

**ALCOHOL & DRUG ADVISORY BOARD BY-LAWS**  
**May 22, 2012**

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**SOLANO COUNTY**  
**ALCOHOL AND DRUG ADVISORY BOARD BY-LAWS**

**ARTICLE I - NAME**

**SECTION 1. NAME:** The name of this organization shall be the Solano County Alcohol and Drug Advisory Board ("Advisory Board").

**ARTICLE II - PURPOSE**

**SECTION 1. AUTHORITY:** The Advisory Board shall function according to the provisions of Resolution Number 12-102 of the Solano County Board of Supervisors ("Board of Supervisors") and shall be deemed to be a local entity for purposes of the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code).

**SECTION 2. DUTIES AND RESPONSIBILITIES:** The Advisory Board shall:

- A. Review and evaluate the county program budget and any amendments thereto, and the community's alcohol and drug prevention, treatment, and rehabilitation needs, services, facilities, and special problems; and may make on-site visits

to such facilities, and interview persons who are employees of such facilities and who have received aid from such facilities.

- B. Participate in the planning process and review procedures used to insure citizen and professional involvement at all stages of the planning process.
- C. Advise Solano County Substance Abuse Administrator on policies, goals and operations of the county program and on any other related matters the Substance Abuse Administrator refers to it or which are raised by the Advisory Board.
- D. Encourage public understanding of the problems of alcoholism and drug abuse and support throughout the county development and implementation of effective alcohol and drug programs.
- E. In the event the Substance Abuse Administrator and the Advisory Board disagree regarding the development or implementation of any element of the county program budget or any related matter, the Advisory Board may designate a representative to report or make a presentation before the Board of Supervisors relating to such disagreement and ask for direction, if necessary.

**ARTICLE III - MEMBERSHIP**

**SECTION 1. QUALIFICATIONS:** The Advisory Board shall be comprised of nine members appointed by the Board of Supervisors as follows:

1. One member of the public from each Supervisorial District
2. An at-large member of the public
3. An individual who has received treatment or services for an alcohol problem and who has attained long term recovery from substance use disorder
4. An individual who has received treatment or services for a drug problem and who has attained long term recovery from substance use disorder
5. A representative of the County Mental Health Advisory Board

Members must understand prior to selection that service on at least one standing committee, if needed, is a condition of appointment. Members shall have a personal interest in the field of alcohol and drugs. The Advisory Board shall be comprised to the extent possible of persons who have a professional interest in or personal commitment to alleviating problems related to alcohol and/or drug abuse in their communities. The membership shall include representatives from various ethnic, economic, social, and occupational groups. All members of the Advisory Board shall be residents of Solano County.

- A. No member of the Advisory Board, or their spouse, shall be a full-time or part-time county employee of any county facility which provides alcoholism or drug abuse services, nor a member of the Board of Supervisors or any of their staff, nor a recovering alcoholic or drug addict with less than one (1) year of continuous sobriety.
  
- B. Neither providers and/or their spouses shall be eligible to serve. Provider shall be defined as any employee of a private agency (profit or non-profit) receiving funds from Solano County Department of Health and Social Services for the provision of drug and alcohol services.
  
- C. Each Advisory Board member shall file an annual statement disclosing his/her interest and that of his/her spouse in investments, real property and income designated as reportable under the category to which the member's position is assigned in Exhibit A of the Conflict of Interest Code of the Advisory Board. The instruction manual in this code (available in the office of the Solano County Board of Supervisors) is, therefore, included by reference in the by-laws of the Advisory Board.

**SECTION 2. TERM OF OFFICE:** Each member shall be appointed for a term of three (3) years. At the end of each three (3) year term, members may reapply. No individual member shall serve more than two (2) consecutive full three (3) year appointed terms.

**SECTION 3. VACANCIES:** A vacancy on the Advisory Board shall be filled by the Board of Supervisors.

**SECTION 4. COMPENSATION:** The members of the Advisory Board shall serve without compensation. They shall be reimbursed for pre-authorized expenses incurred in connection with their duties as members of the Advisory Board.

**SECTION 5. ATTENDANCE:** All Advisory Board members must inform the Secretary of the Advisory Board if they will not be attending an Advisory Board meeting, otherwise it will be construed as an unexcused absence. The Advisory Board shall entertain a motion to recommend termination by the Board of Supervisors for unexcused absence from three (3) consecutive board meetings. The determination of what constitutes an excused absence shall be at the discretion of the Executive Committee.

