

# MONTGOMERY COUNTY PREVENTION COALITION BYLAWS

## Article I: Name

The body shall be known as the Montgomery County Prevention Coalition, hereinafter referred to as the Coalition.

## Article II: Purpose

### Section 2.1: Mission

The mission statement of the Coalition is to mobilize Montgomery County to prevent youth substance use and promote positive mental health through the implementation of evidence-based prevention strategies and community collaboration.

### Section 2.2: Vision

The vision statement of the Coalition is a community where every individual lives a substance-free life with optimal mental health.

### Section 2.3: Responsibilities of the Coalition

The Coalition will work to develop strategies which:

1. Delay the age at which youth begin using alcohol, tobacco, and other drugs
2. Decrease the number of youth who are using alcohol, tobacco, and other drugs
3. Increase youth perception of personal harms associated with using alcohol, tobacco, and other drugs
4. Increase the frequency of youth and parents who express their disapproval of youth alcohol, tobacco, and other drug use
5. Promote positive mental and behavioral health in individuals of all ages, with an emphasis on our youth population.
6. Advocate for policy implementation to support and coincide with the above responsibilities.

### Section 2.4: Coalition requirements include:

- A. Maintaining a written description on how Coalition members, Advisory Committee members, and Executive Board members are defined and selected
- B. Written bylaws
- C. Organizational chart (Attachment I)
- D. Written description of the responsibilities of Executive Board members
- E. Establishment of meeting times at regular time and date
- F. Preparation of a written agenda for each meeting, including full coalition, executive committee advisory committee, subcommittee and ad hoc committee meetings
- G. Provision of a standard orientation for all new members
- H. Distribution of meeting minutes to members within one week of each meeting

## Article III: Geographic Area

The area to be served by the Coalition shall include all municipalities and townships in Montgomery County, Ohio.

## Article IV: Members

### Section 4.1: Membership Requirements

Coalition membership is open to individuals that support the mission and vision of the Coalition. Any individual interested in promoting the mission of the Coalition may become a member in accordance with these Bylaws. Individuals seeking membership shall complete a membership form and will be granted voting privileges at the next full Coalition meeting. Coalition members are expected to attend full coalition meetings and subcommittee meetings as applicable. Coalition members with consistent unexcused absences for a period of six months or longer will be considered inactive.

### Section 4.2: Composition

The Coalition shall be comprised of a comprehensive representation of the community. The Coalition shall seek membership representation reflective of community demographics. Members of the Coalition shall work, reside and/or worship in Montgomery County. The Coalition shall seek representation from a diverse selection of the following community sectors:

1. Business
2. Religious Organizations
3. Law Enforcement
4. Media
5. Health Care
6. Groups whose mission is to provide alcohol, tobacco, and other drug prevention
7. Groups whose mission is to provide services to youth
8. Government organization or elected official
9. Youth
10. Parents
11. Teacher or other school personnel
12. Civic and Volunteer Groups
13. Other concerned citizens who support the mission and vision of the Coalition

#### **Section 4.3: Terms of Appointment**

The term of Coalition members as specified in Section 4.2 shall not expire, so long as membership requirements are met. Coalition members are encouraged to attend all meetings, but are invited to maintain membership and communicate opinions through e-mail to the Coalition Manager

#### **Section 4.4: Termination**

Any Coalition member may resign at any time through written communication to the Coalition Manager. If a Coalition member has consistent unexcused absences, for a period of six months or longer, they will be considered inactive. An inactive member will be contacted by the Coalition Manager to see if they would like to continue in their role as a coalition member or be removed from the coalition roster.

Any Coalition member may be removed by the Executive Board whenever, in its judgement, the best interests of the Coalition will be served.

#### **Section 4.5: Sector Vacancy**

In the event of a vacancy, the Executive Board will identify new members to balance sector representation to fill the existing tenure.

### **Article V: Coalition Staff**

#### **Section 5.1 : Purpose**

The Coalition is funded and managed by staff at the Montgomery County ADAMHS (Alcohol, Drug Addiction and Mental Health Services) Board.

