RAC By-Laws

REGION VI SUBSTANCE ABUSE AUTHORITY BYLAWS

REGION VI REGIONAL ADVISORY COMMITTEE

BYLAWS

ARTICLE 1. NAME

1.1 The name of this body shall be the Regional Advisory Committee (RAC).

ARTICLE 2. PURPOSE AND RESPONSIBILITIES

2.1 The purpose of the RAC shall be to ensure effective and efficient regional public substance abuse services in Idaho in partnership with the Idaho Department of Health and Welfare (the Department).

2.2 The RAC, in partnership with the Department (functioning as the State Substance Abuse Authority {SSAA}) and local communities shall:

2.2(a) Provide leadership in the areas of substance abuse strategic planning, program development, public participation, and contract and performance monitoring; and,

2.2(b) Provide leadership and advocacy in the community by coordinating and exchanging information regarding the SSAA's substance abuse programs.

2.3 In the areas of strategic planning and program development, the RAC's responsibilities shall be to:

2.3(a) Conduct strategic planning and assist in developing programs; and,

2.3(b) Identify gaps in available services.

2.4 In the area of public participation and service coordination, the RAC's responsibilities shall be to:

2.4(a) Encourage public participation;

2.4(b) Determine community assets and needs;

2.4(c) Involve the community in establishing service priorities; and,

2.4(d) Collaborate with the SSAA and community to assure the presence of a system to address individual complaints and recognize service excellence.

2.5 In the areas of contracts and performance monitoring, the RAC's responsibilities shall be to:

2.5(a) Consult with the SSAA in the selection of prime support and service contractors for the Integrated Service Area (ISA);

2.5(b) Negotiate service types, levels, outcomes, and contract modifications with the SSAA and the ISA's successful bidders for prime support and service contracts; and,

2.5(c) Participate in performance monitoring with the SSAA and the community.

ARTICLE 3. MEMBERSHIP

3.1 All RAC members shall be appointed in writing by the Regional Director.

3.2 The RAC may nominate additional members for appointment by the Regional Director.

3.3 The RAC shall have voting and non-voting members.

3.4 The RAC shall consist of not less than 10 voting members, and no more than 25 voting members. No limits (minimum or maximum) shall be placed on the number of non-voting members.

3.5 Voting members shall consist of:

3.5(a) Persons from the treatment, prevention, corrections, law enforcement, and education professions who do not have a material interest with any prime support or service contractor or with the Department;

3.5(b) One representative from each county;

3.5(c) One representative of the consumer population; and,

3.5(d) Other persons as nominated by the RAC.

3.6 Non-voting members shall consist of:

3.6(a) One representative from the prime support contractor for the Integrated Service Area;

3.6(b) One representative from the prime service contractor for the Integrate Service Area;

3.6(c) Other service providers who could have a material interest in the SSAA's substance abuse funding and for whom the appearance of a conflict of interest might arise should they vote; and,

3.6(d) Other persons as nominated by the RAC.

3.7 Members shall serve for staggered terms of two years.

3.8 Members are eligible for re-nomination and reappointment for successive terms.

3.9 Members unable to attend a meeting shall notify the Chair in advance of the meeting. Two successive absences by members without good cause shall be deemed a termination of membership.

3.10 The Regional Director may terminate a member at any time for good cause.

ARTICLE 4. OFFICERS, COMMITTEES, STAFF

4.1 The Regional Director shall appoint a Chair to serve for the first year. Thereafter, the RAC shall select three members of the RAC who shall, with the Regional Director, institute the Search Committee. The Search Committee shall find and recommend to the Regional Director, for appointment, a candidate for RAC chair. The candidate shall be a current member of the RAC.

4.2 The Chair shall serve for a term of one year. The Chair is eligible for re-nomination and reappointment for subsequent terms.

4.3 The Chair shall collaborate with the Regional Director and staff representing the SSAA to identify information needs and prepare an agenda.

4.4 The RAC Chair shall be a member of and attend all meetings of the State Substance Abuse Executive Council (SSAEC). If the RAC has appointed co-chairs, the RAC shall designate one co-chair to represent the RAC at all SSAEC meetings.

4.5 The RAC may elect additional officers as needed.

4.6 The RAC may appoint standing or special committees to assist in fulfilling its duties.

4.7 The Community Resource Development Specialist for the Region shall provide staff support to the Chair and the RAC.

ARTICLE 5. MEETINGS

5.1 Meetings shall be called and conducted by the RAC Chair or the Chair's designee. Members shall be given timely written notification of the meeting time and place.

5.2 Meetings shall be held at least once each quarter. By special resolution, the RAC may establish a regular meeting date, time, and location.

