

**CONTRA COSTA COUNTY  
ALCOHOL AND OTHER DRUGS ADVISORY BOARD**

**BYLAWS**

Article I  
Name

The organization shall be known as the Contra Costa County Alcohol and Other Drugs Advisory Board (AODAB or Board).

Article II  
Mission and Objectives

Section 1 - Mission Statement

The mission of the Contra Costa County Alcohol and Other Drugs Advisory Board is to assess family and community needs regarding prevention and treatment of alcohol and other drug-related problems, provide resultant findings and recommendations to the Health Services Department and the Board of Supervisors. The Board also serves as an advocate for these findings and recommendations to the communities that we serve.

Section 2 – Objectives

The objective of the AODAB is to develop an effective, concerted, and countywide campaign to reduce alcohol and other drug abuse through an organized program of education, prevention, treatment, and control. The Board will take into account on-going and recently completed projects and programs developed by others. The Board shall review and make recommendations regarding all County alcohol and other drug programs and needs.

Article III  
Membership

Section 1 – Composition

The Board shall be composed of not more than eleven regular voting members. Five members represent the County Supervisorial Districts (one member to be nominated by each of the five County Supervisors) and six at-large members shall represent the county as a whole. The at-large members shall be appointed by the Board of Supervisors in order to ensure the Board's geographic, cultural, racial, age, and ethnic diversity. County Supervisors shall be encouraged to consider the Board's list of recommended applicants.

Section 2 – Nominations

Members shall have a professional interest in or personal commitment to alleviating alcohol and other drug problems. The Executive Committee of the Board will interview all applicants for at-large seats, rank them in order of preferred appointment, and submit AODAB-approved

recommendations to the Board of Supervisors. Persons age 16 or older, living within Contra Costa County, are eligible for appointment to the Board.

### Section 3 – Conflict of Interest

No individual is eligible to serve on the Board who is an employee of or a consultant to an agency which contracts with the County's Health Services Department for any alcohol or other drug related program. In addition, no individual shall serve on the Board who is a volunteer member of the Board of Directors of any agency which contracts with the County's Health Services Department for any alcohol or other drug related program.

### Section 4 – Resignations

A member may resign from the Board by submitting a written letter of resignation to his or her District Supervisor with a copy to the Board Chair. A member with four (4) absences or more within one calendar year may be deemed to have resigned from the Board when so determined by the Executive Committee and ratified by the full Board (See Article IV, Section 6). The Board of Supervisors must formally recognize each resignation in order for the seat to become vacant.

### Section 5 – Member Recognition

At the time of resignation or completion of a term of office, any Board member who has served in good standing for a minimum of five years, and with the concurrence of the Board, shall be recommended for recognition through a resolution from the Board of Supervisors.

## Article IV Meetings

### Section 1 – Conduct of Meetings

The Board shall meet monthly with the time and location of meetings determined by the majority of the members. Periodically the meetings shall be held in different locations throughout the County to facilitate community involvement. All meetings of the Board and its committees shall be open to the public and conducted in accordance with applicable laws.

### Section 2 – Quorum

The quorum for a meeting shall consist of a majority of all regular authorized, voting seats on the Board or a committee, whether vacant or filled.

### Section 3 – Voting

Each Board member shall have one vote. Decisions on any issue at a regularly scheduled or announced special meeting shall be decided by a majority vote of the appointed membership.

### Section 4 – Agenda

The agenda shall be developed by the Board Chair, the Department Director (or the Alcohol and Other Drugs Services representative), and the Executive Committee. The agenda shall be mailed

(either electronically, via the U.S. Postal Service, or faxed) to members at least 96 hours prior to the Board meeting and publicly posted in accordance with applicable laws.

#### Section 5 – Minutes

Minutes shall be taken at every Board meeting and drafts distributed prior to the next meeting for shall be conducted committee meeting and a summary shall be reported by the committee Chair at the next Board meeting.