#### **Section 5.2: Duties of the Coalition Manager**

- A. Serve as the liaison between the Montgomery County Prevention Coalition and the ADAMHS Board
- B. Oversee the work of all committees and work groups formed by the Coalition
- C. Recruit, onboard, retain and steward members of the Coalition , including advisory committee roles.
- D. Act as the point of contact for the Drug Free Coalition grant that funds the Coalition, submitting progress reports and ensuring compliance with the budget as written.
- E. Manage any purchases or ordering applicable to the Coalition
- F. Create agenda for and run advisory and full-coalition meetings, with help from the advisory committee.
- G. Represent the Coalition to the Montgomery County community to educate the public on the committee's work, create partnerships and recruit new members.
- H. Communicate ADAMHS initiatives, trainings and resources to coalition members

**Section 5.3: Duties of the Coalition Director**

- A. Ensure the work of the Coalition supports the goals and direction of the ADAMHS Board’s Prevention Division
- B. Keep the Coalition members up to date on ADAMHS Prevention work as needed
- C. Encourage Prevention Providers to join and maintain membership with the coalition
- D. Step in as ADAMHS liaison if the Coalition Manager is incapacitated for any reason

**Article VI: Executive Board**

**Section 6.1: Purpose**

The Coalition is guided by a four -person Executive Board that is elected by Coalition members. The Executive Board meets monthly. The Executive Board appoints Advisory Committee members as well as Sector representatives for the Coalition. The Board is also responsible for approving the annual budget of the Coalition.

**Section 6.2: Eligibility**

All Executive Board members must be Coalition members at the time of the election and throughout their term.

**Section 6.3: Election of Officers**

In the event of a vacancy in any of the officer positions, a nomination form will be sent to all Coalition members, who will have the opportunity to nominate themselves or others for the role. Nominations will be taken at least two weeks preceding elections. All applicants will be required to turn in an application including a statement of interest, support from their employer and any supplemental documentation. A voting form will be sent to all coalition members and is to remain open for no less than 14 days. Coalition members will be notified of the winning officers within one week of the voting form closing.

**Section 6.4: Terms of Executive Board Members**

Executive Board Members shall be elected for a term of two (2) years. Executive Board Member installation shall take place at the first full Coalition meeting following the election. Executive Board Members may seek re-election for a previous position held as long as an application is submitted by the deadline. An individual may not serve more than two two-year terms for each Executive Board position.

Any Executive Board member may be removed by the Coalition Manager, with support from the Coalition Director, whenever, in their judgement, the best interests of the Coalition will be served.

**Section 6.5: Duties of Executive Board Members**

The Executive Board Members shall include the President, Vice-President, Secretary, and Treasurer. They will be aided in their endeavors by the Coalition Manager, who has no vote.

The duties of all Officers include:

- A. Responsible for determining agenda content for the full Coalition meetings in relation to the broad mission of the Coalition with the assistance of the Coalition Manager
- B. Become knowledgeable about the Coalition and the issues surrounding underage substance use
- C. Come to full Coalition meetings well-prepared and well-informed about issues on the agenda
- D. Consider others point of view, make constructive suggestions and help the full Coalition make decisions that benefit those the Coalition serves
- E. Represent the Coalition to individuals, the public and other organizations
- F. Serve as an ambassador to the community
- G. Lead the on-going process of recruitment of new Coalition members and community partners
- H. Attend monthly Executive Board and Advisory Board meetings
- I. Serve as a community champion by advocating for effective, research-based prevention services and strategies in the community

**Section 6.6: Coalition President**

The duties of the Coalition President include:

- A. Lead all full Coalition meetings and activities

- B. Set the agenda and lead the monthly meeting of committee co-chairs known as the Advisory Committee
- C. Set the agenda and lead Executive Board monthly meetings
- D. Act as a spokesperson for the Coalition as required

**Section 6.7: Coalition Vice-President**

The duties of the Coalition Vice-President include:

