

Spokane County Community Services
SUBSTANCE ABUSE ADVISORY BOARD
BYLAWS

I. Purpose

The purpose of the bylaws is to establish the rules of procedure for the Community Services Substance Abuse Board of Spokane County in execution of its duties.

II. Membership

The membership shall be composed of not less than nine members. In addition, there shall be a position open to one youth, age 16 or older, as prescreened by the Chase Youth Commission. Youth applicants recommended by the Chase Youth Commission will be screened by the Substance Abuse Advisory Board, with recommendations forwarded to the Board of County Commissioners for final appointment. All members shall be appointed by and serve at the pleasure of the Board of County Commissioners of Spokane County (hereinafter referred to as the "Board"). The Board may revoke the appointment of any member at will. The term of members other than those receiving initial appointments of less than three years shall be limited to three (3) years. Those appointed initially for less than a three-year term may be appointed, at the end of their initial appointment, to a full three-year term. Youth shall serve for one year, subject to one year renewals for up to three years. Vacancies which arise for any reason shall be filled by an appointment from the Board for the remainder of the term.

III. Duties

The Substance Abuse Board is an advisory board to the Community Services Department (hereinafter referred to as "Department") and, through the Department, to the Board. The statutory purposes of the Substance Abuse Board which are set forth in RCW 69.54.120 and 70.96.160 will be carried out particularly as follows:

- A. Public meetings to solicit input from Spokane County citizens, service providers and consumers regarding needs and priorities for Substance Abuse treatment

and prevention services. Recommend priorities and service levels to Department.

- B. Review of applications for funding which have been submitted to the Department.
- C. Review and comment on the Department plan for Substance Abuse services.
- D. Review of budget material which has been submitted to the Department by agencies during the application process.
- E. Review monitoring reports of contracted services to evaluate annual performance.
- F. Performance of such other duties within the ambit of RCWs 69.54.120 and 70.96.160 as may be assigned by the Board.

IV. Meetings

- A. During each calendar year the Substance Abuse Board must hold at least ten regular meetings. All meetings will be held in a location of sufficient size to allow members of the public to attend. Special meetings may be convened in the following manner:
 - 1. The request of the Chairperson;
 - 2. Written request of a majority of Substance Abuse Board members;
 - 3. By the Board; or
 - 4. By the Director of the Community Services Department.
- B. Meetings shall comply with requirements of the Open Meetings Act (RCW 42.30).
- C. Robert's Rules of Order shall be in effect functionally as a guide to conduct Substance Abuse Board meetings.

V. Quorum

A quorum of the Substance Abuse Board shall be comprised of not less than a simple majority of the sitting membership.

VI. Proxy Voting

Voting by proxy is not permitted at the meetings of the Board or its committees.

VII. Officers

The officers shall consist of a Chairperson and a Vice Chairperson. The Chairperson shall preside at all meetings and may exercise all the powers usual to the office, including full rights as a member. The Vice Chairperson shall in the absence of the Chairperson perform all the duties incumbent upon the Chairperson. If the chairperson and the Vice Chairperson are both absent from a meeting and a quorum is present, the members shall elect a temporary chairperson to preside for the duration of that meeting.

VIII. Election of Officers

The officers of the Substance Abuse Board shall serve for a period of one year. Officers may not serve for a period beyond two consecutive terms. The election of officers shall take place at the last meeting of the fiscal year.

IX. Committees

The Substance Abuse Board may choose to form an ad hoc committee for special research or issues. Members of any ad hoc committee shall be appointed by the Chairperson (or acting Chairperson under Section VIII. above). Such committee shall follow these bylaws for operation

X. Voting

Each member of the Substance Abuse Board will have one vote on matters coming before the Board.

XI. Compensation

Members of the Substance Abuse Board shall not be compensated for their performance of duties, but may be paid subsistence rates and mileage in those amounts prescribed by the county for participating in training/education or other business above

and beyond normal duties. The approval for reimbursement shall be through the Director of the Department.

XII. Minutes

The Community Services Department shall insure that minutes are taken of all meetings of the Substance Abuse Board.

XIII. Confidentiality

Each Substance Abuse Board member shall sign a letter of confidentiality. Members shall protect the rights, privacy and all information regarding individuals which they may become aware of in the course of their participation on the Substance Abuse Board.

XIV. Order of Precedence

Bylaws which are in conflict with WAC or RCW will be superseded by the specific law.

XV. Conflict of Interest

Members who have an interest in, or participate in, the business of an agency that contracts with the Spokane County Community Services Substance Abuse Treatment and Prevention Department or submits a proposal or is expected to submit a proposal shall disclose such interest and recuse themselves from participating in any decisions regarding that agency.

XVI. Removal of a Board Member

A substance abuse advisory board member may be removed from the board by a majority vote of the quorum. The action to remove a board member shall be exercised only in exceptional circumstances where the board member has clearly demonstrated a failure to meet the obligations outlined in the by-laws and job description such as a recurrent pattern of unexcused absences from board meetings.

Revised July 2008