#### Section 6 – Attendance

Members are expected to attend all the monthly meetings of the Board, generally no more than one meeting per month. No more than four (4) absences will be permitted within a calendar year. (See Article III, Section 4). A Board member anticipating more than four absences who wishes to remain on the Board may ask for an exception by submitting a written request to the Executive Committee. The decision of the Executive Committee may be appealed to the full Board for reconsideration.

### Article V Officers

#### Section 1 – Election of Officers

The Board shall consist of the following officers: Chair, Vice-Chair and immediate Past Chair. It shall be the responsibility of the Past Chair to conduct the annual election. The Past Chair shall prepare a draft a ballot for the positions of Chair and Vice Chair and circulate the draft ballot at during the November meeting at which time nominations shall be made. Members may nominate themselves for office if they so choose. A nominee must accept the nomination in order to appear as a candidate on the final ballot. If a nominee is not present at the November meeting, the Past Chair shall contact the nominee to confirm his or her acceptance. The annual election for Chair and Vice Chair shall be held at during the December meeting.

If the Past Chair declines, is unable, or otherwise fails to conduct the annual election, it shall be conducted by an appointed member. The appointed member shall prepare the draft ballot, contact nominees and otherwise fulfill the Past Chair's election responsibilities.

#### Section 2 – Officer Terms

The term of office shall be one year, commencing on January 1. Officers may serve up to two consecutive terms, unless an additional term is approved by a special vote of two-thirds of the appointed Board. Upon resignation or removal of the Chair, the Vice-Chair shall assume the office of the Chair until an election takes place. The election must be held within 60 days of the effective date of the resignation or removal from that position. In the case of the Vice-Chair's subsequent resignation or removal, the members shall hold an election within 60 days to elect a member to complete that term of office. A former Chair may run for election so long there has been a break in service of at least one term.

Article VI  
**Committees**

Section 1 – Appointment of Committees

The Chair shall appoint committees and make special assignments as necessary in administering the duties of the Board. Committee assignments shall be made during the January Board meeting or as needed during the year.

Section 2 – Standing Committees

The Board shall maintain the standing committees as listed below. The Chair shall appoint members to standing committees (other than the Executive Committee). See Article VII.

- A. Executive Committee
- B. Community Awareness Committee
- C. Programs and Services Committee.

Section 3 – Ad hoc Committees

The Chair may create *ad hoc* committees and appoint members as needed. The Chair shall strive to have representation from all five districts on these committees.

Section 4 – Liaisons

The Chair shall appoint liaison members to the Tobacco Prevention Coalition, the Mental Health Commission, the Contra Costa Council on Homelessness advisory board or to any other committee, coalition, board, or group the Board recommends that a liaison member would be appropriate.

ARTICLE VII  
Duties

Section 1 – Officers

The Chair, or the Vice Chair in the absence of the Chair, shall perform the following duties:

- A. The Chair shall conduct all regular and special meetings of the Board. The Vice Chair shall assume the duties of the Chair in the absence of the Chair. In the event that neither the Chair nor the Vice Chair is able to attend a meeting, the Chair or the Vice Chair may designate an experienced member to act as temporary Chair. If no designation is made prior to a meeting and a quorum is present, those members assembled shall determine who is to chair that meeting.

- B. The officers may transact urgent business of the Board between regular meetings. Such actions must be submitted to the general Board for ratification at the next regular Board meeting.
- C. Officers may recommend and implement policies governing the affairs of the Board consistent with current Board of Supervisors guidance and direction. The Chair shall have the authority to approve a request by the Chair of any standing committee for a letter of support or opposition requested by individuals or organizations for alcohol and other drug related issues. To facilitate this approval process, the Board shall draft a “core” list of positions on alcohol and other drugs related topics.
- D. Officers may determine dates, places, and times of any meeting with input from members of the Board.
- E. The Chair shall present the annual report of Board accomplishments to the Board of Supervisors generally on the second Tuesday in December or as directed by the Board of Supervisors.

