

Bell-Knox-Whitley Local Agency for Substance Abuse Prevention Board Bylaws

Article 1: Name

The body shall be known as the Bell-Knox-Whitley Local Agency for Substance Abuse Prevention Board.

Article II: Mission

Section 2.1: The mission of the Partnership is to develop a long-term strategy that is designed to reduce the incidence of youth and young adult smoking and tobacco addiction, promote resistance to smoking, reduce the incidence of substance abuse, and promote effective treatment of substance abuse in the Bell, Knox and Whitley County communities.

Section 2.2: The Board will work to develop a strategy which: considers all individual county resources. Engages every segment of the county in the development of the strategy. includes an assessment of needs and available services in the strategy. Serves as a long-term county strategy that is designed to reduce youth and adult drug use and promote effective treatment. enables the local board to assist in overseeing, and coordinating the implementation of the community strategies and public and private programs related to all substance use prevention, cessation and treatment; and considers all county resources, both private and public, for-profit and nonprofit, in development of the strategy.

Article III: Geographic Area

Section 3.1: The area to be served by the Board shall include Bell County, Knox County and Whitley County.

Article IV: Board Standards

Section 4.1: Membership

Board membership shall consist of a minimum of fifteen (15) and a maximum of twenty (20) members.

Section 4.2a Composition

The Board shall be comprised of a comprehensive representation of the three counties. The Board shall seek minority member representation reflective of the county demographic. The Board shall have permanent members representing the:

1. County judge executive or designee
2. Executive Director of a community mental health center or designee
3. Executive Director of a health department or designee
4. Coordinator of a Family Resource or Youth Services Center
5. Superintendent of a local school districts or designees
6. Service Region Administrator of the Cabinet for Families and Children, Department of Community Based Services or designee; and
7. A representative of the demographic population

Section 4.2b: Non-permanent members of the board shall be drawn from the following county areas:

8. Business leaders
9. Clergy
10. Judicial system
11. Law enforcement
12. Media

13. Group with funds to provide alcohol, tobacco, and other drug prevention and treatment
14. Local leaders in the area of alcohol, tobacco, and drug prevention
15. Member of existing health or related strategic planning initiatives; and
16. University or local college that serves the county

Section 4.3: Nomination and Appointments

Board representatives as specified in Section 4.2a and 4.2b shall not exceed two (2) members per category. The Community Mental Health Center and the Health Department shall have equal representation. Board members must live or be employed within the three counties of Bell, Knox and Whitley, and will be organized to represent the three counties equally.

Article VI: Committees

Section 6.1: Executive Committee

The Executive Committee shall be composed of the Chairperson, Vice Chairperson, and the Secretary. The Executive Committee shall:

Guide the activities of the Local KY-ASAP Board as required, between meetings of the Board within policies established by the Board.

Meet upon call of the Chairperson. The minutes of its meetings shall be provided to the full Board at the next regular meeting of the Board following the Executive Committee meeting. All actions of the committee are subject to review and ratification by the Board.

Section 6.2: Ad Hoc Committees

The Chairperson may appoint ad hoc committees as necessary.

The chairperson of the committee must be a member of the Partnership and shall be approved upon by the committee members.

Membership to the committee may not be limited to the board members, but may include ex--officio.

The committee shall establish goals toward meeting the specific purpose(s) for which appointed. The committee shall report periodically to the Board. When the purpose(s) for which appointed has been completed, the committee shall be disbanded following final report to the Board.

Article VII: Meetings

Section 7.1: Regularly scheduled meetings of the Board shall be every month at a regularly scheduled time and on a regularly scheduled date.

Section 7.2: Special meetings shall be set on an as needed basis by the Executive Committee or by one third of the membership at any time or place by giving sufficient notice to the Board. The time and place of special meetings shall be announced not less than one week in advance of such meetings.

Section 7.3: A quorum for any meeting of the Board shall consist of one third of the membership of the ac- tive voting Board.

Section 7.4: At all meetings of the Board, the members present shall have one (1) vote and all action shall require a majority vote of the members present and voting.

Section 7.5: All meetings shall be conducted with the most recent version of Robert's Rules of Order.

Section 7.6: All meetings shall be conducted in accordance with the Open Meetings Law.

Article VIII: Amendments

Section 8.1: These Bylaws may be amended at any regular or special meeting of the Board provided all members of the Board are notified by mail of proposed changes at least fourteen (14) days prior to regular or special meetings. The Board shall approve the proposed amendments by a two-thirds (2/3) majority vote of those members present.

Bell, Knox & Whitley Kentucky Agency for Substance Abuse Policy

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