- A. The Vice-President shall assume the duties of the President’s absence
- B. Support the Coalition President to oversee the work of all the committees and work groups formed by the Coalition
- C. Assist the President as needed in setting the agenda and leading Executive Board monthly meetings

**Section 6.8: Coalition Secretary**

The duties of the Coalition Secretary include:

- A. Record all full Coalition, Advisory Committee, and Executive Board meeting minutes
- B. Ensure all Coalition, Advisory Committee, and Executive Board meeting minutes are provided to the Coalition Manager to distribute to members within one week after the meeting takes place.

**Section 6.9: Coalition Treasurer**

The duties of the Coalition Treasurer include:

- A. Prepare a monthly report on the finances for each full Coalition meeting
- B. Work with Coalition Manager and other paid staff to keep track of monthly expenditures and revenue for Coalition
- C. Advise Coalition members when appropriate to seek additional grant dollars or begin other fundraising efforts
- D. Lead fundraising efforts to seek additional dollars to support Coalition efforts as necessary

**Section 6.10: Vacancies**

In the case of a vacancy on the Executive Board, a special election will be held at the next full Coalition meeting which is at least 14 days away. Coalition members will vote for a member to fill the Executive Board position for the remainder of the term.

**Article VII: Advisory Committee**

**Section 7.1: Purpose**

The Advisory Board shall be composed of Coalition members appointed by the Executive Board members. Two Advisory Committee members will be appointed for each committee of the Coalition. These members will also serve as the co-chairs of that committee. The Advisory Committee shall:

- A. Guide the activities of the Coalition’s committees as required, following policies established by the Coalition.
- B. Meet upon call of the Executive Board.
- C. Fulfill the duties of conflict resolution as stated in the Conflict Resolution Policy Statement

**Section 7.2 Committee Co-Chair Duties**

The duties of the committee co-chairs shall be as follows, as outlined in the Co-Chair Position Description (Attachment II):

- A. Lead all subcommittee activities in accordance with the strategic action plan.
- B. Coordinate and lead monthly subcommittee meetings.
- C. Serve as the liaison between the subcommittee and the Coalition Manager
- D. Attend full coalition and Advisory Committee meetings to update on the progress of the committee.
- E. Assist in the creation of the logic model and strategic plan every two years or as needed.
- F. Represent the MCPC to individuals, the public and other organizations as needed.
- G. Meet with the Coalition on an annual basis to discuss strengths, areas for improvement, future goals and resources needed for the subcommittee.

**Section 7.3 Length of Term**

The committee co-chair role will serve a two-year term, with the option of a one-time renewal, pending interest from the co-chair and approval from the Executive Committee, for a maximum time of four years served.

#### **Section 7.4: Vacancies**

Any Advisory Committee member appointed by the Executive Board may be removed by the Executive Board whenever, in its judgment, the best interests of the Coalition will be served. The Executive Board may appoint a replacement for any vacancy in the Advisory Committee.

### **Article VIII: Ad Hoc Committees**

The Executive Board of the Coalition may appoint ad hoc committees as necessary.

- A. The chairpersons of the committee must be a member of the Coalition.
- B. Membership of the committee is not limited to the Coalition members but will have at least two members of the Coalition and may include other interested or knowledgeable parties.
- C. The committee shall establish goals toward meeting the specific purpose(s) for which appointed. The committee shall report out at full Coalition meetings for the duration the committee exists. When the purpose for which the committee was appointed has been completed, the committee shall disband following its final report to the Coalition.

### **Article IX: Coalition Meetings**

#### **Section 9.1: Frequency**

Regularly scheduled meetings of the Coalition shall be at least bi-monthly at a regularly scheduled time and date.

#### **Section 9.2: Special Meetings**

Special meetings shall be set on an as needed basis by the Executive Board or by one third of the active membership at any time or place by giving at least two weeks' notice to the Coalition. The time and place of special meetings shall be announced not less than one week in advance of such meetings.