Section 2 – Committee Duties

Committees meet every other month, unless projects and activities require a greater frequency of meetings. The exception is the Executive Committee, which meets monthly in preparation for the monthly Board meetings.

A. Executive Committee

The Executive Committee shall consist of the Chair, Vice Chair, immediate Past Chair, and the Chair of each of the standing committees. The Executive Committee shall be empowered to develop Board policies which shall be submitted to the Board for ratification. The Executive Committee will perform the following duties:

1. Provide leadership and direction to the Board.
2. Promote understanding and discussion of relevant policy and legislation.
3. Develop Board meeting agendas.
4. Recommend items for the Board packets.
5. Identify and consider alcohol and other drug issues of concern to the Board, individual board members or members of the public.
6. Consider issues previously delegated during Board meetings.
7. Review by-laws and committee goals at least once every 3 years.
8. Ensure that committees follow the mission of the AODAB and remain consistent with the established Board goals and objectives.
9. Review and make recommendations regarding the Alcohol and Other Drugs Services Budget.
10. Prepare the Annual Report.
11. Assist the Supervisors in recruiting new applicants for the Board.
  - a. Verify applicant information and the continued interest of applicants on file.
  - b. Interview and evaluate new applicants for at-large Board membership in accordance with the criteria established by the Board of Supervisors.

- c. Following interviews, submit a list of Board-approved at-large candidates in ranked order and recommendations to the Board of Supervisors.

B. Community Awareness Committee

1. Heighten awareness and provide education regarding current and emerging AOD issues impacting the community.
2. Work to dissolve negative stigma in the community regarding recovery from addictive use of alcohol and other drugs.
3. Manage the "People Who Make a Difference Awards." No current member of the AODAB or AODS Administration staff shall be eligible to receive a "People Who Make a Difference Award."
4. Manage the AODAB webpage with guidance from the AODS Director/staff.
5. Work with all agencies participating in bringing resources to the community and those we serve regarding alcohol and other drugs and related issues.
6. Manage the "Recovery Month Champion Awards."
7. Submit meeting notes to county staff after each meeting.

C. Programs and Services Committee

Members of this committee will work to review and understand treatment and prevention modalities by all life cycle populations in the AOD system of care, identify gaps in the system and make recommendations. To this end, the committee will:

1. Coordinate quarterly field trips for the committee members to visit service providers; conduct facility surveys and solicit client input during these visits.
2. Evaluate the availability of and accessibility to alcohol and other drugs prevention and treatment services for youth and families, including care for elders.
3. Conduct interactive sessions or focus groups with clients as needed.
4. Submit meeting notes to county staff after each meeting.

The information and feedback thus obtained will be shared with the Board, the Alcohol and Other Drugs program of the Health Services Department, and the Board of Supervisors, as appropriate.

Article VIII  
Amendments

These Bylaws may be amended/revised only by the Board of Supervisors after having been reviewed by County Counsel. Proposed amendments/revisions will be presented at one meeting and voted upon at the next Board meeting. Any amendments/revisions must receive a majority vote of the Board prior to submitting to the staff of the Board of Supervisors. See Article VII, Section 2.A.5. for further guidance on this review process.

Alcohol and Other Drugs Advisory Board of CCC Bylaws

Revised/Adopted September 25, 2002

Revised/Adopted October 23, 2002

Revised/Adopted July, 2005

Revised/Adopted October 2006

Revised/Adopted April 2010 (by AODAB only)

Revised/Adopted August 21, 2012

Revised/Adopted October 22, 2014 and April 22, 2015 for submittal to the Board of Supervisors

Revised August 8, 2016

Revised/Adopted October 22, 2014 and April 22, 2015 for submittal to the Board of Supervisors

Revised in Internal Operations Committee on October 8, 2018 for Board of Supervisors Adoption on October 23, 2018