

PORT TOWNSEND EMPOWERED TEENS COALITION BYLAWS

Approved February 25, 2020

ARTICLE 1: NAME

The name of this organization shall be **Port Townsend Empowered Teens Coalition**.

ARTICLE II: PURPOSE

The purpose of this coalition is to:

1. Establish a network of community members and agencies from various sectors to act within their own sphere of influence, enlarging the coalition's ability to create change and implement prevention strategies
2. Address substance abuse risk factors, and help sustain and enhance protective factors.
3. Develop a strategic plan to support the development of healthy youth in Port Townsend School District area.
4. Engage in the implementation of the coalition's Strategic Plan by participating in workgroups and leading/facilitating the implementation of strategies and activities in the Plan.

ARTICLE III: MISSION & VISION

Mission: *Youth, family, and community members collaborating to prevent youth substance use and abuse.*

Vision Statement: *Empowered teens and our community living healthy lives.*

ARTICLE IV: DUTIES

It shall be the duty of the coalition to promote the development of integrated substance abuse prevention activities and services for Port Townsend School District students and families by:

1. Reviewing local public health and other pertinent data relating to youth and families in Port Townsend School District.
2. Prioritize risk and protective factors to reduce the likelihood of Port Townsend youth being at risk of substance abuse and other problem behaviors.
3. Developing long-term community plans to reduce the number of youth at-risk of substance abuse in Port Townsend School District.
4. Setting measureable goals and desired project outcomes for all activities and strategies included in Port Townsend Coalition's Strategic Plan.
5. Cooperating with Department of Health and local boards of health to provide data and measure outcomes.

6. Coordinating with anti-drug use efforts and organizations and maintaining a high priority for combating drug use effects for youth and families.

ARTICLE V: MEMBERSHIP

Membership shall be open to adults and youth in Jefferson County who are interested in supporting Port Townsend's Plan for ensuring healthy youth development in their community. Staff cannot be considered Members of the Coalition and cannot hold leadership positions.

Definition: "Active participation" people sharing the coalition updates with their network by staying up to date on our programs, and/or attending monthly meetings in person or virtually. Alternately, members can schedule a monthly call with the coalition coordinator after the meeting to stay up to date.

The Coalition will recruit and maintain membership and participation that includes individuals from the required sectors identified in the Partnerships for Success and State Opioid Response grants.

1. Youth
2. Parent
3. Law Enforcement
4. Civic/Volunteer Groups
5. Business
6. Healthcare Professionals
7. Media
8. School
9. Youth-serving Organizations
10. Faith Based Organizations
11. State/Local/Tribal Governments
12. Other substance Abuse Prevention Organizations
13. LGBTQ Community service groups
14. Chemical Dependency treatment
15. Mental Health Services Representative

ARTICLE VI: MEETINGS

Meetings will be held monthly. Date, time and the location of the meetings will be arranged according to the needs of the coalition. Participants who desire to participate in the meeting and are unable to attend in person may request to call in.

If necessary, meetings can be hosted virtually via Zoom, GoToMeetings, or other virtual meeting services.

The coalition may conduct special meetings and emergency meetings when deemed to be in the best interests of the coalition.

Public notice shall be properly given for special meetings, whenever a regular meeting is adjourned to another time, or when a regular meeting is to be held at a place other than the location previously scheduled.

Notice of Meetings: Notice of regular meetings shall be sent to coalition members not less than seven (7) days prior to such meetings.

Minutes: Minutes of all meetings shall be promptly recorded and sent to each coalition member. A copy of the previous meeting's minutes will be available at each meeting. As well, a permanent file of minutes is kept at the Jefferson County Public Health website, and by the Coordinator.

Records of attendance, reports, and the names of motion makers will be included in the minutes.

Minutes will be reviewed at each meeting.

Voting: All coalition members attending the meeting shall constitute a quorum for the purpose of any action taken at any meeting of the coalition. The Chairperson will vote only in the case of a tie, and to elect officers. Voting shall be conducted by voice or show of hands.

Rules of Order: All regular and committee meetings shall be conducted by the chairperson or presiding officer in a manner designed to seek general consensus.

Agenda: An agenda shall be prepared and distributed to the members in advance of the meeting. Copies of the agenda will also be available at each meeting.

ARTICLE VII: COMMITTEES

Ad Hoc Committees/Task Forces: The Executive Committee, with approval of the Coalition, may establish such ad hoc committees/task forces as are deemed necessary by the Coalition, through which specific coalition activities of a limited duration will be carried out.

Ad hoc committee/task force members shall have voting authority in committee deliberations. At least one regular member shall be assigned to each ad hoc committee/task force.

An ad hoc committee/task force may be charged by the Chairperson to report through a standing committee. Each standing committee may recommend to the Coalition the appointment of special interests members, such as parents and/or members of the professional community, to ad hoc committees/task forces as they deem necessary and appropriate.

Executive Committee: The Executive Committee shall be a standing committee composed of the Chairperson, the Vice Chairperson, the Secretary, and the Chair of each standing committee.

The Executive Committee shall prepare, for coalition approval, an annual budget to support coalition activities and submit to the full Coalition for approval.

The Executive Committee may take action on behalf of the coalition consistent with the general views of the full coalition. All actions of the Executive Committee shall be reported to the full Coalition at its next meeting.

ARTICLE VIII: OFFICERS

Chairperson: The Chairperson shall be elected by the Coalition and shall serve as principal officer for the Coalition.

The Chairperson shall conduct the regular meetings of the full Coalition and serve as Chair of the Executive Committee.

The Chairperson shall act as spokesperson for the Coalition or may, under special circumstances, delegate another Coalition member or staff member to serve as spokesperson.

Vice Chairperson: The Vice Chairperson shall be elected by the Coalition and shall assume the responsibility and authority of the Chairperson in his/her absence.

Secretary: The Secretary will be elected by the Coalition. The Secretary's responsibilities will be supported by the Department of Behavioral Health and Recovery funded Prevention Coalition Coordinator. Responsibilities include:

- a. maintaining an accurate and complete record of all coalition proceedings
- b. taking charge of the coalition's books and documents
- c. sending out notices of meetings and other relevant communications to coalition members and the public
- d. preparing agendas and supplementary documents as authorized by the coalition
- e. carrying out other duties as directed by the coalition and required by law

Treasurer: A treasurer may be elected as needed

ARTICLE IX: ELECTIONS

Voting: The Chairperson, Vice Chairperson, Secretary, shall be elected by a majority *vote from* a slate presented by a Nominating Committee and/or nominations from the floor. Nominees must be active members who have consented to serve. All elections shall be by majority vote, either through verbal response or secret ballot.

Terms of Office: The terms of coalition officers shall be determined by the coalition membership for one calendar year. Officers may serve for more than one term.

Process: Elections shall be held at the meeting prior to the expiration of terms.

Removal: An officer may be removed from office by a two-thirds majority vote of the Coalition, provided that fourteen-day notice of the pending action has been provided to the Coalition.

ARTICLE X: AMENDMENT OF BYLAWS

These bylaws may be amended by a majority vote of members, insofar as such amendments do not conflict with pertinent laws and guidelines.

Proposed amendments must be provided to members at least fourteen days prior to the meeting at which the amendment is voted on.