



# ***LOS ANGELES COUNTY COMMISSION ON ALCOHOL AND OTHER DRUGS***

**1000 SOUTH FREMONT AVENUE, ALHAMBRA, CA 91803**

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**<http://publichealth.lacounty.gov/sapc/coa.htm>**

## **Bylaws of the Los Angeles County Commission on Alcohol and Other Drugs**

**Adopted June 12, 2019**

### **ARTICLE I: NAME**

As used in these Bylaws, "Commission" shall refer to the Commission on Alcohol and Other Drugs.

### **ARTICLE II: LEGAL AUTHORITY**

#### **Section A: The State of California Health and Safety Code, Section 11805 states:**

Each county may have an advisory board on alcohol and other drug problems appointed by the Board of Supervisors. The advisory board may be independent, be under the jurisdiction of another health-related or human service advisory board established pursuant to any provision of state law or have the same membership as that other advisory board.

Section B: The Los Angeles County Code, Title 3, Chapter 3.15, states in part:

There is hereby created the Commission on Alcohol and Other Drugs, hereinafter referred to in this chapter as the "Commission," pursuant to State of California Health and Safety Code, Sections 429.997, 11752.1(e), 11798.1(a), 11805, 11998.1(f)(2).

### **ARTICLE III: MEMBERS**

#### **Section A: Members**

"Member" or "members" as used in these bylaws refer to those persons who have been duly and lawfully appointed to the Commission by the County of Los Angeles Board of Supervisors and are then serving at the pleasure of said Board of Supervisors.

#### **Section B: Attendance**

In accordance with the Los Angeles County Code, Chapter 5.12, Section 5.12.050 (f), a commission member who fails to attend three consecutive meetings without being prior excused, vacates membership. The chairperson is required to notify the appointing Member of the Board of Supervisors.

In addition, unless excused prior or with good cause, the expected standard of attendance of commission meetings in a twelve-month period is not less than 75 percent. Excused absences are limited to vacation, illness of the member or family member, or a special circumstance approved by vote of the Commission as a whole. Barring emergencies, members are expected to notify the Commission office no later than 48 hours before a scheduled meeting if they are unable to attend the meeting.

### **Section C: Duties**

The Commission shall advise and make recommendations to the Board of Supervisors on alcohol and other drug issues with the goal of reducing problems and the negative impact of substance use disorders on individuals and their families residing in Los Angeles County. These duties may include the following:

1. Review federal, State and local legislation and recommend appropriate measures for the implementation thereof to the Board of Supervisors ("Board");
2. Make recommendations to the Board, including such additional federal, State, and local legislation as in the Commission's opinion would be advisable;
3. Recommend to the Board improvements and/or enhancements in the fields of enforcement, medication, prevention, and rehabilitation concerned with problems associated with the abuse of and addiction to alcohol and other drugs;
4. Advise the County Substance Abuse Prevention and Control administrator on goals and policies of the County Substance Abuse Prevention and Control administration and on any other related matters the County Substance Abuse Prevention and Control administrator refers to the Commission or which are raised independently by the Commission;
5. Organize and assist in alcohol and other drug conferences in various areas of the County;
6. Encourage and educate the public to understand the nature of addiction to alcohol and other drugs and related problems, and encourage support throughout the County for development and implementation of effective programs for prevention and treatment of alcohol and other drug abuse, addiction and related problems; and
7. Do all other things necessary or helpful to reduce the illicit and problematic use of alcohol and other drugs.

## **ARTICLE IV: MEETINGS**

## **Section A: Regular Meetings**

Insofar as possible, the regular meetings of the Commission shall be held on the second or third Wednesday of each month at 1:00 p.m. at the headquarters of the Substance Abuse Prevention and Control, Department of Public Health, except as follows:

1. Change of time or place of regular meeting - A majority of members present at a meeting having a quorum may, by resolution, set a different time and place within the County for any subsequent meeting.
2. Cancellation of meeting - Should the Commission staff become aware that a quorum of members will not be in attendance at a regular meeting, staff shall inform the Commission Chairperson who may then cancel the meeting.
3. Disasters - If, by reason of fire, flood, earthquake, or other emergency it shall be unsafe to meet in the regular meeting place, the regular meetings may be held for the duration of the emergency at such place as shall be designated by the Commission Chairperson or by the prior action of the Commission members in accordance with paragraph 1, hereof.

## **Section B: Special Meetings**

1. Special meetings of the Commission may be held on call of the Chairperson or by any four members of the commission. No other business shall be considered at a special meeting, except that for which the special meeting was called and which appears on the agenda.
2. The call shall be by written notice to the members and to others who have requested notice of meetings, not less than three days prior to the date set for such special meeting.

