

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

DRAFT BY-LAWS

Approved September 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 **and again in 2018**.
- 2.3 The Committee is established as a freestanding advisory committee advising the Division of Public and Behavioral Health (DPBH)/**Bureau Of Behavioral Health Wellness and Prevention (BBHWP)**/ SAPTA.

ARTICLE 3 – PURPOSE AND FUNCTION

- 3.1 The purpose of the Committee is to provide ongoing advice and guidance to **DPBH/BBHWP/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 strategy~~ **Prioritize prevention needs and gaps for the State based on data;**
- 3.1.2 Maximize all available Alcohol, Tobacco and Other Drugs (ATOD) prevention and resources;
- 3.1.3 Remove state barriers to enhancing the delivery of effective local substance ~~abuse~~ **misuse** prevention services that are culturally relevant and target populations of need;
- 3.1.4 ~~Develop~~ **Encourage** shared responsibility among state and local governmental units;
- 3.1.5 Promote the prevention and treatment of alcohol and other drug ~~abuse~~ **misuse**.
- 3.2 The Committee shall make policy recommendations as related to grant or **DPBH/BBHWP/SAPTA** requirements.

ARTICLE 4 – MEMBERSHIP

4.1 Representation

- 4.1.1 The Committee consists of a minimum of fifteen (15) representatives ~~across all disciplines~~, including but not limited to mental health, tobacco control, law enforcement, primary care providers, judicial, education, juvenile justice, LGBTQ, military, drug enforcement, **prevention, recovery, advocacy, and high risk/disparate populations**

4.2 Terms

- 4.2.1 There shall be no term limitation for members. **Members are encouraged to serve at minimum two years with no upper term limit.**
- 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 ~~Chair or Vice Chair~~ **Co-Chairs**. 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~~ **Co-Chairs**, or **DPBH/BBHWP/SAPTA** staff.
- 4.3.2 Nominations for agencies or members not currently represented on the Committee may be made by members, the ~~Chair or Vice Chair~~ **Co-Chairs**, or **DPBH/BBHWP/SAPTA** in writing, received by **DPBH/BBHWP/SAPTA** by ~~email mail or fax~~ **electronic communication**, a vote may be taken at the next meeting.
- 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~~ **Co-Chairs** 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.

Board Chairs

- 4.3.4 The members of the Board shall elect two co-chairs from Board members in alternating years.
- 4.3.5 The MPAC shall elect the Co-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.

If one of the Co-Chair positions becomes vacant for any reason, the other Co-Chair

shall appoint a nomination committee at the next MPAC regular or special meeting for the purpose of nominating a replacement Co-Chair. The nomination committee, made up of at least three (3) MPAC members, shall meet at least once between meetings and present a nominee at the subsequent regular meeting at which there will be a vote. A vote will be taken by the majority of members. If for any reason neither of the Co-Chairs is available for the meeting the presiding Chair of said ~~meeting~~ **committee** may designate a representative to preside over the meeting. When a Co-Chair is elected to replace a vacant position and services that capacity for two (2) meetings or less prior to the next regular election for that position he/she will be deemed to have been elected to a full term for that position.

4.5 Attendance Requirements

4.5.1 Members who miss three (3) consecutive meetings may forfeit their seat on the Committee. After 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 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.

4.5.2 **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 in writing, by electronic communication, or telephone call directed to the DPBH/BBHWP/SAPTA staff or 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 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 committee membership status is reevaluated.**

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

4.6.1 Violation of conflict of interest.

4.6.2 Not meeting the attendance requirements of 4.5 above.

ARTICLE 5 - VOTING

5.1 Each member including the ~~Chair and Vice Chair~~ **Co-Chairs** shall have one vote.

5.2 A quorum shall consist of attendance by a simple majority of members. Specifically, this means a majority of the number of representatives allowed by the Bylaws in Article 4.1.1 or the number of current members, whichever is larger.

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* *Bylaws amended by vote on November 8th, 2018*

* *Bylaws amended by vote on August 19, 2019*

- 5.3 A concurrence of at least a majority of the members 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 **DPBH/BBHWP/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~~ **Co-Chairs** or **DPBH/BBHWP/SAPTA**.
- 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 **DPBH/BBHWP/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~~ **Co-Chairs** must be consistent with Nevada’s Open Meeting Law.
- 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~~ **Co-Chairs** is empowered to appoint subcommittees, which may include individuals who are not members 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~~ **Co-Chairs**, 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 – AMENDMENTS

- 10.1 Proposed amendments to the bylaws shall be submitted in writing to the ~~Chair~~ **Co-Chairs** fourteen (14) days prior to any regular meeting.
- 10.2 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 11 – CONFLICT OF INTEREST

- 11.1 The ~~Agency committee~~ will ~~survey~~ **require** its ~~committee members~~ **members** upon 60 days of being elected to complete a disclosure statement. ~~annually to collect information regarding their Affiliations outside the Agency.~~ Each member is responsible for fully disclosing all current affiliations **and any conflicts as they arise. If the statement is not received, the member may be removed by the committee.**
- 11.2 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/**her** intention to abstain from making specific motions or casting a vote, before participating in related discussion. The ~~Chair~~ **Co-Chairs** or 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.

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DISCLOSURE STATEMENT

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 Ben Trevino or mail to 4126 Technology Way, 2nd Floor, Carson City, NV 89706. Thank you very much for your adherence to the By-Laws.

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