Oregon Alcohol & Drug Policy Commission
Prevention Committee Charter

1 PURPOSE

The ADPC Prevention Committee collaborates closely with ADPC staff and other partners to prevent and reduce substance use disorder and related harms in Oregon. The committee defines prevention as "practices, programs, and policies designed to prevent and reduce the incidence and prevalence of alcohol and other drug use and consequent health, behavioral health, and social problems (National Academy of Medicine (NAM) - formerly Institute of Medicine)." To do so, the committee will support the timely development, implementation, and maintenance of prevention strategies to grow a statewide, comprehensive approach for prevention programs, policies, and systems change.

2 OVERVIEW AND FUNCTION

The subcommittee shall have, at a minimum, the following duties:

Collaborate closely with ADPC staff, other subcommittees, and state agency program leads to establish milestones and deadlines for all prevention goals and activities outlined in the ADPC strategic plan. We will:

- Assure committee membership reflects a full range of prevention sector partners and perspectives
- Monitor and support implementation of the ADPC Strategic Plan and related initiatives
- Develop an Annual Prevention Action plan to advance ADPC Strategic Plan goals and strategies
- Foster coordination with other ADPC Committees to ensure alignment of shared efforts.

3 ACCOUNTABILITY AND REPORTING

The Prevention Committee is accountable to the full Alcohol and Drug Policy Commission and will report on the status of all activities and any issues at regularly scheduled commission meetings and calls. The committee will establish regular meeting cadence and maintain records of meeting agendas, minutes, and other supporting materials.

4 MEMBERSHIP

General. The Prevention Committee is open to Commissioners, State Agency Representatives, county and local government, federally designated Tribes, academic and research partners, community-based organizations, and community members, including people with lived experiences.

Membership. The Prevention Committee will include a minimum of 6 and up to 16 members. The committee may convene ad hoc work groups that included non-members to consult on specific needs/topics. Committee members shall be selected by the Committee Officers, with input from committee members, towards the goal of achieving equitable geographic representation across the diversity of sectors, groups and individuals engaged in substance use primary prevention in Oregon.

Attendance Expectations. Committee members will strive to attend all regular monthly meetings, unless excused by staff and/or chair. Committee members must communicate with staff on planned and unplanned absences from the regular meetings and do their best to schedule make up time with staff to review missed content. Failure to attend **and** communicate over an extended period of time (2+ meetings) will result in removal deliberations set out in Section 3.26 of the Alcohol and Drug Policy Commission Bylaws.

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Committee Terms. Committee members will serve two-year terms with no term limits. Nominations for new members will be requested at least every two years, or as needed to add or replace members, including the chairperson. When possible, the committee will stagger membership terms to ensure continuity.

Officers.

- The ADPC Chair will appoint a Prevention Committee Chair for a two-year term with no term limits. ~~A member of the ADPC staff or supporting agency program staff shall serve as Secretary for the Committee and is responsible for supporting the business of the Committee in coordination with the Committee Chair.~~
- The Prevention committee will elect a non-ADPC commissioner Co-Chair for a two-year term with no term limits. The Co-Chair is responsible for supporting agenda development and facilitating the committee business in the absence of the Chair.
- A member of the ADPC staff ~~or supporting agency program staff~~ shall serve as Secretary for the Committee and is responsible for supporting the business of the Committee in coordination with the Committee Chair and Co-Chair.

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Responsibilities. The Committee Chair shall update members on outcomes and key updates from the full Commission meetings.

5 MEETING AGENDAS AND COMMITTEE MEETINGS

Conducting meetings. The Committee Chair, with the assistance of the Committee Co-Chair, will set the agenda with assistance from committee members, and ADPC and agency program staff, and preside over meetings. The Chair may transfer this authority to the ADPC staff as needed, including when absent from meetings.

General Requirements. The Committee shall hold regular meetings (in-person or using currently available technology) to conduct business. Meeting notices and agendas shall be publicly posted on the ADPC website. ADPC will announce regularly scheduled meetings with written notice sent to all Subcommittee members.

Rules. The Subcommittee shall conduct its meetings guided by spirit of the most recent edition of *Robert's Rules of Order Newly Revised*.

Recommendations and Voting. Consensus recommendations will be presented to the ADPC. When consensus cannot be achieved, majority and minority opinions may be presented to inform final decisions. Only designated members can vote. The committee encourages participation and engagement by non-members to provide input into committee deliberations. ADPC and supporting agency program staff providing administrative and consulting support to the committee are not eligible to vote.

Proxies. Members of the Committee may not send a proxy.

Meeting Notes. Meeting notes will include the date and time of the meeting, attendance, and a summary of significant actions taken. The meeting notes shall be posted on the ADPC website.

Open Meetings. Committee meetings are open to all observers. Public comment will be included at the end of every meeting.

6 APPROVAL

This Charter shall be effective upon approval of the Alcohol and Drug Policy Commission. The ADPC must approve any changes to this Charter for changes to be effective.

The Committee will systematically review the Charter once every two years (by June 30th of the even numbered years) and provide suggested changes to the Alcohol and Drug Policy Commission for approval.