

WALTON COUNTY PREVENTION COALITION BYLAWS AND RULES OF PROCEDURES

ARTICLE I NAME AND AUTHORITY; PURPOSES; POWERS AND DUTIES

Section A. Name and Authority

The name of the entity described herein shall be the Walton County Prevention Coalition, (herein and after referred to as the "Coalition") established with respect to the Florida Prevention Coalition Initiative created in 2002.

Section B. Purposes

The purpose of the Coalition is to assist efforts to improve the quality of community primarily through reducing substance abuse and violence within Walton County. Our Coalition will accomplish the majority of this through informing the community, advocating for prevention programs, and advising local, state, and federal government about community's needs. The broad purposes of the Coalition include, but are not limited to:

1. to provide advice and direction to respective local communities in the development and implementation of effective prevention programs that address persons throughout their age span with a focus on youth.
2. to work collaboratively with local, state, and federal agencies in seeking improvements in prevention efforts and policy changes to address the emerging and changing needs of our community members who are at risk of abusing substances or affected by violence.
3. to facilitate interagency cooperation and information sharing;
4. to apply for, receive, and administer public and private grants that promote prevention and provide environmental prevention initiatives in our community.
5. to advise and assist local, state, and federal agencies in the evaluation and awarding of prevention grant programs
6. to effectuate such other purposes as shall be established by applicable laws, regulations, and interests of the Coalition.

Section C. Powers and Duties

The Coalition shall have the following powers and duties:

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1. to develop a Local Needs Assessment and Strategic Prevention Plan, which will consist of community risk and protective factors and activities based upon the utilization of resources of law enforcement, the school system, The Department of Juvenile Justice (DJJ), The Department of Health (DOH), The Department of Children and Families (DCF), Family First Network (FFN) and other community groups in a cooperative and collaborative manner.
2. to promote interagency collaboration among The Department of Health (DOH), The DJJ, Department of Children and Families, education, law enforcement and other community partners through coordination with other agency community boards and agencies that serve at-risk youth;
3. to apply for, receive, and administer public or private grants for prevention services to be provided by one of the community partners;
4. to provide community awareness and environmental prevention efforts on topics and issues that the Coalition deems appropriate in Walton County.
5. to make recommendations to local, state, and federal agencies regarding funding priorities for prevention programs in Walton County;
6. to provide input regarding Legislative Budget Request (LBR) efforts to gain additional public funds for prevention in Walton County;
7. to operate and administer the Coalition and its activities by adopting and adhering to bylaws and other rules of procedure, electing officers, providing for committees, and taking such other actions as may be necessary or appropriate to effectuate the best interests of the Coalition, and which in all cases shall comply with applicable laws and regulations; and
8. to effectuate such other purposes, powers, and duties as shall be established by the Coalition in accordance with applicable laws or regulations

ARTICLE II
COALITION MEMBERSHIP

Section A. Coalition Composition

The following persons may be the voting members (referred to herein individually as a "Member" and collectively as "Members") of the Coalition:

1. representative(s) of any public or private prevention providers, interested officials, individuals, groups or entities including, but not limited to a children's services providers, public or private providers of juvenile justice programs, students, parents and advocates.
2. representative(s) of the business community;

3. representative(s) of the faith community;
4. representative(s) of local agencies whose missions support prevention efforts to reduce substance abuse;
5. representative(s) from the school district, which may include elected school board officials, school superintendent, school or district administrators, teachers, and counselors;
6. representative(s) of local law enforcement agencies, including the sheriff or designee(s);
7. representative(s) of the Board of County Commissioners;
8. representative(s) of the governing body of a municipality within each of the Counties;
9. representative(s) of the corresponding circuit or regional entity of the Department of Children and Family Services;
10. representative(s) of the judicial system;
11. representative(s) of victim services programs;
12. representative(s) of the Department of Juvenile Justice;
13. representative(s) of the Department of Corrections;
14. representative(s) of The Department of Health;

Any group or entity may not exceed one-third of the voting membership.

