

Positive Alternatives Coalition
BY-LAWS

Article I: Name

The body shall be known as the Positive Alternatives Coalition, hereinafter referred to as the Local Board.

Article II: Mission

Section 2.1: The mission statement of the Positive Alternatives Coalition is to facilitate and enhance collaboration among all age groups and cultures while encouraging the norm of non-ATOD use and positive risk taking. The vision statement of the Positive Alternatives Coalition is a community of Vilas voices where youth and adults are heard and participate in decision making.

Section 2.2: The Local Board will work to develop a strategy which:

1. Considers all individual county and tribal resources
2. Seeks to engage every section of the participating communities within the county
3. Includes an assessment of needs and available services
4. Reflects the mission of the Local Board
5. Enables the coordination and collaboration of alcohol, tobacco use and drug and alcohol abuse prevention and treatment resources and systems in the Vilas County region.

Article III: Geographic Area

Section 3.1: The area to be served by the Local Board shall include all of Vilas County and parts of Oneida County.

Article IV: Board Standards

Section 4.1: Membership

Board membership shall consist of a broad range of members from time to time and will not be limited by number so as to include as broad a representation as possible.

Section 4.2: Composition

The Local Board shall be comprised of a comprehensive representation of Vilas County. The Local Board shall seek minority membership representation reflective of Vilas County's regional demographics. The Local Board shall seek to have representation from the following community sectors:

1. County or Tribal Judge Executive(s) or designee(s)
2. Executive Director of a community mental health center or designee
3. Executive Director of social services or designee
4. Executive Director of a health department or designee
5. Coordinator of a Family Resource or Youth Services Center or designee
6. Administrators or designees from public and private schools within the boundaries of the Lakeland, Phelps and Northland Pines school high school districts
7. Service Region Administrator of the Human Services Center or designee
8. Tribal Council Member or designee
9. Community Non-Profit For Youth Executive Director or designee
10. Student representation from public and private schools within the boundaries of the Lakeland Union, Northland Pines and Phelps high school districts.
11. Business
12. Religious Organizations
13. Judicial system
14. Law Enforcement
15. Media

16. Health Care
17. Groups whose mission is to provide alcohol, tobacco, and other drug prevention
18. Groups whose mission is to provide pro-active prevention programs
19. Local leaders in the area of alcohol, tobacco and other drug prevention
20. Members of existing health or related strategic planning initiatives
21. Local college
22. Youth
23. Parents
24. Teacher or other school personnel
25. Senior Citizen and/or Elders Interest Group
26. UW-Extension

Section 4.3: Nominations and Appointments

Board representation as specified in Subsection 4.2 of this section shall not exceed 30% per category of the total board composition.

Section 4.4: Terms of Appointment

The term of board members as specified in Section 4.2 shall not expire. Board members are encouraged to attend all meetings but are invited to maintain membership and communicate opinions and wishes via virtual communications through e-mail.

Section 4.5: Termination

Consistent unexcused absences on the part of any Board member to regularly scheduled meetings of the Local Board shall serve to prompt the chairperson of the Local Board to inquire as to whether the member intends to remain on the Local Board. If the member indicates he/she is no longer interested or does not reply, the chairperson shall ask the member to suggest a new board member. Voluntary termination in order to pass board member status along to a designee is possible anytime by request of the individual board member.

Section 4.6: Vacancy

In the event of a vacancy, the Executive Committee will submit nominees to the full Local Board to fill the existing tenure.

Section 4.7: Local Board requirements include:

- A. maintaining a written description on how members and officers are defined and selected
- B. written by-laws
- C. an organizational chart
- D. a written description of the responsibilities of officers
- E. a written description of procedures for decision-making
- F. a written description for member rotation
- G. establishment of meeting times at regular time and date
- H. preparation of a written agenda for each meeting
- I. provision of a standard orientation for all new members
- J. distribution of meeting minutes to members prior to each meeting
- K. a written description of procedures for dispute resolutions
- L. selection of a fiscal agent that receives funding from state or federal government

Any member of the Local Board having direct or indirect interest, beyond being a Local Board member in any issue before the Local Board or any of its committees shall recuse himself/herself from discussion of or decision on said issue.

Article V: Organization

Section 5.1: Organization

The officers of the Local Board shall include the Chairperson and Vice Chairperson. They will be aided in their endeavors by a project assistant acting as an administrative assistant and having no vote.

Section 5.2: Chairperson

The Chairperson of the Local Board shall preside at all regularly scheduled meetings of the Local Board and shall serve as a representative of the Local Board.

Section 5.3: Vice-Chairperson

The Vice Chairperson shall assume all duties of the Chairperson in his/her absence at regularly scheduled meetings.

Section 5.4: The Local Board may employ needed personnel, or contract for any and all administrative and technical assistance necessary to develop and implement programs, plans, or grants; maintain the minutes of the regularly scheduled meetings; send meeting notices; prepare written meeting agendas; distribute minutes before the meeting; provide an orientation to newly elected Local Board Members; and provide other administrative assistance to the Local Board and all committees as needed and assigned by the Local Board. This will be done in accordance with the policies and procedures of the fiscal agent and any contractual requirements imposed by the founding source.

