



## **King County**

### **REVISED KCDASAS BOARD BY-LAWS**

**(Recommended by the By-Law Committee composed of Linda Brown, Jim Harbaugh, Bob Seidensticker, and Nancy Code at the July 9, 2002 Regular Meeting of the Board)**

#### **ARTICLE I: PURPOSE**

The purpose of the King County Alcoholism and Substance Abuse Administrative Board (KCASAAB) is to recommend to the King County Drug and Alcohol Program Coordinator, the Mental Health, Chemical Dependency Services Division and the Metropolitan-King County policies and programs for the citizens it represents to ensure the availability of and accessibility to alcohol and substance abuse services including prevention, education, intervention, treatment and rehabilitation.

#### **ARTICLE II: MISSION**

The mission is to unrelentingly advocate for the citizens we represent to provide alcohol and substance abuse services including prevention, education, intervention, treatment and rehabilitation.

#### **ARTICLE III: GOAL**

The goal is to insure that quality services are available to all when needed, to promote access for diverse, low income populations while promoting safe, self sufficient and healthy lives.

#### **ARTICLE IV: MEMBERSHIP**

Section 1. The KCASAAB shall be composed of up to fifteen members, who shall be representative of the community, shall include at least four recovered alcoholics; shall include at least four persons who have documented past or present interest in and knowledge about the problems of substance abuse other than alcoholism; and shall include consumer and minority group representation. Employees and board members of agencies which are recipients of state or county alcohol or substance abuse funds may not serve as members of the board.

Section 2. Members of the Board shall serve three-year terms and may hold office until their successors are appointed.

- Section 3. The KCASAAB will seek resumes of prospective board members by direct solicitation and/or advertising. The board will participate in an interview process. Selected candidates will then be appointed by the King County Executive and forwarded to the Metropolitan King County Council for confirmation.
- Section 4. A member of the KCASAAB may resign by presenting a written statement of intent to the Chairperson thirty days prior to the effective date of resignation.
- Section 5. Any member who misses three consecutive meetings of the KCASAAB, without being excused by the Chairperson, is subject to removal from the KCASAAB, under the terms of Section 5 of this Article. Any member who cannot attend for a period of time up to six months due to work or personal circumstances may request a leave of absence that must be approved by a majority of board members.
- Section 6. A member may be removed from the KCASAAB by the King County Council for just cause upon the recommendation of the KCASAAB after a hearing, by a two-thirds vote of the remaining members present at such hearing, providing that a quorum is present, and providing that notice of such contemplated action has been sent to the member to be removed at least thirty days prior to the meeting at which the hearing is held. All other members of the KCASAAB shall have at least twenty days notice of such hearing.

#### **ARTICLE V: OFFICERS**

- Section 1. The officers of the KCASAAB shall consist of a Chairperson and Vice-Chairperson. They shall be elected by a simple majority of the members to serve for a period of two years, and shall hold office until their successors are elected and installed. Any member of the KCASAAB is eligible to be elected to the office of Chairperson and Vice-Chairperson. The Chairperson and Vice Chairperson will assume their roles in May following the year of their election. Section 2. Officers may resign from office by presenting a written statement of intent to the Board thirty days prior to the effective day of such resignation.
- Section 3. Officers may be removed from office, for just cause, after a hearing, by a two-thirds vote of the remaining members present at that meeting, providing that a quorum is present, and providing that a notice of such contemplated action has been sent to the officer to be removed at least thirty days prior to the hearing. All other members of the KCASAAB shall have at least twenty days notice of such hearing.
- Section 4. Vacancies in offices of the KCASAAB shall be filled by special election at a regular or special meeting of the KCASAAB which shall be held not later than ninety days from the time of the vacancy. Term of office for an interim officer shall be for a period equal to the unfinished term of the previous

incumbent.

Section 5. The duties of the officers shall be as follows: The Chairperson shall preside at all meetings of the KCASAAB, shall be ex-officio member of all committees, other than the nominating committee, shall appoint all committees not otherwise provided for, and shall perform all other such duties as are consistent with that position.

The Chairperson shall sign a record of all proceedings.

The Vice-Chairperson will assist the Chairperson in the conduct of the meetings, serve as Chairperson in the absence of that officer.

#### **ARTICLE VI: MEETINGS**

Section 1. The KCASAAB shall meet at least once every month at a time and place determined and announced by the Chairperson. Any regular monthly meeting may be canceled at the discretion of the Chairperson for cause. Special meetings may be called at the discretion of the Chairperson or by written request of five members of the KCASAAB.

Section 2. Quorum. A majority of the board of the KCASAAB shall constitute a quorum for the transaction of business at any meeting. Vacant board positions will not be used in determining the quorum. The act of a majority of the board present at a meeting at which a quorum is present shall be the act of the board, unless the act of a greater number is required by law.

#### **ARTICLE VII: COMMITTEES**

Section 1. The Chairperson shall have the power to appoint such committees as s/he deems subject to confirmation by a majority vote of those present and voting at a regular or special meeting.

#### **ARTICLE VIII: AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the entire KCASAAB, providing that notice of such a change shall be read and considered at the previous meeting of the KCASAAB, and that written notice of such a change be mailed to each member at least two weeks prior to the final action. Such written notice may be waived by a two-thirds vote of the entire KCASAAB.

#### **ARTICLE IX: SCOPE OF ACTIVITIES**

Section 1. The KCASAAB shall:

a. Serve in an advisory capacity to King County on all matters concerning alcoholism and substance abuse education, prevention,

care, treatment, and rehabilitation.

- b. Cooperate with and advise public and private agencies and organizations concerned with the problems of alcoholism and substance abuse for the purpose of achieving coordination of efforts.
- c. Develop relationships with the King County Mental Health Board to promote integrated treatment of individuals with co-occurring mental health and chemical dependency disorders.
- d. Develop a biennial alcohol and substance abuse plan for King County under RCW 70.96A.300 (3) (b).
  - 1. Provide goals and objectives in the initial phase of the planning process.
  - 2. Review and advise Mental Health, Chemical Abuse and Dependency Services Division (MHCADSD) on all requests for funds by MHCADSD for alcoholism and substance abuse programs.
  - 3. Recommend the final plan, including funding allocations, to the County Executive and County Council.
  - 4. Monitor and ensure implementation of the plan and compliance with goals and objectives.
  - 5. Advise Division of Alcohol and Substance Abuse (DASA) on the need for new treatment programs and standards.
- e. Act as citizen participation mechanism to create community awareness about, and public and private sector response to the problems of alcoholism and substance abuse.
- f. Review and approve the use by a city or town of their 2% liquor profits tax as per RCW 70.96A.087. For those cities or towns that choose to not to forward the funds for the county-wide alcoholism and other drug additions program, the city or town must adhere to RCW 70.96A.085 for the support of a local alcoholism and other drug additions program or facility.
- g. The KCASAAB shall conduct public hearings or other appropriate means to get public input to help assess the needs of the citizens in the county.
- h. Nominates the individual to the Metropolitan King County Council

for the position of King County Drug and Alcohol Program  
Coordinator. (RCW 70.96A.310)

**ARTICLE X: RULES OF ORDER**

Roberts Rules of Order shall govern all proceedings of all meetings of the KCASAAB and the committees, insofar as they do not conflict or are not inconsistent with the provisions of these bylaws.

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