Section B. Advisory Members

Advisory Members may consult with and advise the Coalition; they shall have no voting privileges.

Section C. Membership Requirement; Resignation; Suspension or Removal

1. Member(s) shall attend all regularly scheduled meetings of the Coalition. If Member(s) cannot attend said meetings, a designee shall represent Member(s).
2. A member who is not present for five (5) consecutive unexcused meetings within any twelve-month (12-month) period is deemed to have resigned and the Coalition may immediately declare the seat vacant.
3. The Coalition shall update its membership roster every year prior to July 1.
4. Member(s) may be suspended or removed for cause by a majority vote of the Members.

Section D. Code of Ethics

Members of the Coalition will announce the existence of a conflict of interest during the discussion of an item prior to a vote and shall refrain from voting on those items where a conflict of interest exists.

Section E. Compensation

Membership is voluntary and members shall not receive compensation for service.

ARTICLE III OFFICERS OF THE COALITION

Section A. General

1. Officers of the Coalition shall be an elected Chairperson, a Co-Chair appointed by the Fiscal Agent who serves as the Coalition Coordinator, an elected Vice Chairperson, and a Communications Officer/Secretary.
2. Elected Officers shall serve an annual term, not to exceed 4 consecutive terms effective July 1 of each year.
3. Officers shall be elected every year by nomination from the Nomination and Membership Committee prior to June 1 and announced at the June meeting.
4. Elections to fill vacancies created by death, resignation, or removal of officers are for the unexpired terms of the respective officers, but shall not count against the term limit set forth in Article III (A)(2) above.

Section B. Powers and Duties of the Officers

1. The Chairperson shall have the following powers and duties:
 - a. to preside over and conduct all meetings of the Coalition and the Executive Committee;
 - b. to serve as the official spokesperson for the Coalition in all activities that the Coalition deems necessary or appropriate;
 - c. to participate in the gathering of information and submission of reports to such parties as may be necessary or appropriate;
 - d. to sign official documents and correspondence on behalf of the Coalition;
 - e. to excuse absences of Members;
 - f. to convene and terminate all Ad Hoc Committees;
 - g. to be an ex-officio member of all committees;
 - h. to appoint and remove the Committee Chairperson(s) and Committee Member(s) to promote the best interests of the Coalition; and
 - i. to take such other actions, with the Coalition and Co-Chairperson, as may be delegated by the Coalition or as may be necessary or appropriate, to effectuate the best interests of the Coalition, including arranging for administrative support.
2. The Co-Chairperson shall have the following powers and duties and responsibilities:

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- j. to assist the Chairperson in the presiding over and conducting all meetings of the Coalition and the Executive Committee;
 - k. to assist as the official spokesperson for the Coalition in all activities that the Coalition deems necessary or appropriate;
 - l. to serve as a local expert in the prevention of substance abuse.
 - m. to gather information and submit reports to such parties as may be necessary or appropriate;
 - n. to act as a liaison between the Coalition and the Fiscal Agent.
 - o. to act as a liaison between the Fiscal Agent and funding sources.
 - p. to act as a liaison between the Coalition and other individuals or organizations contracted to provide services to or for the Coalition.
 - q. to sign official documents and correspondence on behalf of the Coalition;
 - r. to excuse absences of Members;
 - s. to aid in convening and termination of all Ad Hoc Committees;
 - t. to be an ex-officio member of all committees;
 - u. to aid in the appointment and removal of the Committee Chairperson(s) and Committee Member(s) to promote the best interests of the Coalition;
 - v. to aid other officers in the accomplishment of their powers and duties; and
 - w. to take such other actions, with the Coalition and Chairperson, as may be delegated by the Coalition or as may be necessary or appropriate, to effectuate the best interests of the Coalition, including arranging for administrative support.
3. The Vice Chairperson shall have the following powers and duties:
- a. to assume the powers and carry out the duties of the Chairperson in the Chairperson's absence; and
 - b. to carry out such other duties as may be delegated by the Coalition or the Chairperson.
 - c. to ensure that effective membership development activities are being implemented within the Nomination and Membership Committee.
4. The Communications Officer/Secretary or their designee shall have the following powers and duties:
- a. to provide member and public notices for all regular and special Coalition meetings and all Executive Committee meetings or assign a designee in accordance with the communication plan;
 - b. to review and revise the communication plan with Coalition Members.
 - c. to maintain the membership roster and ensure minutes of meetings are prepared and disseminated or assign a designee as provided in Article V Section E of the bylaws;
 - d. to develop and distribute information necessary to ensure the effectiveness of the Coalition to members and the public.

