

SUBSTANCE ABUSE PREVENTION AND TREATMENT AGENCY ADVISORY BOARD BY-LAWS

ARTICLE 1 – NAME

- 1.1 The name of this group shall be the Substance Abuse Prevention and Treatment Agency (SAPTA)¹ Advisory Board². Hereinafter referred to as the Board.

ARTICLE 2 – AUTHORITY

- 2.1 The Board is authorized under NRS, Chapter 458.
- 2.2 Recommendations of the Board shall be advisory only and report to the Administrator of the Division and the Agency Director of the Substance Abuse Prevention and Treatment Agency on issues concerning drug and alcohol abuse and/or prevention.

ARTICLE 3 – PURPOSE AND FUNCTION

- 3.1 The purpose of the Board is to advise the Agency Director of the Substance Abuse Prevention and Treatment Agency concerning substance abuse issues to enhance the quality of services to achieve the following objectives:
 - 3.1.1 Ensuring the availability and accessibility of treatment and prevention services;
 - 3.1.2 Reducing drug and alcohol abuse;
 - 3.1.3 Reducing the incidence of criminal involvement;
 - 3.1.4 Increasing the availability of inpatient services;
 - 3.1.5 Increasing the availability of outpatient services;
 - 3.1.6 Increasing the number of adolescents who receive treatment;
 - 3.1.7 Increasing the number of adolescents who receive prevention services;
 - 3.1.8 Ensuring that services for continuing care are available, accessible, and affordable for those in need of the services; and
 - 3.1.9 Promoting the prevention of alcohol and drug abuse.
- 3.2 The Board shall not have any policymaking or regulatory authority.

¹ By-laws amended to reflect name change of “Bureau of Alcohol & Drug Abuse” to “Substance Abuse Prevention and Treatment Agency” throughout the document. *Amended March 21, 2007*

² By-laws were amended to reflect name change of “Advisory Committee” to “Advisory Board” throughout the document. No other changes were made at this time. *Amended on July 20, 2005.*

ARTICLE 4 – MEMBERSHIP

4.1 The Board is hereby created.

4.2 Representation

4.2.1 The Board consists of sixteen (16) representatives. The sixteen (16) representatives shall consist of sixteen (16) members elected by the membership from a list of organizations that receive state funding.

4.2.2 Organization representatives will be selected from a list of organizations that receive state funding.

4.2.3 Each organization may appoint one (1) designee and one (1) alternate to the Board.

**By-laws amended October 22, 2014, changing membership from fifteen (15) to sixteen (16).*

4.3 Terms

4.3.1 The term of office for an organization is two years. There shall be no term limits.

4.3.2 An organization will lose representation on the Board: 1) if it does not meet attendance requirements as listed in section 4.6; 2) if the organization ceases to receive SAPTA funding; or 3) if the organization ceases to operate as a separate entity either through dissolution or merger.

**By-laws amended December 10, 2004*

4.4 Election and Re-election

4.4.1 If an organization is removed from the Board pursuant to subsection 4.3.2, then the nominating subcommittee will present to the Board a replacement organization that meets the conditions of subsection 4.2.2.

**By-laws amended March 8, 2002*

4.5 Board Chairs

4.5.1 The members of the Board shall elect a chairperson and vice chairperson from the Board members.

4.5.2 The term of office for the chairperson and vice chairperson is two years. There shall be no term limits.

**By-laws amended July 19, 2006*

4.6 Attendance Requirements

4.6.1 Advisory organizations of the Board shall maintain 75% attendance each calendar year. Advisory organizations who are absent without excuse or permission from the chair in excess of 25% or who miss three (3) consecutive meetings without excuse or permission from the chair will forfeit their seat on the Board in accordance with removal procedures set forth in subsection 4.7.

**By-laws amended January 17, 2007*

4.7 Grounds and Procedure for removal. Members of the governing Board may be removed for any of the following reasons:

4.7.1 Violation of conflict of interest.

4.7.2 Not meeting the attendance requirements of 4.6 above.

4.7.3 The Membership and Nominating Subcommittee shall be charged with inquiring into any issue regarding 4.7.1 and/or 4.7.2 as it pertains to a current Board member. The member in question shall be notified prior to the inquiry beginning and shall be given ten (10) days to provide the subcommittee with a written report, which the subcommittee must consider during its inquiry. The subcommittee shall make a report to the Board on all such inquiries. A written summary of the subcommittee's findings shall be forwarded to the member in question and agency represented within ten (10) days of the subcommittee's decision.