5.3 The time and place of all RAC meetings shall be posted at the Regional Director's office.

5.4 Meetings shall be conducted in accordance with Idaho's Open Meeting Law, Idaho Code § 67-2340.

5.5 Written minutes of all RAC meetings shall be provided to all RAC members, the Regional Director, and staff representing the SSAA.

5.6 A majority of the voting members of the RAC shall constitute a quorum for the transaction of business at any meeting.

ARTICLE 6. POLICIES

6.1 Voting members of the RAC, in exercise of any function of the RAC, shall not vote on any matter before the RAC in which such member has, or within 12 months preceding the vote had, any substantial ownership, employment, staff, fiduciary, contractual, creditor, or directly competitive ownership with any organization under consideration for receipt of a grant, contract, or administrative action under the jurisdiction of the RAC. Any such voting member of the RAC who may have the *appearance* of a conflict of interest with any matter to be discussed or acted upon by the RAC must (a) *disclose* to the RAC membership of such a potential conflict and (b) *abstain from voting* on any such matter.

6.2 The RAC's year shall be concurrent with the State's fiscal year.

6.3 RAC members shall be reimbursed by the Department for state-approved expenses incurred attending meetings and conducting RAC's business.

6.4 All actions shall be based on majority vote of the RAC members present.

6.5 Individual members shall not speak for the RAC except on the adopted policies and actions of the RAC.

6.6 Article 8 shall be reserved for Region-specific bylaws. The RAC may adopt any additional bylaws necessary to conduct its business or actions except that those additional bylaws must not conflict with Articles 1 through 7, inclusive, or Article 9 of these Bylaws. All articles of these Bylaws shall take precedence.

6.7 A copy of these duly approved Bylaws shall be filed with the Regional Director and the SSAA.

6.8 The RAC shall conduct an annual organizational review of its achievements and effectiveness. The results of the review shall be included in the minutes.

ARTICLE 7. PARLIAMENTARY AUTHORITY

7.1 *Robert's Rules of Order, Newly Revised,* shall govern the business and actions of the members at all meetings of the RAC not covered elsewhere in these Bylaws.

ARTICLE 8. REGION-SPECIFIC BYLAWS

8.1 **Co-chair**: The RAC shall select three current members of the RAC who shall, along with the newly appointed Chair, serve as an ad hoc Search Committee to find and recommend to the Regional Director for appointment, a candidate for the RAC Co-chair.

a. The candidate shall be a current member of the RAC.
b. The term of office shall correspond with that of the Chair.
c. The Co-chair shall actively work in close relationship with the Chair.
d. There shall be an expectation that the Co-chair will become the next Chair.
e. The Co-chair shall represent the Chair at all RAC meetings where the Chair is not in attendance.
f. The Co-chair shall accompany the Chair at all other meetings that are deemed to be relevant to his/her development as the future Chair.

8.2 **Steering Committee**: The RAC shall establish a permanent Steering Committee responsible for strategic planning of the RAC, and to facilitate RAC business between regular meetings of the RAC.

a. **Composition**: The members of the Steering Committee shall include 11 people and be composed of the following individuals: RAC Chair and Co-Chair, 5 Committee Chairs (in the event that a Committee Chair is also the RAC Co-Chair, then the Co-Chair/Committee Chair shall appoint another voting member from their committee to serve on the Steering Committee), 4 voting RAC members.

   1) Terms of the Steering Committee members shall correspond with that of the RAC Chair.

b. **Functions**: The Steering Committee shall make decisions for the RAC concerning long term (strategic) and short term (tactical) planning, as well as current program decisions. In addition, it shall carry out time-sensitive RAC business to be shared at the next regular meeting of the RAC. It shall also be responsible for recommending the responsibilities and direction of the existing standing committees, and for receiving and reviewing their progress reports.

8.3 **Standing Committees**: The Steering Committee may appoint standing committees as it sees fit to engage in "in-depth" functioning relative to:

a. Prevention
b. Treatment
c. Legislative/Public Policy
d. Recovery Support Services
e. Public Relations/Website
f. Others as needed

The RAC chair appoints committee chairs after consultation with the Regional Director and Community Resource Development Specialist.

8.4 **Meetings**:

a. **Frequency**:

1) Steering Committee shall meet on a regular basis, on the months the RAC membership does not meet.
2) RAC shall meet at least quarterly
3) Standing and ad hoc Committees shall meet as determined by their Committee Chairs

ARTICLE 9. AMENDMENTS OF THE BYLAWS

9.1 Articles 1 through 7, inclusive, and Article 9 of these Bylaws may be altered only by action of the State Substance Abuse Executive Council.

9.2 Article 8 of these Bylaws may be altered, amended, or repealed at any regular or special meeting of the RAC. Any changes shall be presented to RAC members in writing at least fifteen (15) days prior to the meeting at which they are to be voted upon. A majority of the voting members is required for approval of amendments.