- e. to prepare correspondence as directed by the Chairperson or Co-Chairperson;
- f. to collect and keep all sign in sheets from the coalition meeting or assign a designee to do so;
- g. to act as the Coalition's parliamentarian; and
- h. to carry out such other duties as may be delegated by the Coalition or Chairperson or Co-Chairperson.

ARTICLE IV COMMITTEES OF THE COALITION

Section A. Executive Committee

1. There may be an Executive Committee of the Coalition (referred to herein as the "Executive Committee") comprised of the Chairperson, Co-Chairperson, Vice Chairperson, Communications Officer/Secretary, former Chairperson, if available, and the Chairperson of each standing committee.
2. The Executive Committee shall have the following powers and duties:
 - a. to serve in an overall advisory capacity to the Coalition;
 - b. to promote the Coalition's working relationships with governmental or private agencies to effectuate the best interests of the Coalition;
 - c. to ensure that the functions of the Coalition, Members, Officers, Executive Committee, Committees, and Committee Chairperson(s) are consistent with these prescribed Bylaws, applicable laws and regulations; and
 - d. to take such other actions as may be necessary or appropriate to effectuate the best interests of the Coalition.

Section B. Standing Committees; Other Committees

1. There may be the following standing committees of the Coalition, which may be perpetual in duration unless terminated by the Coalition and which may have the following purposes, powers, and duties:
 - a. Nomination and Membership Committee -- shall expeditiously nominate candidates for vacant offices, and recruit Members to fill vacant positions as set forth in Article II (A) above;
 - b. Grants and Resources Committee -- shall research and apply for grants and other resources on behalf of the Coalition as may be necessary or appropriate to effectuate the best interests of the Coalition; and review and present to the submitted results of its review of grant applications to the Coalition;

- c. Assessment and Planning Committee -- shall develop, propose, and maintain a local needs assessment, strategic prevention plan, business plan, capacity building plan, and communications plan; and
 - d. The Coalition may establish other standing committees as may be necessary or appropriate to effectuate the best interests of the Coalition.
2. The Chairperson with the aid of the Co-Chairperson may appoint Ad Hoc Committee(s) as may be necessary or appropriate to effectuate the best interests of the Coalition.
 3. The Chairperson with the aid of the Co-Chairperson may appoint a chairperson individually as a "Committee Chairperson" who shall serve at the pleasure of the Chairperson. Only Members may be Committee Chairperson(s).
 4. The Coalition Chairperson may appoint members of the public (referred to herein as a "Public Members") to serve on a committee(s). Such Public Members shall serve at the pleasure of the Chairperson and shall not have powers or authority other than as prescribed by said committee.

ARTICLE V MEETINGS

Section A. Public Access to Meetings

The Coalition welcomes public scrutiny of Meetings, Activities, Members, Advisory Members, Officers, Executive Committee, Committees, Committee Chairperson(s), and Public Members. Notice shall be provided for meetings, including but not limited to regular, special, standing, ad-hoc, and sub-committee meetings, and activities in accordance with the communication plan;

Section B. Regular Meetings of the Coalition

1. Regular Meetings of the Coalition should be held monthly and shall be held a minimum of once a quarter.
2. All Regular Meetings shall be advertised at least seven (7) calendar days prior to the respective Regular Coalition Meeting.

