



Bylaws

Article I: Official Name

This organization shall be known as Oceana Leads: Leading Efforts against Alcohol and Drugs. Herein, this will be referred to as Oceana Leads.

Article II: Mission

The mission of Oceana Leads is to achieve a reduction in drug and alcohol use by empowering our community to engage in opportunities that will promote a healthy and quality life.

Article III: Membership

Section 3.1: Criteria for Membership

Oceana Leads membership is open to all Oceana County serving organizations, agencies, and individuals that wish to participate in developing and implementing strategies to reduce substance abuse in Oceana County. Membership shall be granted to any organization, program, division, or individual that completes and submits an annual Coalition Involvement Agreement and upholds the coalition's mission and goals. Annual Coalition Involvement Agreements will be requested in the month of October.

Section 3.2: Membership Rights

Members have the right to attend and speak at meetings. Members are entitled to one vote on each matter that is submitted to a vote of the members. Members also have the right to suggest meeting discussion items and/or action items, but must ask to have items added to the agenda prior to the meeting.

Section 3.3: Substitutes for Members

Members are strongly encouraged to send a substitute if they will not be able to make it to a meeting. Substitutes will not be allowed to vote in place of the missing member.

Section 3.4: Termination of Membership

Members may voluntarily submit a letter of resignation to the Coalition Coordinator. If a resigning member is currently involved in organizational tasks all materials and properties that belong to the Coalition are to be returned the day of resignation. Any member whose conduct places the Coalition in a negative light or compromises its mission and goals may be removed at any time by a 2/3 vote of the Executive Committee. Membership can also be terminated by not completing the annual Coalition Involvement Agreement.

Article IV: Leadership

Section 4.1: Coalition Chair

The Coalition Chair shall be elected by the Coalition and shall serve as a principal officer for the coalition. The Chair shall assist the Coalition Coordinator in conducting regular meetings of the full Coalition. The chairperson shall act as a Spokesperson for the Coalition or may, under

special circumstances, delegate another Coalition member to serve as spokesperson. In the Coordinator's absence, the Chair shall perform the duties of the Coordinator.

Section 4.2: Elections

Nominations for Chair will be accepted during the October quarterly meeting. Nominees must be active members who have consented to serve. All elections shall be by 2/3 majority electronic vote. A link to vote will be sent to all members with a completed Coalition Involvement Agreement on file. The electronic vote will take place during the month of October, after nominations have been accepted at the quarterly meeting. Special elections will be held if the Chair resigns or is removed from their duties prior to completing their 1 year of service.

Section 4.3: Terms of Office

The terms of the Chair shall begin November 1st and end on October 31st of each year. The previous Coalition Chair will communicate with the newly elected Chair to help with the transition. The Chair is eligible to serve a maximum of 3 consecutive 1-year terms, commencing one calendar year from the date elected.

Section 4.4: Removal

The Chair may be removed from office by a 2/3 majority vote of the Executive Committee.

Section 4.5: Coalition Coordinator

The Coalition Coordinator is responsible for general supervision of the affairs of the coalition, as well as presiding over meetings with the Chair and representing the Coalition at community, statewide and national events. The Coalition Coordinator will be responsible for any other duties as prescribed by the Executive Committee, various funding agencies, or the Coalition's fiscal agent.

Article V: Meetings

Section 5.1: General Meetings

General meetings shall take place quarterly. The Executive Committee will determine the dates, times and locations of the four general meetings. If a change is made in the date, time or location of the meeting, the Coalition Coordinator shall notify all members of such change at least two weeks prior to the new meeting date.

Section 5.2: Special General Meetings

The Coalition Coordinator may call a special general meeting. The Coordinator shall notify all members of the date, time and location of such meeting at least one week prior to the meeting date.

Section 5.3: Annual Celebration

An Annual Celebration Meeting shall replace a regularly scheduled meeting. The agenda will include the following:

- Review of the coalition work since the previous annual meeting
- Nominations for Coalition Chair (voting will take place electronically)
- Celebrate and promote successes of coalition and subcommittees

Section 5.4: Coalition Committees

Members of each committee shall decide the date, time and location of its regular meetings. The Coalition Coordinator will be responsible for notifying the members of the committee of the date, time, or location of meetings at least one week prior to the meeting date.

