners may initiate changes to the bylaws. These changes will be submitted to the LADPC for review and consultation prior to the Board of Commissioners' adoption.

* 1. **Distribution**

Upon the Board of Commissioners approval of bylaw amendments, any revisions to the bylaws will be made and distributed to members of the LADPC.

1. **Community Relations/Public Input**

Any member of the public will be welcome to attend and provide input at Polk LADPC meetings. Public comments will be encouraged and will be accepted verbally or in writing. Anyone who wishes to voice opinions or present information or concerns to the LADPC may attend meetings or contact either the Chair or the Vice-Chair. Arrangements will be made and time will be allotted at meetings as appropriate to assure broad public participation.

**ADOPTED BY LADPC** this day of 08/07/2024