

Lafayette Coalition to Prevent Substance Abuse

BYLAWS

Article I

Name

The name of the Lafayette Parish committee that functions as a task force for the State Drug Policy Board, shall be the

LAFAYETTE COALITION TO PREVENT SUBSTANCE ABUSE (LCPSA)

Article II

Purpose

1. Vision Statement: To recognize that alcohol, tobacco and other drug abuse is a serious social and public health issue that when addressed will create a climate of healthiness and community wellness for all of Lafayette Parish.
2. Mission Statement: To implement the Louisiana Substance Abuse Prevention Framework in order to sustain the outcomes and support substance abuse prevention in Lafayette Parish among youth ages 12 - 29.
3. Aim: To make recommendations regarding effective programs, policies, and practices regarding resource and capacity issues, as well as develop a framework to build an advocacy network for prevention.

Article III

Membership and Appointments

1. Memberships will comprise of representation from local education agencies, drug and alcohol treatment or rehabilitation facilities or programs, local government, law enforcement agencies, local judiciaries, legal counsel, local non-profit agencies, and concerned citizens.
2. The number of active, voting members shall not exceed 30 members.
3. There are two categories of membership: LCPSA Member and LCPSA Partners.
4. In the event of a vacancy, the Chairperson of the LCPSA shall notify the Coalition Project Director in writing to begin the process of filling the vacant seat.
5. Orientation shall be provided to new members by the LCPSA to include a project overview and a binder consisting of the by-laws, addendums, history and all meeting summaries of the LCPSA.
6. LCPSA Members/Partners may terminate their role on the LCPSA in one of the following manners: Any member/partner may voluntarily terminate their

participation by submitting a written letter of resignation to the Chairperson of the LCPSA who will notify the Coalition Project Director to begin the process of filling the vacant position; however, such resignation shall not relieve the member of the obligation of returning all requested documents and materials to the LCPSA and does not relieve the member's agency of their membership role. The resigning member is responsible for a deliberate controlled handoff of assigned tasks to the new agency appointee.

7. The Board shall appoint the following Officers: Chairperson, Co-Chairperson, and Secretary. These Officers are responsible for facilitating meetings and communicating with the Project Director. In the absence of the Chairperson, the Co Chairperson shall serve in concert with and in the capacity as the Chairperson.
8. Each member shall serve a one year term. Vacancies shall be appointed in the same manner as the original appointment.
9. Attendance to the monthly meetings is mandatory, a member cannot miss more than (2) two meetings in a row. The Project Director or Chairperson must be notified at least 24 hours in advance if you cannot attend, to be excused. The Project Director will determine if the miss is excusable. (work, family emergency, etc.) Upon missing two meetings the Project Director and Officers of the Board will request in writing a letter from the member as to why he/she should not be terminated from the Board. The Officers of the Board and the Project Director will determine the outcome, and give a written statement to the member as to their status. This will be done within (10) ten days.

Article IV

Rules of Order and Voting

1. Modified Robert's Rules of Order Newly Revised shall be the standard procedure used for conducting of meetings for the LCPSA.
2. The Chairperson shall open and adjourn all meetings.
3. The board shall be prohibited from utilizing any manner of proxy voting procedure, secret balloting, or any other means to circumvent votes. All votes must be "viva voice" which means "live voice" and the number of votes "for", "against", or not voting must be recorded in the minutes of the LCPSA. In the event where a vote is required prior to the next regular coalition meeting, a vote via email will be allowed. Emails will be calculated and maintained with the monthly minutes.
4. Members shall have one vote.
5. Decisions or recommendations requiring a vote of the LCPSA shall be noted in the agenda submitted to the membership prior to the meeting of the LCPSA at which the vote is to be taken.

Article V

Partner roles and responsibilities

1. The Partner membership category is created to allow participation of interested agencies and/or organizations who are unable to commit to full participation and/or whose expertise may be needed on a limited basis.
2. Partner members shall provide, as needed, advice and direction as sought either by the Project Director or by a majority of the members of the LCPSA and shall be considered non-voting members.
3. Partner members will promote the decisions of the LCPSA.
4. Partner members shall receive the agendas and meeting summaries and may attend the meetings but shall not have a vote. If the Partner member chooses to participate in a workgroup/committee, said Partner member shall have a vote on proceedings that occur within that workgroup/committee.

Article VI

Member Roles and Responsibilities

1. The Member category is created for those who commit to full participation and whose expertise will be needed on a full time basis.
2. Members shall provide, as needed, advice and direction as sought either by the Project Director or by a majority of the members of the LCPSA and shall be considered a voting member.
3. Members will promote the decisions of the LCPSA.
4. Members shall receive the agendas and meeting summaries and are required to attend regular meetings.
5. Members will be required to enter into a Memorandum of Understanding which outlines roles and responsibilities.
6. Members will be allowed to vote on all issues.

Article VII

Procedures

1. Meetings: Meetings of the LCPSA shall be held at a location and time determined by the Chairperson, Co-Chairperson and Secretary. The LCPSA shall meet no less than six times per year and more as determined by a majority vote of the Board.
2. Quorum: A quorum is defined as a simple majority of the membership of the public body: the number of in excess of one half of the public body's membership. Therefore, it will take fifty-one percent of the voting members present to constitute a quorum and may legally transact LCPSA business.

3. Agenda: All agendas shall be generated by the officers, by recommendations of the board, the Project Director and the SPF-SIG Staff. The agenda shall be published at least seven working days prior to the next scheduled LCPSA meeting.

The Agenda shall be posted, not less than 24 hours before the meeting at the office of the Lafayette City-Parish Consolidated Council building Bulletin Board for public meetings.

Items not noticed on the agenda may be considered by a formal motion made by a member, and seconded, to add an item to the agenda and take a roll call vote. If a majority vote approves the addition it may be discussed and voted on.

4. Minutes: Minutes will be taken by the Secretary at each LCPSA meeting and published as a meeting summary to all LCPSA members via email/mail within two weeks of the meeting. Written minutes shall consist of the following:
 - Date, time, and place of the meeting.
 - Members present and absent
 - Substance of all matters decided; and record of the individual votes of members' vote if a member requests such. This request must be made before the vote is taken to have the roll-call vote recorded in the minutes.