## **Section C: Quorum**

A quorum is defined as a majority (fifty percent plus one) of the appointed members. Commission business (votes, etc.) can only happen when a quorum is present. Vacant seats that do not have appointed members will not be included in quorum calculation. The Commission may not continue to conduct business if there is no quorum.

Members may attend by telephone, provided they have listening and speaking capabilities and can fully participate in the business of the meeting. Any member wishing to participate by telephone must be in a location open to the public and notice must be posted 72 hours in advance of the meeting at the site of the location, which must be ADA accessible, and the public must be able to attend at no charge and participate from the remote location where the member is located. For members to participate by phone, at least a quorum must be located in Los Angeles County, and all votes must be taken by roll call. If a member is calling in from a location not open to the public, that member may only speak when the meeting is open for public comment and may not be counted as part

of the quorum or vote on any Commission business.

### **Section D: General**

1. The Commission shall conduct all meetings open to the public, except for Closed or Executive Sessions held in accordance with Sections 54950, et. Seq., of the California Government Code.
2. Members of the public must be provided an opportunity to address the Commission on all items of business before they are voted upon. Public comments can be provided either before or after the Commission has discussed an item of business.
3. Unless otherwise prescribed by these Rules, all meetings shall be governed by the Brown Act and Roberts' Rules of Order. The Brown Act supersedes Roberts' Rules of Order.

### **Section E: Voting**

At any Commission meeting, each member personally present shall be entitled to one vote upon any question. Voting upon any question shall be by voice vote, show of hands, or roll call of the members. All members who abstain on any vote shall have their names shown in the minutes of the meeting as having abstained.

## **ARTICLE V: OFFICERS AND DUTIES**

### **Section A: Officers**

The Commission shall have the following officers, each of whom must be a member of the Commission as follows:

1. Chairperson
2. First Vice-Chairperson
3. Second Vice-Chairperson
4. Reporting Secretary
5. Member at Large (two positions)

### **Section B: Duties**

The duties of officers shall consist of the following:

1. Chairperson

- a. Preside at all meetings of the Commission and Executive Committee, decide all points of order, and prepare the agenda for each meeting. Unless two-thirds of those present vote to the contrary, the Chairperson's decision on any Commission related matter shall stand.
- b. Appoint Chairpersons and members for standing committees and appoint the members of special committees and serve as an ex-officio member of each standing committee.
- c. Recommend members for the nominating committee.
- d. Represent the Commission at public functions or appoint a member to do so in her or his stead, sign all official documents of the Commission, and supervise activities of the Commission staff.

2. First Vice-Chairperson

- a. Perform the duties and exercise the powers of the Chairperson in the absence or disability of the Chairperson.
- b. Assist the Chairperson and perform such other duties as members shall prescribe.
- c. Serve as a member of the Executive Committee.

3. Second Vice-Chairperson

- a. Perform the duties and exercise the powers of the Chairperson in the absence or disability of the Chairperson and first Vice-Chairperson.
- b. Assist the Chairperson and perform such other duties as members shall prescribe.
- c. Serve as a member of the Executive Committee.

4. Reporting Secretary

Ensure that all Commission communications to the Board of Supervisors and other individuals and entities are prepared and submitted in an appropriate and timely manner consistent with instructions of the Chairperson. Commission communications only take place after having been voted on and passed by a majority of Commission members.

5. Member at Large

Serve as liaison to the general members of the Commission and perform other duties as needed to fulfill Commission requirements and overall organizational goals.

**ARTICLE VI: TERM OF OFFICE**

## **Section A: Chairperson Term Limit**

The Chairperson shall serve no more than two consecutive one-year terms.

## **Section B: Term of Office: Officers**

The term of office for each officer shall be one year terminating at the first regular meeting in February.

## **Section C: Term of Office: Members**

The term of office for each member shall be three years. All members of the Commission shall serve at the pleasure of the Board. No member of the Commission may serve more than two consecutive three-year terms. The Board may, by order, extend the length of service or waive the limit for individuals or the Commission as a whole.

Vacancies shall be filled by appointment by the Board with the appointee serving for the remainder of the unexpired term. The tenure of each member is also subject to the provisions of Section 5.12.050 of the County code.

