

**BYLAWS OF THE
ALCOHOL AND DRUG POLICY COMMISSION
STATE OF OREGON
Ratified by the Commission May 26, 2016**

ARTICLE I

MISSION STATEMENT

The Alcohol and Drug Policy Commission (the ADPC) is mandated to establish Oregon's priorities and policies for alcohol and other drug prevention and treatment services, as part of a long-term strategic prevention and treatment plan for this state. The plan must include, but is not limited to, recommendations regarding:

- (a) Capacity, type and utilization of programs;
- (b) Methods to assess the effectiveness and performance of programs;
- (c) The best use of existing programs;
- (d) Budget policy priorities for participating state agencies;
- (e) Standards for licensing programs;
- (f) Minimum standards for contracting for, providing and coordinating alcohol and drug abuse prevention and treatment services among programs that use federal, private or state funds administered by the state; and
- (g) The most effective and efficient use of participating state agency resources to support programs.

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

COMMITTEES

- 3.1 Establishment of Committees. By resolution, the Commission may establish committees to fulfill specific purposes and duties assigned by the Commission.
- 3.2 Committee Membership. All committee members will be appointed by Commission resolution. All committees will include one, four, or more members of the Commission. Committees may include both Commission members and non-members.

- 3.3 Committee Chair. The Commission will appoint one of its members to chair any committee established by the Commission. The appointed Committee Chair will preside over committee meetings and will report regularly to the Commission on the committee's activities and recommendations, if any.
- 3.4 Actions and Records. Committees of the Commission shall comply with Oregon Public Meetings Laws and Oregon Public Records Laws.
- 3.5 Dissolution of Committees. When the Commission determines that a committee has fulfilled its assigned purpose, the Commission will dissolve the committee by resolution.

ARTICLE IV

FINANCIAL AND ADMINISTRATIVE PROVISIONS

- 4.1 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.
- 4.2 Amendments to Bylaws. These Bylaws may be altered, amended or repealed by the membership at any regularly scheduled or duly constituted Commission meeting.
- 4.3 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 May 26, 2016.

Chair