** By-laws amended March 21, 2007*

ARTICLE 5 - VOTING

5.1 Each appointed and/or designated Board member shall have one vote. Such vote may be either in person or by proxy.

5.2 A quorum shall consist of attendance by a simple majority of the member organizations, and one officer of the Board. **By-laws amended January 23, 2006*

5.3 A concurrence of at least a majority of the members (present) of the Board shall be required on all questions.

ARTICLE 6 – OFFICERS

6.1 Board officers shall be elected and include a chairperson and vice chairperson.

6.1.1 The chairperson and vice chairperson shall be elected at the first meeting on even years by a majority vote of all Board members.

6.1.2 Ballots shall be written unless there is only one nominee for the office.

6.1.3 If a majority is not received on the first ballot, balloting shall continue until one member receives a majority.

6.1.4 Terms of office shall be for two (2) years with no term limits.

**By-laws amended July 19, 2006*

6.2 Vacancies

6.2.1 When a vacancy occurs in the office of chairperson, the vice chairperson shall assume the office and duties of chairperson.

6.2.2 When a vacancy occurs in the office of vice chairperson, a new vice chairperson shall be elected to complete the remainder of the term.

6.3 Duties

- 6.3.1 The chairperson shall be the chief executive of the Board and shall have general supervision, direction, and control of affairs of the Board. He or she shall preside at all meetings of the Board. He or she shall be a member, ex-officio, of all subcommittee except the nominating subcommittee and shall have general powers and duties usually vested in the president of a corporation. He or she shall be the spokesperson of the Board in all policy and procedure matters.
- 6.3.2 The vice chairperson shall act for and on behalf of the chairperson in all cases of his/her absence.

ARTICLE 7 – COMPENSATION

- 7.1 No compensation is expected and funding is not allocated.

ARTICLE 8 – STAFFING

- 8.1 The Substance Abuse Prevention and Treatment Agency for purposes of secretarial, research, and other needs shall provide staff to the Board.

ARTICLE 9 – MEETINGS

- 9.1 The Board shall meet at least quarterly and at the times and places specified by the call of the chairperson.
- 9.2 A quorum shall consist of attendance by a simple majority of the member organizations, and one officer of the Board.
- 9.3 Agenda items may be submitted in writing, no later than fourteen (14) days before the meeting, by the Substance Abuse Prevention and Treatment Agency and/or Board members.
- 9.4 Meetings will generally follow parliamentary procedure as contained in Robert’s Rules of Order insofar as they do not conflict with the NRS and these by-laws.
- 9.5 Meetings shall be conducted in accordance with NRS chapter 241, known as “Nevada’s Open Meeting Law.”

ARTICLE 10 – SUBCOMMITTEES

- 10.1 The chairperson may appoint a subcommittee of the Board to study and make recommendations regarding a specific issue as requested by the Administrator or a Board member. The composition of the subcommittee must be approved by a majority vote of the Board.

10.2 Terms of subcommittee appointments:

10.2.1 The terms of the members of each subcommittee shall be determined by the Board chairperson, not to exceed twelve months. Any member of a subcommittee may be reappointed. A subcommittee shall remain active until terminated by a majority vote of the Board.

10.3 Membership

- 10.3.1 At least three (3) Board members shall serve on each subcommittee. Additional members shall be recommended by the Substance Abuse Prevention and Treatment Agency and/or Board and need not be members of the Board.
- 10.3.2 Subcommittees shall be chaired by a member of the Board.
- 10.3.3 The Board shall be informed of subcommittee activities by periodic reports.

ARTICLE 11 – STAFFING

11.1 Staff to the subcommittees shall be provided by the Substance Abuse Prevention and Treatment Agency for purposes of secretarial, research and other needs.

ARTICLE 12 – AMENDMENTS

- 12.1 Proposed amendments to the by-laws shall be submitted in writing to any member of the Board fourteen (14) days prior to any regular meeting.
- 12.2 The by-laws may be amended at any regular meeting of the Board by a two-thirds (2/3) vote of those attending, provided the amendment has been submitted in writing, and placed on the agenda.

ARTICLE 13 – CONFLICT OF INTEREST

- 13.1 The Agency will survey its Board members annually to collect information regarding their affiliations outside the Agency. Each member is responsible for fully disclosing all current affiliations.
- 13.2 Conflicts of interest must be declared by members prior to discussion of any matter that would provide direct financial benefit for that member, or otherwise have the appearance of a conflict of interest. When funding or other decisions are made regarding an organization with which the member has an affiliation, the member shall state his intention to abstain from making specific motions or casting a vote, before participating in related discussion. The chair or a majority of the Board may also declare a conflict of interest exists for a member, and ask that the member be removed from the voting process.

**By-laws amended January 23, 2006*

ADOPTED AND APPROVED this _____ day of _____, two-thousand and _____.

Chair, Substance Abuse Prevention and Treatment Agency Advisory Board

Advisory Board Members:

_____	_____
_____	_____
_____	_____
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APPROVED:

Kevin Quint, MBA, LADC
Bureau Chief
Substance Abuse Prevention and Treatment Agency