## **ARTICLE VII: ELECTION OF OFFICERS**

At the regular meeting in January of each year, the Chairperson shall recommend for Commission approval a nominating committee comprised of one member from each Supervisorial District and two members appointed by the full Board. The chairperson for the nominating committee will provide a report with nominations to the Commission Chairperson and Commission staff for placement on the Commission agenda.

At the next regular meeting, the nominating committee shall give its report and place in nomination the names of its recommended members. Additional nominations may then be made from the floor. Upon closing of nominations, elections shall be conducted. If there is more than one nominee for any office, voting shall be by voice, show of hands, or roll call.

## **ARTICLE VIII: VACANCY IN OFFICE**

In the event a vacancy occurs in any office before the expiration of the term thereof, current officers will move up to fill the vacancy, thereby leaving vacant the lowest officer. At the following regular Commission meeting, the members will conduct a special election to fill the officer position for the unexpired term of such office. Nominations shall be taken from the floor. If there is more than one nominee, voting shall be by voice, show of hands, or roll call.

## **ARTICLE IX: COMMITTEES**

The Commission shall have three committees as follows: Executive Committee, Education and Prevention Committee, and Policy and Planning Committee. Any other needs shall be met by the Chairperson appointing special committees for the duration of the need.

Committees shall be governed by the Brown Act and Roberts' Rules of Order. The Brown Act supersedes Roberts' Rules of Order. It is the responsibility of each member of the

Commission to be an active member of either the Education and Prevention Committee or the Policy and Planning Committee. Executive Committee membership is limited to elected officers and the immediate past chair.

### **A: Executive Committee**

The Executive Committee shall be comprised of the officers, Chairpersons of other standing committees, and the immediate past Chairperson. The committee shall have the following responsibilities:

1. Review action items recommended by other standing or special committees as deemed appropriate by the Chairperson;
2. Review and make recommendations to the Commission for awards for meritorious service; and
3. Review and determine methods for handling issues and matters that are not clearly within the area of review by any other standing committee.

### **B: Education and Prevention Committee**

The Education and Prevention Committee shall have the following responsibilities:

1. Review and make recommendations on the community's alcohol and other drug education/prevention programs' needs and services;
2. Review and make recommendations on methods to educate the public on alcohol and other drug problems;
3. Plan periodic program presentations and training seminars for the Commission.

### **C: Policy and Planning Committee**

The Policy and Planning Committee shall have the following responsibilities:

1. Review federal, State and County budgets and their impact on communities and delivery of programs and services in the County and regularly update the Commission on the same;
2. Review and make recommendations on all processes used to ensure citizen and professional involvement at all stages of planning for, delivery of, and evaluation of programs and services for prevention and treatment of alcohol and other drug abuse and addiction;
3. Review and advise on proposed federal, State and local legislation and laws that impact the alcohol and other drugs field and are within the committee's subject matter jurisdiction.

## **ARTICLE X: COMMISSION STAFF**

Staff shall be approved by the Commission and function under its direction under the administrative supervision of the Director, Substance Abuse Prevention and Control and the Commission Chairperson. Only such staff as is specifically assigned to the Commission shall be considered staff.

Commission staff shall be responsible for the following:

1. Maintain a correct list of the names, addresses, and contact information of Commission members;
2. Attend all regular and special Commission meetings and keep a correct record of all action taken at such meetings in a book of minutes belonging to the Commission; and
3. Provide for the giving of notices of Commission meetings in a timely manner and do all things and carry out all orders as the Commission shall prescribe.

#### **ARTICLE XI: MAINTENANCE OF RECORDS**

Files containing Commission meeting summary reports, correspondence, audio records, and other records shall be maintained by the Commission staff in the Commission office. Copies of public records on file in the Commission office may be supplied upon request. Audio records of Commission meetings shall not be removed from the Commission office but may be listened to in the Commission office. Audio records can be discarded after one year at which time they will be destroyed unless specific instructions otherwise are provided at the Chairperson's discretion. Approval to make a copy of such audio records must be obtained from the Chairperson.

#### **ARTICLE XII: CONFLICT OF INTEREST**

A member shall abstain from discussions or voting on motions that would provide the member with undue influence on County policy and/or fiduciary matters regarding remuneration or contract reimbursement.

#### **ARTICLE XIII: EXPENSE REIMBURSEMENT**

Members may be reimbursed for any actual and necessary travel expenses incurred in connection with their duties, including transportation, meals, and lodging. Members must request advance approval for travel and/or training from the Chairperson and submit documents as required according to County travel and training policies and procedures.

#### **ARTICLE XIV: AMENDMENTS**

Additional Bylaws may be adopted or may be amended or repealed by the affirmative vote of the members.