**SECTION 6. REMOVAL OF MEMBERS:** The members of the Advisory Board may be removed for cause, i.e., unable to participate on

committee work, or when they have more than three (3) consecutive unexcused absences or when they no longer qualify for membership per Article III, Section 1., above.

SPECIAL CIRCUMSTANCES: A productive Advisory Board member removed from the Advisory Board may be transferred or placed on an inactive board status until the basis of removal (cause) no longer exists. At such time, the member may reapply and with the Executive Committee or full board approval, be reinstated to the Advisory Board filling any vacancy for which he/she may qualify. If there is no vacancy, the person may fill the next vacancy occurring on the Advisory Board. Special circumstances may include, but not be limited to: a) personal prolonged illness, b) immediate family member illness, or c) temporary reassignments (six months or less).

**SECTION 7. TECHNICAL ADVISORY COMMITTEE MEMBERSHIP:** Solano

County service providers shall be members of the Solano County Alcohol and Drug Advisory Board Technical Advisory Committee. The Technical Advisory Committee shall provide its expertise and knowledge to the Advisory Board. This committee shall not have voting or veto power, but is encouraged to attend all meetings in order to assist the Advisory Board whenever requested to do so.

**ARTICLE IV - MEETINGS**

**SECTION 1. SCHEDULE:** The Advisory Board shall meet regularly at a stated date, time, and place to be decided by the Advisory Board. Said meetings should occur monthly, but the Advisory Board may decide to meet less or more than monthly. The Advisory Board shall meet a minimum of six (6) times per year. All meetings of the Advisory Board shall be subject to the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code).

**SECTION 2. QUORUM:** A majority of the Advisory Board shall constitute a quorum for the transaction of business.

**SECTION 3. CONFLICT OF INTEREST:** No member who would personally or professionally benefit from a county funded project may vote on, advise or render an opinion on any issue involving any portion of those contracted monies.

**ARTICLE V - OFFICERS**

**SECTION 1. ELECTED OFFICERS:** The officers of the Advisory Board shall be the Chair and Vice-Chair. Only officially appointed Advisory Board members may serve in these offices.

**SECTION 2. ELECTIONS:** In December of each year the Advisory Board shall elect its officers for the ensuing year. Nominations will be made at the end of the December meeting and immediately thereafter a vote shall be taken by handwritten ballot. The newly elected officers shall assume their respective responsibilities commencing January 1 of the next year.

**SECTION 3. TERM OF OFFICE:** Each officer shall serve for one year in the same office. No Chair or Vice-Chair shall serve for more than two (2) consecutive, elected terms.

**SECTION 4. VACANCIES:** Any vacancy shall be filled by an Advisory Board election at the first regular monthly meeting following the occurrence of the vacancy. In the event of a vacancy in the office of Chair, the Vice-Chair will be moved into that vacancy for that meeting.

**SECTION 5. DUTIES AND RESPONSIBILITIES:** The Chair shall preside at all regular and special meetings of the Advisory Board. He/she, or a person designated by him/her in the absence of the Chair and Vice-Chair, shall act as the official representative of the Advisory Board in its communications with other organizations and groups. In the absence or unavailability of the Chair, the Vice-Chair will assume the duties and responsibilities of that



position on an interim basis.

**SECTION 6. OTHER OFFICERS:** The Advisory Board may elect such other officers as they deem necessary to perform such duties as determined by the Advisory Board.

**SECTION 7. RULES OF ORDER:** The meetings of the Advisory Board shall be governed by the authority of "Robert's Rules of Order" modified to allow the Chair to participate during discussion, and he/she will vote only in case of a tie, except the Chair may vote in the annual election of officers.

#### **ARTICLE VI - COMMITTEES**

**SECTION 1. EXECUTIVE COMMITTEE:** There shall be a standing Executive Committee comprised of the Chair and Vice-Chair and standing Committee Chairs. Duties and responsibilities shall be as delegated by the Advisory Board or its duly appointed representatives.

**SECTION 2. OTHER COMMITTEES:** Other standing and special committees may be appointed by the Chair with the approval of the Advisory Board. The Technical Advisory Committee shall be a standing committee. Each standing committee shall select a Chair who serves at the pleasure of that committee.

**ARTICLE VII - AMENDMENTS**

**SECTION 1. AMENDMENT OF BY-LAWS:** The By-laws may be amended at any meeting of the Advisory Board by a two-thirds (2/3) vote of the full membership provided that copies of proposed amendments are sent to all members of the board at least five (5) days prior to the meeting at which the vote is taken. Any By-law changes must be approved by the Board of Supervisors.

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(Amendment Approved by the BOS: March 14, 2017)