The Coalition will consist of three committees:

- a) Marijuana and Alcohol Action Team
- b) Opiate Task Force
- c) The Oceana Prevention Partnership for Change (TOPPC)

Section 5.5: Ad Hoc Committees

Ad Hoc committees may be established as needed by a 2/3 vote of the coalition. Ad Hoc committees may be established by the coalitions committees as well.

Section 5.6: Executive Committee

This committee shall be comprised of the Coalition Chair and any coalition member who would like to serve the coalition in a leadership role. There will be a minimum of 3 Executive Committee members. The Executive Committee will meet a minimum of four times per year and as deemed necessary to conduct business. The Executive Committee will be responsible for:

- Sustainability planning and leadership development
- Assessment of the coalition's organizational structure and effectiveness
- Development of policy and protocols which will be presented to the Coalition for approval
- Implement Conflict Resolution procedures when necessary
- Bylaws
- Quarterly coalition meeting planning

Article VI: Voting

Section 6.1: Full Coalition Voting Rights

When voting is necessary, a vote will generally be conducted by a show of hands or other voting method. At the discretion of the Coalition Coordinator or the Executive Committee a ballot vote or electronic vote may be conducted. As noted in Article III, Section 2, coalition members are entitled to one vote on each matter that is submitted to a vote of the members. The Coalition Coordinator shall vote when a tie results. All decisions of the coalition shall be made by no less than a majority vote of a quorum at a meeting where a quorum is present.

Section 6.2: Quorum

A quorum shall consist of a total of not less than one-third (1/3) of the membership.

Section 6.3: Work Group or Committee Voting Rights

Voting during a work group, task force, or committee meeting shall be limited to members of that committee. Voting during an Executive Committee meeting shall be limited to members of the Executive Committee.

Article VII: Conflict Resolution

In the event that conflict arises between members, the Coalition Coordinator may be notified in order to convene a review with the Executive Committee in an attempt to resolve the issue with the use of a collaborative problem-solving approach or interest based negotiation. Therefore, a meeting may be called between the aggrieved members and the Executive

Committee to gather information to understand the issue, define the problem, and brainstorm and evaluate solutions. If a solution cannot be agreed upon between the parties, the Executive Committee will vote with the majority solution to be implemented.

Article VIII: Conflict of Interest

A conflict of interest may exist when the interests or concerns of a coalition member or his/her entity or organization may be seen as competing with the interests of the Coalition or with the interests of another organizational member of the Coalition. Any potential conflict of interest shall be disclosed, verbally or in writing, to the parties involved and to the Executive Committee.

The Coalition Coordinator will review the disclosure and recommend to the Executive Committee one of the following options for dealing with the potential conflict:

1. The member(s) may be asked to leave while the discussion and voting takes place.
2. The member(s) may be encouraged to stay for the discussion and vote, but asked to refrain from actively participating.
3. The member(s) may be allowed to participate in the discussion but refrain from voting.

The Executive Committee will vote to determine how to proceed. A majority vote will determine which option is selected. Any potential conflict of interest proceedings will be recorded in the meeting minutes. The minutes shall reflect the disclosure of the potential conflict of interest, the Executive Committee decision about how to proceed, and whether the member participated in voting.

Article IX: Amendments

Any amendment to these bylaws may be made at any regular scheduled meeting, provided all members of the Coalition are notified of proposed changes at least 14 days prior to the meeting. The Coalition shall approve the proposed amendments by a 2/3 majority vote of those members present. Bylaws will be reviewed annually by the Executive Committee. If there is concern from a coalition member about the bylaws, they may present their concerns to the Executive Committee, who will review, edit and submit to the Coalition for final approval.

The Bylaws are adopted by a vote of the coalition membership. The Bylaws may be revised only through a vote of the coalition membership. The Bylaws will be open for revision at least annually.

Date Bylaws last Amended: April 13th, 2020

Date Bylaws Approved: October 3rd, 2020