

**APPROVED**



Brunswick County Board of  
Commissioners  
**ACTION AGENDA ITEM**  
May 20, 2024

**From:**

**Action Item# V6**

David Howard, Health Services Director Substance Use and Addiction Commission Updated By-laws

**Issue/Action Requested:**

Request the Board of Commissioners adopt the updated by-laws for the Substance Use and Addition Commission.

**Background/Purpose of Request:**

Upon the suggestion and request from Commissioner Williams, staff have examined the Substance Use and Addiction Commission (Commission) by-laws and added mental health as a focus area to the Commission's charge.

The updated by-laws add mental health to the scope of the Commission and two positions: a Trillium Regional Director or designee and a local mental health professional. Additional changes include:

- Removing the Secretary officer position and appointing staff to record the meeting minutes,
- Clarifying the role of the commission and officers,
- Adding an Ethics and Conflict of Interest statement from each member.

These updates have been shared with Commission members who support the edits as presented. Staff requests the Board of Commissioners receive and adopt these updated by-laws.

**Fiscal Impact:**

- Not Applicable

**Approved By County Attorney:** Yes

**Advisory Board Recommendation:**

**County Manager's Recommendation:**

Recommend that the Board of Commissioners adopt the updated by-laws for the Substance Use and Addition Commission.

**Attachments:**

1. SUAC By-Laws\_Updates\_20May2024

## BYLAWS OF THE

### BRUNSWICK COUNTY SUBSTANCE USE, ADDICTION, AND MENTAL HEALTH COMMISSION

#### ARTICLE I

##### Name

The name of this organization shall be the Brunswick County Substance Use, Addiction, and Mental Health Commission, hereinafter referred to as " Commission."

#### ARTICLE II

##### Object and Roles

The object of the Commission, as set forth under the Brunswick County Board of Commissioners is to make advisory recommendations regarding the substance use, addiction, and mental health program needs of Brunswick County.

The roles of the Commission members as approved by the Brunswick County Board of Commissioners are:

1. Provide expertise from their profession and experience.
2. Provide insight, perspective, and input from their represented organization, where applicable.
3. Seek and receive from Brunswick County staff, and other sources, data related to substance use, addiction, and mental health needs in Brunswick County.
4. Assess and maintain knowledge of existing services and interventions addressing substance use, addiction, and mental health needs in Brunswick County.
5. Discuss and examine gaps in substance use, addiction, and mental health services and interventions in Brunswick County.
6. Formulate annually each December recommended substance use, addiction, and mental health services and interventions to Brunswick County Board of Commissioners and staff.
7. Provide recommendations separate from the annual recommendations, as needed.

Recommendations may be in these general categories, but not limited to this list:

- a) Increasing public awareness of substance use, addiction, and mental health needs.
- b) Engaging community members regarding such needs.
- c) Reducing stigma surrounding substance use, addiction, and mental health needs.
- d) Expanding access to evidence-based treatment for residents, particularly the underserved.
- e) Diversion of non-violent drug offenders to recovery and treatment in lieu of incarceration.

#### ARTICLE III

##### Members

Section 1. The Brunswick County Board of Commissioners shall appoint the members of the Commission unless otherwise stated. The Commission shall be composed of 12 members. The composition of the Commission is to include one member from each of the five Commissioner districts, two members from the County at large, one member designated by the Brunswick County Sheriff, one member appointed by the Brunswick County Senior Resident Superior Court Judge, one member appointed by the Board of Education, the Trillium Regional Director or designee, and one member appointed by the Board of Commissioners who is a local Mental Health Professional.

Section 2. Members of the Commission shall serve staggered, four-year terms to expire on June 30th. To achieve staggered terms, the at large members and Board of Education member terms will expire on June 30, 2023. District 1 and District 2 member terms will expire on June 30, 2020. District 3, District 4, and the Chief Superior Court Judge member terms will expire on June 30, 2021. The Brunswick County Sheriff's and District 5 member terms will expire on June 30, 2022. The Trillium and Mental Health Professional member terms will follow the same cycle as the District 1 and District 2 member terms, with their initial terms expiring June 30, 2028. When a member resignation occurs, a new member will be appointed for the remainder of the unexpired term.

