

**BYLAWS
OF THE
ALCOHOL AND DRUG POLICY COMMISSION
STATE OF OREGON**

ARTICLE I

MISSION STATEMENT

The Alcohol and Drug Policy Commission (the ADPC) is established to coordinate Oregon's priorities and policies related to alcohol and other drug prevention and treatment services.

The ADPC will recommend strategic action to:

- Promote the effective and efficient use of resources.
- Reduce unnecessary administrative requirements.
- Improve client care.
- Improve and ensure the fidelity of evidence-based treatment practices.
- Improve alcohol and drug prevention and treatment programs.
- Ensure the accountability of publicly funded programs.
- Establish high-level, statewide performance measures for drug prevention and treatment.
- Advance the science of alcohol and drug prevention and treatment.

The Alcohol and Drug Policy Commission was created by the Oregon Legislature [[ORS 430.241](#) and [ORS 430.242](#)]. Other state laws give the Commission additional authority in relation to other state departments.

ARTICLE II

OFFICERS AND ELECTIONS

- 2.1 Officers. The Officers of the Commission shall be a Chair and a Vice-Chair.
- 2.2 Election. The election of Officers shall take place at a regular monthly meeting, or at a special Commission meeting if the Director calls such a meeting for the purpose of filling a vacancy or vacancies; quorum and notice requirements are the same for special meetings as for regular meetings under Oregon's Public Records Law.
- 2.3 Terms of Office. Terms of Office for each Officer shall commence on September 30 of the year in which he/she is elected. Commission officers shall be elected to a one year term, and may be re-elected for up to four (4) consecutive terms.

- 2.4 Vacancy. If the office of Chair becomes vacant during a Term of Office, the incumbent Vice-Chair shall fill the remainder of term of the Chair predecessor. If the office of Vice-Chair becomes vacant, an interim Vice-Chair shall be elected to fill the remainder of the Vice-Chair predecessor.
- 2.5 Resignation. An Officer may resign at any time by delivering written notice thereof to the Director.
- 2.6 Chair. The Chair's responsibilities shall include the following:
1. Chair and lead the Commission and direct the policies of the Organization.
 2. Preside at Commission meetings and official Commission functions.
 3. Appoint committee members as necessary and when not already determined by statutes, to carry on the business of the Commission.
 5. Sign any instrument that the Commission has prescribed to be executed, including checks, except when the signing and execution thereof has been delegated by the Commission or by these Bylaws to the Director, or to some other officer or agent of the Organization.
- 2.7 Vice-Chair. The Vice-Chair's responsibilities shall include the following:
1. Preside over Commission meetings if the Chair is unavailable.

ARTICLE III

FINANCIAL AND ADMINISTRATIVE PROVISIONS

- 3.1 Books and Records. The Commission shall keep current books and records of account, and shall comply with Oregon Public Meetings Laws and Oregon Public Records Laws.
- 3.2 Amendments to Bylaws. These Bylaws may be altered, amended or repealed by the membership at any regularly scheduled or duly constituted Commission meeting.
- 3.3 Rules of Procedure. It is recommended that the rules of procedure at Commission meetings be Robert's Rules of Order so far as applicable and practical and when not inconsistent with these Bylaws, any pertinent statutes of the State of Oregon, or any rules adopted by the Commission.

The foregoing Bylaws were adopted by the Alcohol and Drug Policy Commission, State of Oregon, on

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Chair

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