#### **Section 9.3: Quorum**

A quorum for any meeting of the Coalition shall consist of more than 50% of the members present at a meeting.

#### **Section 9.4: Voting**

At all meetings of the Coalition, the members present shall have one vote and all decisions shall require more than 50% of the vote of the members present and voting. If the Coalition agrees that an item should have a formal vote, then the item will be tabled to the next meeting. All Coalition members will be notified of items that will require a vote ahead of time via email. Members can choose to express their opinion via email at least 24 hours in advance of the meeting where the vote takes place. These opinions will be shared with the full Coalition at the meeting. Voting on items may also be completed virtually through an online forum.

#### **Section 9.5: Conflict Resolution**

In order to provide dispute resolution, any Coalition Member may request the use of the Conflict Resolution Policy Statement (see Attachment III) to provide a more systematic and objective means to a Coalition decision.

#### **Section 9.6: Decision Making**

*Consensus* will be used at every meeting to ensure large scale buy-in.

*Democratic Voting* will be used when it is important to allow every member to have a vote.

*Weighted Decision Making* will be used when appropriate as it takes into consideration many criteria to determine the most imperative factors, such as, priorities, community impact, cost, capacity, time, and effort.

#### **Section 9.7: Vetoes**

Coalition members have the ability to override a decision made by the Executive Board when there is a vote of at least 50% of voting Coalition members agreeing to a veto.

### **Article X: Amendments**

**Section 10.1:** These bylaws may be amended at any regular or special meeting of the Coalition provided all members of the Coalition are notified by e-mail of proposed changes at least fourteen (14) days prior to regular

or special meetings. The Coalition shall approve the proposed amendments by a two-thirds (2/3) majority vote of those members present. Bylaws should be reviewed at least every two years by the Executive Committee, and any amendments should be brought to a vote

**Article XI: Conflict of Interest**

**Section 11.1:** Whenever an active member has a financial or personal interest in any matter coming before the Coalition, the affected person shall fully disclose the nature of the interest to the Coalition Manager and withdraw from discussion and voting on the matter.

**Section 11.2:** The minutes of the meetings in which any votes that involve conflict of interest are taken shall record such disclosure, abstention, and rationale for approval.

**Article XII: Other Policy Statement**

**Section 12.1:** The Coalition shall be non-partisan.

**Section 12.2:** The name of the Coalition or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the Coalition.

**Article XIII: Miscellaneous**

**Section 13.1:** The fiscal year of the Coalition shall begin September 30<sup>th</sup> and end September 29<sup>th</sup> of the following year.

# ATTACHMENT I

## Montgomery County Prevention Coalition Organizational Chart



Tristyn Ball  
Coalition Director

Colleen Oakes  
Coalition Manager

Matt Tepper  
President

Emily Surico  
Vice President

Jodi Kulka  
Treasurer

Danielle Zeisloft  
Secretary

Keneifa Davis  
Gaming & Gambling  
Co-Chair

Gail Dafler  
Opioid Prevention  
Co-Chair

Emily Mongelli  
Marijuana Prevention  
Co-Chair

Bruce Barcelo  
Policy & Advocacy  
Co-Chair

Nina Rains  
Self-Care  
Co-Chair

Amy Hamilton  
Suicide Prevention  
Co-Chair

VACANT  
Gaming & Gambling  
Co-Chair

Wendie Jackson  
Opioid Prevention  
Co-Chair

Sarah Music  
Marijuana Prevention  
Co-Chair

VACANT  
Policy & Advocacy  
Co-Chair

Jeri Ward  
Self-Care  
Co-Chair

Jodi Kulka  
Suicide Prevention  
Co-Chair

General Membership

## Attachment II

### SUBCOMMITTEE CO-CHAIR POSITION DESCRIPTION AND AGREEMENT

#### MISSION STATEMENT

The Montgomery County Prevention Coalition is comprised of community leaders with a passion to prevent substance misuse and promote positive mental health. The mission of the coalition is to mobilize Montgomery County to prevent youth substance use and promote positive mental health through implementation of evidence-based prevention strategies and community collaboration.

