

Substance Abuse Prevention and Treatment Agency  
Multidisciplinary Prevention Advisory Committee (MPAC)

BY-LAWS

Revision Draft #1

August 11, 2015

ARTICLE 1 – NAME

- 1.1 The name of this group shall be the Substance Abuse Prevention and Treatment Agency's (SAPTA) Multidisciplinary Prevention Advisory Committee (MPAC). Hereinafter referred to as the Committee.

ARTICLE 2 – AUTHORITY

- 2.1 The Committee was originally authorized under the State Incentive Grant (SIG) [in 2002](#) and the Strategic Prevention Framework (SPF) SIG.
- 2.2 The Committee was re-authorized under the Strategic Prevention Framework Partnerships for Success Grant [in 2013](#).
- 2.3 The Committee is established as a freestanding advisory committee advising Division of Public and Behavioral Health/ SAPTA.

ARTICLE 3 – PURPOSE AND FUNCTION

- 3.1 The purpose of the Committee is to provide ongoing advice and guidance to SAPTA and is encouraged to create subcommittees, as listed in section 9.1, to monitor progress and accomplish each of the following steps.
  - 3.1.1 Create a comprehensive statewide prevention [and treatment](#) strategy;
  - 3.1.2 Maximize all available Alcohol, Tobacco and Other Drugs (ATOD) prevention [and treatment](#) resources;
  - 3.1.3 Remove state barriers to enhancing the delivery of effective local substance abuse prevention [and treatment](#) services that are culturally relevant and target populations of need;
  - 3.1.4 Develop shared responsibility among state and local governmental units;
  - 3.1.5 Promote the prevention [and treatment](#) of alcohol and other drug abuse.
- 3.2 The Committee shall make policy recommendations as related to grant or SAPTA requirements.

## ARTICLE 4 – MEMBERSHIP

### 4.1 Representation

4.1.1 The Committee consists of a minimum of **twelve (12)** representatives across all disciplines, including but not limited to mental health, tobacco control, law enforcement, primary care providers, judicial, education, juvenile justice, LGBTQ, military, and drug enforcement.

4.1.2 **New members will be nominated by members or staff and appointed by the Chair**<sup>[KQ1]</sup>.

4.1.3 **A member of the Committee may designate another individual to attend a particular meeting to act as proxy for the member of the Committee. That designation may be by writing, fax, or electronic mail, directed to the appropriate SAPTA staff or either of the Co-chairs. A designated member shall have all rights of the member of the Committee at that meeting. Any written material or assignments necessary for the meeting should be passed on by the member to the proxy. The agency member must still follow attendance requirements under 4.5 whether there is a proxy or not**<sup>[KQ2]</sup>.  
<sup>[DOPS3]</sup>

### 4.2 Terms

4.2.1 ~~There shall be No~~ term limitation for members.

4.2.2 A member agency may lose representation on the Committee if he/she does not meet attendance requirements as listed in section 4.6.

### 4.3 Nomination

4.3.1 When a member's seat is vacated, the -agency represented by the member shall have the right to nominate a new member to the committee by making a nomination to the ~~SAPTA staff or either of the Co-Chairs~~Chair or Vice Chair.

In the absence of a nomination from the agency being represented, that seat may be filled through nomination by Committee members, the Chair, the Vice Chair, either Co-Chair or SAPTA staff.

~~4.3.2—Nominations for agencies or members not currently represented on the Committee may be made by members, Co-Chairs~~the Chair or Vice Chair, or SAPTA in writing, received by SAPTA by email, or fax, a vote may be taken at the next meeting. ~~The names of the nominees will be placed on the agenda.~~

4.3.2

4.3.3 The names of the nominees will be placed on the agenda and will be confirmed at the next regular meeting by a vote of the committee. The Chair may appoint a membership committee made up of at least three MPAC members to develop a slate of nominees to be presented to the MPAC for vote.

#### 4.4 Committee Chairs

4.4.1 Eligibility for Committee Chairs is restricted to those who have been a member in good standing for a minimum of one year<sup>[KQ4]</sup>. Elections for Chair and Co-Chair will occur in alternating years.

4.4.2 The MPAC shall elect the Chair at the first meeting on odd years, by a majority vote of the members in attendance for a two-year term with a maximum two terms.

4.4.3 If the Chair position should become vacant for any reason, the Co-Vice Chair shall ~~submit a request to SAPTA to~~ appoint a nomination committee at the next MPAC regular or at a special meeting for the purpose of nominating a chair. The nominating committee, made up of at least three MPAC members, shall meet at least once between meetings and present a nominee at a subsequent regular meeting. Nominees shall also be accepted from the members at the time of the regular meeting of which there will be a vote<sup>[DOPS5]</sup>. A vote will be taken by the majority of members. If for any reason neither ~~Co-chair~~ Chair or Vice Chair is available for a meeting, the presiding ~~Co-chair~~ Chair of said meeting may designate a representative to preside over said meeting.

4.4.4 The Co-Vice Chair shall be elected at the first meeting on even years by a majority vote of all Committee members.

4.4.5 ~~The Committee shall select a Co-chair who will act in partnership with the elected Chair[].~~<sup>[DOPS6]</sup> The Co-Vice Chair shall act for and on behalf of the Chair in all cases of his/her absence. If the Co-Vice Chair position should become vacant for any reason, the Committee shall select a new Co-Vice chair at the next regular meeting that would fulfill the length of the current term.

