

Substance Abuse Prevention and Treatment Agency (SAPTA) State Epidemiology Workgroup (SEW) BYLAWS

ARTICLE 1 – NAME

- 1.1 The name of this group shall be the Substance Abuse Prevention and Treatment Agency State Epidemiology Workgroup. Hereinafter referred to as the SEW.

ARTICLE 2 – AUTHORITY

- 2.1 The SEW is a freestanding advisory committee to Nevada Division of Public and Behavioral Health, a Division within the Department of Health and Human Services.

ARTICLE 3 – PURPOSE AND FUNCTION

- 3.1 The purpose of the SEW is to provide ongoing advice and guidance to SAPTA staff who will disseminate those recommendations to the Multidisciplinary Prevention Advisory Committee, the SAPTA Advisory Board and other appropriate agencies and groups.
- 3.2 Review and analyze data to determine the impact of substance abuse and the need for prevention services and treatment services:
 - 3.2.1 Increase the number of data-driven outcomes for substance abuse prevention;
 - 3.2.2 Periodically review available datasets, identify gaps, and provide recommendations for accessing or developing those datasets.
- 3.3 The SEW shall not have any policy-making or regulatory authority.

ARTICLE 4 – MEMBERSHIP

- 4.1 Representation
 - 4.1.1 The SEW consists of a minimum of eight (8) representatives.
 - 4.1.2 New members will be nominated by members or SAPTA staff and, upon SAPTA approval, will be forwarded to the Chair and be voted on by a quorum of the SEW for appointment.
- 4.2 Terms
 - 4.2.1 No term limitation

- 4.2.2 A member may lose representation on the SEW if he/she does not meet attendance requirements as indicated in section 4.5.

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 SEW by making a nomination to SAPTA staff, the Chair, or the Chair-Elect.

In the absence of a nomination from the Agency being represented, that seat may be filled through nomination by SEW members, the Chair, the Chair-Elect, or SAPTA staff.

- 4.3.2 Nominations for Agencies or members not currently represented on the Committee may be submitted in writing to either of the Chairs or SAPTA thirty (30) days prior to the next meeting for consideration and approval.

- 4.3.3 Nominations will be presented to the SEW for a vote to elect the new member according to stipulations outlined in Article 5 of this document.

4.4 Presiding Officers

- 4.4.1 The SEW shall elect the Chair-Elect from its membership, at the first meeting each year, by a majority vote of the Board for a one-year term in that role. The Chair-Elect will transition to the Chair when a new Chair-Elect is elected. The role of Chair will be one-year. The Chair will transition to the Past-Chair and serve in that role for one-year. The full scope of the Chair-Elect, Chair, and Past-Chair will constitute a three-year period of time.

- 4.4.2 If for any reason neither Chair nor the Chair-Elect are not available for a meeting, the Past-Chair will preside over said meeting.

- 4.4.3 When the position of the Chair-Elect or Chair, or Past-Chair is vacant, one of the remaining positions will assume the duties of the vacant position until the SEW votes on a new member to serve in that role or will transition into the other roles so the vacant role will be the Chair-Elect.

- 4.4.4 The Chair-Elect or Past-Chair shall act for and on behalf of the Chair in all cases of his/her absence.

4.5 Attendance Requirements

- 4.5.1 Members, or their proxy representative, of the SEW shall maintain 75% attendance each calendar year. Members who are absent in excess of 25% or who miss three (3)

consecutive meetings may forfeit their seat on the SEW. Nominations shall be sought by the SEW in accordance with nomination procedures set forth in subsection 4.3.

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

4.6.1 Violation of conflict of interest policy.

4.6.2 Not meeting the attendance requirements of 4.5 above.

4.7 Designation of Alternates

4.7.1 A member of the SEW may designate another individual to attend a particular meeting to act as proxy for the member of the SEW. That designation may be by writing, fax, electronic mail, or telephone call directed to the SAPTA staff or the, the Chair. A designated member shall have all rights of the member of the SEW at that meeting. Any written material or assignments necessary for the meeting should be passed on by the member to the proxy. The designated member must still follow attendance requirements under 4.5 whether there is a proxy or not. The proxy provision will only be allowed two times before the original member's SEW membership status is re-evaluated.

4.7.2 Proxy representatives will be notated in the minutes.

ARTICLE 5 – VOTING

5.1 Each member including the Chair-Elect, Chair and Past-Chair shall have one vote. Such a vote may be either in person or by proxy.

5.2 A quorum shall consist of attendance by a simple majority of voting members.

5.3 A concurrence of at least a majority of the members (present) of the SEW shall be required on all voting matters.

ARTICLE 6 – COMPENSATION

6.1 No compensation is expected, and funding is not allocated.

ARTICLE 7 – STAFFING

7.1 SAPTA and the Department of Health and Human Services Central Analytics Unit, for purposes of secretarial, research, and other needs, shall provide staff to the SEW.

ARTICLE 8 – MEETINGS

- 8.1 The SEW shall meet at least quarterly and at the times and places specified by the call of the Chair and/or SAPTA staff.
- 8.2 Agenda items are to be submitted in writing, no later than fourteen (14) days before the meeting, by SAPTA and/or SEW members. The meeting Chair shall have the right to waive this timeframe at his or her discretion if deemed appropriate.
- 8.3 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.
- 8.4 Meetings shall be conducted in accordance with NRS chapter 241, known as "Nevada's Open Meeting Law."

ARTICLE 9 – SUBCOMMITTEES

- 9.1 The Chair, Chair-Elect, or Past Chair 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 SEW.)
- 9.2 Terms of subcommittee appointments:
 - 9.2.1 The terms of the members of each subcommittee shall be determined by the SEW Chair, not to exceed twelve months. Any member of a subcommittee may be reappointed.

ARTICLE 10 – AMENDMENTS

- 10.1 Proposed amendments to the bylaws shall be submitted in writing to the Chair or the SAPTA Agency Director fourteen (14) days prior to any regular meeting.
- 10.2 The bylaws may be amended at any regular meeting of the SEW by a two-thirds (2/3) vote of those attending, provided the amendment has been submitted in writing and placed on the agenda.

ARTICLE 11 – CONFLICT OF INTEREST

- 11.1 The Agency will survey it's SEW members annually to collect information regarding their affiliations outside the SEW. Each member is responsible for fully disclosing all current affiliations.
- 11.2 Conflicts of interest must be declared by members prior to discussion of any matter that would provide direct financial benefit to 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 or her intention to abstain from making specific motions or casting a vote, before participating in related discussion. The Chair or a majority of the SEW 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
STATE EPIDEMIOLOGY WORKGROUP (SEW) BYLAWS
DISCLOSURE STATEMENT – STATE FISCAL YEAR 2019

The Substance Abuse Prevention and Treatment Agency (SAPTA), State Epidemiology Workgroup Bylaws include the following statements regarding Conflicts of Interest:

The Agency will survey it's SEW members annually to collect information regarding their affiliations outside the SEW. 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 or her intention to abstain from making specific motions or casting a vote, before participating in related discussion. The Chair or a majority of the SEW 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 Agency's State Epidemiology Workgroup.

1. _____
2. _____
3. _____

Name (please print)

Signature

Date

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

Fax to 775 684-4185, attention Agency Director or mail to 4126 Technology Way 2nd Floor, Carson City, NV 89706. Thank you very much for your adherence to the Bylaws.