

SUBSTANCE ABUSE PREVENTION AND TREATMENT AGENCY ADVISORY BOARD BYLAWS

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 and recovery support services are available, accessible, and affordable for those in need of the services; and
**Bylaws amended December 13, 2017, adding, “and recovery support services.”*
 - 3.1.9 Promoting the prevention of alcohol and drug abuse.
- 3.2 The Board shall not have any policymaking or regulatory authority.

¹ Bylaws 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 Bylaws 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 fifteen (15) representatives. The fifteen (15) representatives shall consist of fifteen (15) members elected by the membership from a list of organizations that receive state funding.

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

**Bylaws amended December 13, 2017, changing membership from sixteen (16) to fifteen (15).*

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

**Bylaws amended December 13, 2017, changing, “state funding” to “SAPTA funding.”*

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

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.

**Bylaws 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.

**Bylaws amended March 8, 2002*

4.5 Board Chairs

4.5.1 The members of the Board shall elect two co-chairs from the Board members.

**Bylaws amended December 13, 2017, changing, “a chairperson and vice chairperson” to “two co-chairs.”*

4.5.2 The term of office for the two co-chairs is two years. The term limit is a maximum of two consecutive two-year terms.

**Bylaws amended July 19, 2006*

**Bylaws amended December 13, 2017, changing, “chairperson and vice chairperson” to “two co-chairs,” and changing term of office to a maximum of two consecutive two-year terms.*

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.

**Bylaws 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.

** Bylaws 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.
- *Bylaws 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, to include two co-chairs, shall be elected.
- *Bylaws amended December 13, 2017, changing, "a chairperson and vice chairperson" to "two co-chairs."*

- 6.1.1 The two co-chairs shall be elected at the first meeting on even years by a majority vote of all Board members.

**Bylaws amended December 13, 2017, changing, "The chairperson and vice chairperson" to "The two co-chairs."*

- 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) consecutive two-year terms.

**Bylaws amended July 19, 2006*

**Bylaws amended December 13, 2017, changing, "two (2) years with no term limits" to "two (2) consecutive two-year terms."*

6.2 Vacancies

6.2.1 When a vacancy occurs in the office of a co-chair, a new co-chair will be selected from membership.

**Bylaws amended December 13, 2017, changing, "chairperson, the vice chairperson shall assume the office and duties of chairperson" to "a co-chair, a new co-chair will be selected from membership."*

6.2.2 When a vacancy occurs in the office of a co-chair, a new co-chair shall be elected to complete the remainder of the term.

**Bylaws amended December 13, 2017, changing, "a vice chairperson, a new vice chairperson" to "a co-chair, a new vice-chair."*

6.3 Duties

6.3.1 A co-chair 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.

**Bylaws amended December 13, 2017, changing, "The chairperson" to "A co-chair."*

6.3.2 The co-chair shall act for and on behalf of the co-chair in all cases of his/her absence.

**Bylaws amended December 13, 2017, changing, "The vice chairperson" to "The co-chair," and "on behalf of the chairperson" to "on behalf of the co-chair."*

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 co-chair.

**Bylaws amended December 13, 2017, changing, "the chairperson" to "the co-chair."*

- 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 A co-chair 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.
**Bylaws amended December 13, 2017, changing, "The chairperson" to "A co-chair."*
- 10.2 Terms of subcommittee appointments:
- 10.2.1 The terms of the members of each subcommittee shall be determined by a Board co-chair, 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.
**Bylaws amended December 13, 2017, changing, "the Board chairperson" to "a Board co-chair."*
- 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 Subcommittee 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 co-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.

**Bylaws amended December 13, 2017, changing, “The chair” to “the co-chair.”*

**Bylaws 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:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

APPROVED:

Kyle Devine, MSW
Bureau Chief
Substance Abuse Prevention and Treatment Agency

**SUBSTANCE ABUSE PREVENTION AND TREATMENT AGENCY
ADVISORY BOARD
DISCLOSURE STATEMENT**

The Substance Abuse Prevention and Treatment Agency Advisory Board Bylaws include the following statements regarding Conflicts of Interest:

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.

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.

Please list any of the following affiliations in the lines below: 1) Employers; 2) Boards or Commissions; 3) Organizations in which you or any member of your immediate family has a substantial or material interest and, to your knowledge, the Agency has a grant, contract or cooperative agreement with; 4) Any allegiance or financial interest you or any member of your immediate family has that might affect or appear to compete with your duties on the SAPTA Advisory Board.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Name (please print)

Signature

Date

Please complete the form and return to SAPTA no later than _____.

Fax to 775-684-4185, attention Office Manager or mail to 4126 Technology Way, Second Floor, Carson City, NV 89706. Thank you very much for your adherence to the Bylaws.