4.4.6 When a Chair or Co-Vice Chair is elected to replace a vacant position and serves in that capacity for two meeting or less prior to the next regular election for that position he/she will be deemed to have been elected to the full term for that position.

#### 4.5 Attendance Requirements

~~Members of the committee shall maintain 75% attendance each calendar year. Members who send a proxy will be counted as present per section 4.1.3.~~<sup>[DOPS7]</sup> Members who are absent in excess of 25% or who miss three (3) consecutive meetings may forfeit their seat

on the Committee may forfeit their seat on the MPAC. Nominations shall be sought by the Committee in accordance with nomination procedures set forth in subsection 4.3After three (3) consecutive meetings are missed, the Chair shall send a letter to that member advising him/her that three (3) meetings have been missed and that they may forfeit their seat. The letter shall request a response to the letter within 10 working days with the request that the member in question state his/her intentions in relation to membership on the committee. If no response is received within the timeframe, the member shall forfeit his/her seat.

4.6 Grounds and Procedure for removal. Members of the Committee may be removed for either of the following reasons:

Violation of conflict of interest.

Not meeting the attendance requirements of 4.5 above.

#### ARTICLE 5 - VOTING

5.1 Each member including the Chair and ~~Co- Vice e~~Chair shall have one vote. Such vote may be either in person by agency's member or proxy.

5.2 A quorum shall consist of attendance by a simple majority of ~~voting members~~<sup>[KQ8]</sup>.

5.3 A concurrence of at least a majority of the members (present) of the Committee shall be required on all questions. Any change to the By-Laws requires a 2/3 majority of those voting members present (see section 11.2)

#### ARTICLE 6 – COMPENSATION

6.1 No compensation is expected and funding is not allocated.

#### ARTICLE 7 – STAFFING

7.1 SAPTA for purposes of secretarial, research, and other needs shall provide staff to the Committee.

#### ARTICLES 8 – MEETINGS

8.1 The Committee shall meet at least quarterly and at the times and places specified by the call of the Chair or SAPTA.

~~8.2 A quorum shall consist of attendance by a simple majority of the members.~~

~~8.3~~8.2 Agenda items may be carried forward from a previous meeting and new agenda items are to be submitted, no later than fourteen (14) days before the meeting, by SAPTA and/or Committee members. The meeting Chair shall have the right to waive this timeframe at

their discretion if deemed appropriate. Any waiver by the Chair must be consistent with Nevada's Open Meeting Law.

~~8.48.3~~ Meetings will generally follow parliamentary procedure as contained in Robert's Rules of Order Revised insofar as they do not conflict with the NRS and said bylaws.

~~8.58.4~~ Meetings shall be conducted in accordance with NRS chapter 241, known as "Nevada's Open Meeting Law".

## ARTICLE 9 – SUBCOMMITTEES

9.1 ~~Either Co-chair~~The Chair is empowered to ~~can~~ appoint subcommittees, which may include individuals who are not members of the Committee. ~~(The composition of the subcommittee must be approved by a majority vote of the Committee.)~~

9.2 Terms of subcommittee appointments:

9.2.1 The terms of the members of each subcommittee shall be determined by the Committee Chair, not to exceed twelve months. Any member of a subcommittee may be reappointed. A subcommittee shall remain active until the work is completed.

## ~~ARTICLE 10 – STAFFING~~

~~10.1 Staff to the subcommittees shall be provided by SAPTA for purposes of secretarial, research and other needs.~~

## ARTICLE ~~11~~10 – AMENDMENTS

11.1 Proposed amendments to the bylaws shall be submitted in writing to the Chair ~~or the SAPTA~~ fourteen (14) days prior to any regular meeting.

11.2 The bylaws may be amended at any regular meeting of the Committee by a two-thirds (2/3) vote of those attending, provided the amendment has been submitted in writing, and placed on the agenda.

## ARTICLE 12 – CONFLICT OF INTEREST

12.1 The Agency will survey its Committee members annually to collect information regarding their affiliations outside the Agency. Each member is responsible for fully disclosing all current affiliations.

12.2 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 Committee may also declare a conflict of interest exists for a member, and ask that the member be removed from the voting process.

Substance Abuse Prevention and Treatment Agency  
Multidisciplinary Prevention Advisory Committee  
DISCLOSURE STATEMENT —~~STATE FISCAL YEAR 2012~~

The Substance Abuse Prevention and Treatment Agency (SAPTA) Multidisciplinary Prevention Advisory Committee ([MPAC](#)) Bylaws include the following statements regarding Conflicts of Interest:

The Agency will survey its Committee 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 Committee 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) Committees 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 Multidisciplinary Prevention Advisory Committee.

1. \_\_\_\_\_
2. \_\_\_\_\_

- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please complete the form and return to SAPTA at your earliest convenience.

Fax to 775 684-4185, attention [Meg Matta](#) or [Amie Frederick](#) or mail to 4126 Technology Way, 2<sup>nd</sup> Floor, Carson City, NV 89706. Thank you very much for your adherence to the By-laws.