Section C. Executive Committee Meetings

1. Meetings of the Executive Committee may be called at the discretion of the Chairperson or Co-Chairperson.
2. Notice for all Executive Committee meetings shall be provided to Executive Committee members prior to the respective Executive Committee Meeting.
3. The Executive Committee Members shall be provided an agenda prior to the respective Executive Committee Meeting.
4. Executive Committee Meetings may be incorporated into Regular Coalition Meetings.

5. Only matters contained on the Executive Committee Agenda shall be addressed, unless there is a temporary setting aside of the respective Agenda by a majority vote of those present of the Executive Committee Quorum; and matters must be voted on by the majority of the Coalition, unless the Chairperson or Co-Chairperson called an Emergency Executive Committee Meeting in which there is inadequate time for the full Coalition to meet.

Section D. Special Meetings of the Coalition

1. Special Meetings of the Coalition may be called at the discretion of the Chairperson or Co-Chairperson.
2. The Members shall be provided an agenda and notified of the time and place of all Special Coalition Meetings at least three (3) calendar days prior to the respective Special Coalition Meetings.
3. Only matters contained on the Special Meeting Agenda shall be addressed and the majority of Coalition Members present shall vote on those issues.

Section E. Minutes

1. Minutes of Coalition Meetings shall be disseminated to Members during or before the next Regular Coalition Meeting. Any amendments to the minutes shall be addressed during the respective Regular Coalition Meeting.
2. Minutes of the Executive Committee Meetings shall be prepared and disseminated to the Executive Committee Members within thirty (30) calendar days of the Executive Committee Meeting. The Executive Committee Meeting minutes shall be available for dissemination to the Members during or before the next regular Coalition Meeting following the thirty (30) day period.
3. Committee Meeting Minutes shall be prepared and maintained by the Committee Chairperson(s) and a report shall be distributed to Members at the next regular Coalition Meeting following the Committee Meeting.

Section F. Quorum; Designees

1. A quorum for a Coalition Meeting shall consist of not less than five (5) Members and shall include at least one (1) officer.
2. A quorum for an Executive Committee Meeting shall consist of not less than three (3) Executive Committee Members and shall include at least one (1) officer.
3. Designee(s) shall not be permitted to vote.
4. Online voting is permitted.

Section G. Parliamentary Authority

The rules and procedures contained in the current edition of Robert's Rules of Order, shall be revised occasionally (referred to herein as "Robert's Rules") and shall govern the activities of the Coalition in all cases to which they are applicable; provided, however, that Robert's Rules shall not be applicable to the extent they are inconsistent with the Bylaws, other applicable laws or regulations, or any other rules of procedure the Coalition may adopt periodically.

Section H. Supremacy of Laws or Regulations

If a provision of the Bylaws contravenes a law or regulation, then such law or regulation shall control the actions of the Coalition, Members, Advisory Members, Officers, Executive Committee, Committees, Committee Chairperson(s), and Public Members; and the Coalition shall amend the Bylaws to bring the Bylaws into compliance with such laws or regulations.

ARTICLE VI FISCAL YEAR

The Fiscal Year of the Coalition shall be from July 1 to June 30.

ARTICLE VII AMENDMENTS TO THE BYLAWS

Amendments to the Bylaws shall be made at the discretion of the Coalition with a two-thirds vote of members present. Sufficient notice will be provided to members at the previous meeting and with the member and public notice provided for the Regular Meeting that the amendment will be voted on.

The Bylaws will be reviewed and approved by the Coalition at least every 5 years following adoption during a Regular Meeting by a majority of members present.

Bylaws adopted: 8/21/14

Chairperson: Shayne Betts
Co-Chairperson: Bryan Callahan
Vice Chairperson: Jordan Doyle
Communications Officer/Secretary: Laura Brazell