#### VISION STATEMENT

A community where every individual lives a substance-free life with optimal mental health.

<b>Position Purpose:</b> Subcommittee chairs will serve on the Advisory Committee for the MCPC. They will participate in the strategic planning and implementation of prevention initiatives designed to reduce substance use and promote positive mental health in Montgomery County. Subcommittee chairs will be the designated leaders of the subcommittee and be responsible for all work of the committee.	
<b>Key Responsibilities:</b> <ul style="list-style-type: none"><li>- Lead all subcommittee activities in accordance with the strategic action plan.</li><li>- Coordinate and lead monthly subcommittee meetings</li><li>- Serve as the liaison between the subcommittee and the Coalition Manager.</li><li>- Attend full coalition and advisory committee meetings to update on the progress of the committee.</li><li>- Assist in the creation of the logic model and strategic plan as needed (every 2 years)</li><li>- Represent the MCPC to individuals, the public, and other organizations as needed</li></ul>	
<b>Annual Evaluation:</b> The subcommittee co-chairs of each committee will meet with the Coalition Manager on an annual basis to discuss strengths, areas for improvement, future goals and resources needed for the subcommittee.	
<b>Length of Appointment:</b> Two-year term with option of one-time renewal pending interest from the subcommittee chair and approval from the Executive Committee.	<b>Time Commitment:</b> Six to eight hours per month. Includes monthly subcommittee meetings advisory committee meetings and full coalition meetings.
<b>Support Staff:</b> MCPC Coalition Manager	

I have read, understand, and agree to the responsibilities explained above.

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Subcommittee Chair Name



## **Attachment III**

### **Montgomery County Prevention Coalition Conflict Resolution Policy**

#### **Section I: Introduction**

The Executive Board of the Montgomery County Prevention Coalition is committed to reaching a prompt and fair resolution of any disputes, conflicts, or disagreements that arise from time to time, and that may threaten the functioning of the coalition.

#### **Section II: Scope**

This policy refers to disputes:

- Between Coalition Members;
- By a Coalition Member regarding a board policy, process, or procedure; and
- By a Coalition Member regarding a resolution of the Coalition.

#### **Section III: Policy**

The Coalition Executive Board encourages members to resolve any issue or concerns that they have at the earliest opportunity.

It is important that as issues arise, they are dealt with in a fair and timely manner. While some conflicts will be resolved by informal discussion between the parties, others will need a process for successful resolution.

Procedures for dealing with board disputes are set out in Section IV of this policy.

#### **Conflict Resolution Principles**

The Executive Board has endorsed the following principles for members to follow:

- Respect for one another's point of view;
- Commitment to resolving the issue;
- Willingness to compromise;
- Confidentiality;
- Impartiality;
- Respect;
- Prompt action; and
- Freedom from repercussions.

#### **Section IV: Procedure**

1. The dispute must be set out in writing and sent to the President of the Executive Board. The President must acknowledge receipt of this document within two days.
2. The President will use his or her discretion to bring the issue to the next board meeting or call an extraordinary meeting.
3. When raised at the board meeting all people involved in the dispute will be given the right to speak.
4. The matter should be discussed with all Executive Board members present, unless they have advised the President, preferably in writing, that they are aware there is a dispute resolution meeting being held, and they are unable to attend.
5. The President will call for a motion from the Executive Board, e.g. to appoint an independent assessor, seek mediation, call for a special general meeting, or to dismiss the complaint. All Executive Board members present at the meeting will vote on the motion.
6. An Executive Board decision may be reviewed in situations where:
  - New information has emerged that was not available when the original decision was made.
  - The Executive Board has become aware of an error in previous information that was used to make the decision.

#### **Section V: Roles and Responsibilities**

It is the responsibility of the President to ensure that:

- Board members are aware of this policy;
- Disputes are handled respectfully, confidentially, and in accordance to this policy.