Section 5.5: Terms of Office

Officers shall be elected or appointed for a term of two years. Officers will be able to serve additional years upon reelection, not to exceed two (2) consecutive terms.

Section 5.6: Election of Officers

A nominating committee shall be appointed by the chairperson and approved by the Local Board for election of officers. Candidates will be recommended to the Local Board by the nominating committee for election. Recommended candidates must be current Local Board members. Voting shall be by members present. Election of officers shall begin with the chairperson. The next office to be elected shall be the vice chairperson.

Article VI: Committees

Section 6.1: Executive Committee

The Executive Committee shall be composed of the Chairperson, Vice Chairperson, and three board members elected by the Local Board. The Executive Committee shall:

- A. Guide the activities of the Local Board as required between meetings of the Local Board, following policies established by the Local Board.
- B. Meet upon call of the Chairperson. The minutes of its meetings shall be provided to the full Local Board at the next regular meeting of the Local Board following the Executive Committee meeting. All actions of the Executive Committee are subject to review and ratification by the Local Board.
- C. Fulfill the duties of conflict resolution as stated in the Conflict Resolution Policy Statement.

Section 6.2: Ad Hoc Committees

The Chairperson of the Local Board may appoint ad hoc committees as necessary.

- a. The chairperson of the committee must be a member of the Local Board and shall be approved by the committee members.
- b. Membership of the committee is not limited to the Local Board members but will have at least two members of the Local board and may include other interested or knowledgeable parties from the advisory network.
- c. The committee shall establish goals toward meeting the specific purpose(s) for which appointed. The committee shall report periodically to the Local Board. When the purpose

for which the committee was appointed has been completed. The committee shall disband following its final report to the Local Board.

Article VII: Advisory Network

Section 7.1: Purpose

The role of the advisory network is to provide information and input to the Local Board, providing communication channels between the Local Board and the Vilas County region.

Section 7.2: Organization

The advisory network will be organized according to the make-up of the Board at any given time. Each Board member will be asked to serve as a Network Leader in their own agency, organization, school or other sector. Each Board member will be in charge of communicating Coalition strategies, information, organization and other pertinent information to seek counsel and input on overall Coalition decisions.

Section 7.3: Membership

Any citizen who by virtue of interest or expertise is nominated by a Network Leader and accepts the invitation to participate as a member of the advisory network can participate in the Advisory Network.

Section 7.4: Composition

The Advisory Network should strive to have representative members from all communities in the Vilas County region.

Section 7.5: Development and Functional Architecture

The development of the advisory network shall be one of the initial efforts of the Local Board. The purpose of the Advisory Network is to broaden, strengthen, and diversify the information that the Local Board has at its disposal when making decisions. The communication channels organized between the Local Board and the Advisory Network are intended to be two-way, affording communication in both directions.

Communication from the Local Board to the Advisory Network via Network Leaders will, at a minimum, convey a summary of actions taken by the Local Board and a description of issues before the Local Board. Selection of a network domain would be according to a system devised by each individual Board member.

Communication from the Advisory Network through Network Leaders will, at a minimum, summarize information gathered by the network relative to issues before the Local Board and, if needed, introduce issues arising from the Advisory Network's discussions and contacts with the community at large.

The form of communication between Network Leaders and their Advisory Network or among Network Members can take any form (written, electronic, or oral) and shall be decided by each domain network.

Publicity efforts will alert the community at large about the Local Board's mission and membership as well as the Advisory Network's mission and membership. This will identify channels by which the community at large may be afforded input into the work of the Local Board.

Article VIII: Local Board Meetings

Section 8.1: Regularly scheduled meetings of the Local Board shall be at least quarterly at a regularly scheduled time and date.

Section 8.2: 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 Local Board. The time and place of special meetings shall be announced not less than one week in advance of such meetings.

Section 8.3: A quorum for any meeting of the Local Board shall consist of a majority of the members present at a meeting.

Section 8.4: At all meetings of the Local Board, the members present shall have one (1) vote and all decisions shall require a majority vote of the members present and voting. If the Board agrees that an item should have a formal vote then the item will be tabled to the next meeting. All Board members will be notified of items that will require a vote ahead of time via email. An opinion on these matters via email will be discussed at the meeting the decision is to be voted on. Any Board member can request Roberts Rule of Order to vote on an issue if consensus is not sufficient.

Section 8.5: In order to provide dispute resolution, any Local Board Member may request the use of the Conflict Resolution Policy Statement (see Attachment I) to provide a more systematic and objective means to a board decision.

Section 8.6: All meetings shall be conducted by consensus.

Section 8.7: All meetings shall be conducted in accordance with the Open Meeting Law.

Article IX: Amendments

Section 9.1: These By-laws may be amended at any regular or special meeting of the Local Board provided all members of the Local Board are notified by mail of proposed changes at least fourteen (14) days prior to regular or special meetings. The Local Board shall approve the proposed amendments by a two-thirds (2/3) majority vote of those members present.

Courtesy of Positive Alternatives Coalition, Lac du Flambeau, WI, Northwoods Coalition member