

# **Ionia County Substance Abuse Initiative**

## **By-Laws and Rules of Procedure**

### **1. Authority**

These By-laws and Rules of Procedure are adopted by the Ionia County Board of Commissioners (hereinafter referred to as the Commission) to establish membership and operating rules of the Ionia County Substance Abuse Initiative (hereinafter referred to as the ICSAI), which serves as the advisory committee to the Board of Commissioners on substance abuse issues.

### **2. Membership**

- a. The ICSAI shall consist of seven community representatives appointed by the Commission. Community representatives shall be residents of Ionia County and shall not be affiliated with any organization providing substance abuse services. There shall be one community representative per Commissioner district.

### **3. Officers**

- a. The officers of the Committee shall consist of a Chairperson and Vice-Chairperson.
- b. Terms of office shall be as follows:
  - i. Chairperson - One (1) year
  - ii. Vice-Chairperson - One (1) year
- c. The terms shall commence on the first day of January to the last day of December.
- d. Election of officers shall be determined by a majority vote.

### **4. Duties of Officers**

- a. The Chairperson shall preside at all meetings and may appoint ad hoc committees to assist in the execution of the function and responsibilities of the Committee.
- b. In the absence of the Chairperson, the Vice-Chairperson shall assume his/her duties. Should the Chairperson become unable to discharge duties of the office, the Vice-Chairperson shall become the Chairperson for the unexpired term and assume all powers and responsibilities of the office. A vacancy in the office of Vice-Chairperson shall be filled by the Committee at its next meeting.

### **5. Meetings**

- a. Regular Meetings - The Committee shall meet at least quarterly with a minimum requirement of four (4) meetings per year, with additional meetings by the call of the chair or two (2) members.
- b. Meeting Notice - The date and site of each meeting shall be determined by the ICSAI. All meetings shall be posted at the offices of the Ionia County Courthouse according to the Open Meetings Act. The notice shall include the date, time and location of the meeting. The ICSAI is encouraged to schedule its Regular Meetings at alternating locations throughout the County.
- c. Quorum – A quorum consisting of a majority of the members appointed and serving shall be present in order for the Committee to conduct business or take any official action. When a quorum is not present, no official action, except for closing of the meeting, may take place.
- d. Motions - The Chairperson shall restate motions before a vote is taken. The name of the maker and supporters of the motions shall be recorded.
- e. Voting - An affirmative vote of the members of the Committee who are present shall be required for the approval of any requested action or motion placed before the Committee. Voting shall ordinarily be by voice; provided however that a roll call vote shall be required if requested by any Committee member or directed by the Chairperson. All members of the Committee including the Chairperson shall vote on all matters, but the Chairperson shall vote last. Any member may be excused from voting only if that person has a bonafide conflict of interest as recognized by the majority of the

remaining members of the Committee. Any member abstaining from a vote shall not participate in the discussion of that item.

- f. Order of Business - A written agenda for all meetings shall be prepared and followed. Additions to or deletions from the agenda for regular meetings may be made by a majority vote of the members present.
- g. Rules of Order - All meetings of the Committee shall be conducted in accordance with generally accepted parliamentary procedures, as governed by Robert's Rules of Orders.
- h. Conflict of Interest - Members shall adhere to provisions of statute relating to conflict of interest.

**6. Minutes and Records**

The County shall supply staff to serve as the recording secretary; taking minutes, posting agendas for all meetings, maintaining custody of all ICSAI records and the current member roster and performing duties incident to the position. The minutes may contain a brief synopsis of the meeting and shall include a complete restatement of all motions and recordings of votes; complete statement of the conditions or recommendations made on any action; and recording all attendance. All communications, actions, and resolutions shall be attached to the minutes. The official records shall be forwarded as appropriate to the County Clerk.

**7. Open Meetings & Freedom of Information Provisions**

- a. All meetings of the Committee shall be opened to the public and held in a place available to the general public.
- b. All deliberations and decisions of the Committee shall be made at a meeting open to the public.
- c. A person shall be permitted to address the Committee under the rules established in these By-laws.
- d. A person shall not be excluded from a meeting of the Committee except for breach of peace committed at the meeting.
- e. All records, files, publications, correspondence, and other materials available to the public for reading copying, and other purposes are governed by the Freedom of Information Act.

**8. Duties of the ICSAI**

The Committee shall serve as the advisory body to the Board of Commissioners on all issues relating to substance abuse services, including but not limited to programming, funding, creating public awareness and advising and consulting with the Commission on substance abuse initiatives in the county.

**9. Amendments**

Amendments may be made by the Board of Commissioners at a regularly scheduled meeting.

**Adopted: \_\_\_\_\_, by the Ionia County Board of Commissioners.**