Section 3. No member should vote on a question in which he/ she has a direct personal or pecuniary interest not common to other members of the Commission. Each commission member and designee will complete and sign an Ethics and Conflict of Interest statement at the beginning of each term and before any votes are cast as a member.

#### ARTICLE IV Officers

Section 1. The officers of the Commission shall be the Chair and Vice-Chair. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Commission.

Section 2. The Board Chair will solicit nominations for new officers during the first regular meeting of each year corresponding to the county fiscal year, i.e. July meeting. Election of new officers will take place at this meeting. The officers shall be elected by ballot to serve for one year or until their successors are elected, and their term of office shall begin immediately upon completion of the election.

Section 3. The Chair shall be the chief officer of the Commission and shall preside at meetings of the Commission, shall assist in formulating and promoting the general program of the Commission, and shall appoint all committees.

Section 4. The Vice-Chair may be delegated by the Chair to perform duties of the Chair in the event of the Chair's temporary disability or absence from meetings. The Vice-Chair may perform any other duties delegated by the Chair. Should the Chair at any time, for any reason, be unable to continue as a member of this Commission, the Vice-Chair shall act as Chair until a successor has been elected.

Section 5. No member shall hold more than one office at a time.

#### ARTICLE V Staff to the Commission

Section 1. Staff to the Commission will be the Director of Health and Human Services or their designee.

Section 2. Staff will attend Commission meetings, provide input on Substance Abuse and Addiction related matters, provide data, and provide insight and expertise on county policies, operations and procedures.

Section 3. Staff will serve as the communication conduit between the Commission and county administrative leadership.

Section 4. The assigned county staff or designee shall keep a true and accurate account of all Commission meetings, prepare minutes of all Commission meetings, and maintain all records of the Commission.

#### ARTICLE VI. Meetings

Section 1. The regular meetings of the Commission shall be held at least quarterly, unless otherwise ordered by the Commission. All meetings of the Commission are subject to the provisions of North Carolina's open meeting law. Minutes shall be taken, and once approved, shared with the Clerk of the Brunswick County Board of Commissioners.

Section 2. Special meetings may be called by the Chair and shall be called by written notice. The purpose of the meeting shall be stated in the notice. Except in cases of emergency, at least three days advanced notice shall be given.

Section 3. All rules and regulations previously adopted by the Commission for the conduct of Commission proceedings may be amended by a majority vote of the entire membership.

Section 4. Seven members of the Commission shall constitute a quorum.

Section 5. Absence from three (3) consecutive meetings shall be construed as a resignation. The Chair shall request the Brunswick County Board of Commissioners or other appointing agency to appoint a new member to serve out the unexpired term at their next regular meeting.

#### ARTICLE VII Committees

Section 1. Committees, standing or special, shall be appointed by the Chair of the Commission, as shall from time to time be deemed necessary, to carry on the work of the Commission. The Chair shall be an ex-officio member of all committees. The Chair has no obligation to participate at committee meetings and should not be counted in determining if a quorum is present.

#### ARTICLE VIII Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Commission may adopt.

#### ARTICLE VIII Amendment of Bylaws

Subject to final approval by the Brunswick County Board of Commissioners, these bylaws may be amended at any regular meeting of the Commission by a majority vote of the entire membership, provided that the amendment(s) has/have been submitted in writing to the Commission members at the previous regular meeting. The effective date of any amendment(s) to the bylaws shall be the date on

which the Brunswick County Board of Commissioners approves the amendment(s). The Brunswick County Board of Commissioners may independently initiate and adopt amended By-Laws for the Commission.

Reviewed and adopted by the Brunswick County Board of Commissioners.

End

Of

Original