

BYLAWS OF THE KENT COUNTY LOCAL DRUG AND ALCOHOL ABUSE COUNCIL

Article I. Establishment & Change

- A. The Kent County Local Drug and Alcohol Abuse council (aka LDAAC) is created under the authority of the Health-General §8-1001 of the Annotated Code of Maryland (the “Code”).
- B. The conduct of the Council and these Bylaws shall comply with the Code, as amended from time to time.
- C. As stated in the Code, the Kent County Local Drug and Alcohol Abuse Council (LDAAC) will, at a minimum, adopt a local strategic plan that includes the plans, strategies, and priorities of the county for meeting the identified needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention, and treatment services; a survey of all Federal, State, Local, and private funds used in the county for alcohol and drug abuse evaluation, prevention, and treatment; and be in a format as prescribed by the State.

Article II. Membership

- A. The membership of the LDAAC shall be in accordance with §8-1001 (c) of the Code. A local drug and alcohol abuse council shall consist of the following individual/designees:
 - 1. The Health Officer of the Local Health Department;
 - 2. The Director of the Local Department of Social Services;
 - 3. The Regional Director of the Department of Juvenile Services;
 - 4. The Regional Director of the Division of Parole and Probation;
 - 5. The State’s Attorney for the County;
 - 6. The District Public Defender for the District in which the County is located;
 - 7. The Chief of the County Police Department, if the County has a police force, or the Sheriff, if the County does not have a police force;
 - 8. The President of the Board of Education;

9. A representative of the County Executive, the Mayor of Baltimore City, or the County Commissioners or County Council in Counties with no County Executive, as appropriate;
10. For Charter Counties and in Baltimore City, a representative of the County Council or the City council in Baltimore City, appointed by the Chairperson or President of the County Council or City Council;
11. The County Administrative Judge of the Circuit Court of the County;
12. The Administrative Judge of the District Court for that District; and
13. The following individuals appointed by the County Executive, The Mayor of Baltimore City, or the county Commissioners or County Council in Counties with no County Executive, as appropriate;
 - i. At least one recipient of addictions treatment services;
 - ii. Two substance use providers, at least one of whom has experience with services to individuals with co-occurring substance abuse and mental health disorders;
 - iii. At least one substance use prevention provider;
 - iv. At least one individual who is knowledgeable and active on substance use issues that affect the County;
 - v. The Superintendent, Warden, or Director of the Local Correctional Facility located in the County or Baltimore City the Warden of the Baltimore City Detention Center; and
 - vi. At least one other individual who is knowledgeable about treatment of substance abuse in the County, including members of civic organizations, the Chamber of Commerce, health care professional organizations, or the clergy.

B. As needed the members of the LDAAC can participate in the Overdose Response Team (OPT) for Kent County where there is representation from;

1. Emergency Management;
2. The Local Health Department;
3. The Local Department of Social Services
4. Law Enforcement

5. Local Board of Education
6. and community organizations

The Maryland's Office of Overdose Response (MOOR) also recommends the OPT membership should include;

7. The local parole and probations
8. Higher education
9. Local Courts/State's Attorney
10. Local corrections
11. Local elected officials

C. Obligation of Members

1. Members are expected to attend at least 50% of regularly scheduled meetings within a consecutive twelve (12) month period.
2. Each member must serve on at least on strategic workgroup, as described in §IV of these Bylaws.

D. The LDAAC adheres to the recommended membership and welcomes and encourages community and stakeholder participation at scheduled meetings.

Article III. Meetings

- A. The LDAAC shall meet as often as necessary, but not less than four (4) times per calendar year. Meetings shall be held on a schedule to be determined from time to time by the membership, with public notice of the schedule made as soon as possible via the LDAAC section of the County website.
- B. The LDAAC is subject to, and will comply with, Title 3 of General Provisions Article of the Annotated Code of Maryland, more commonly known as the Maryland Open Meetings Act.
- C. A quorum for the conduct of business shall be representative of the majority of the members mandated by the Code.
- D. Attendance:
 1. Members are expected to attend at least 50% of regularly scheduled meetings within a consecutive twelve (12) month period.
 2. Member may designate a proxy if they are unable to attend.

E. Procedures:

1. All elections and matters shall be decided by simple majority of the votes cast a duly constituted meeting.
2. Upon motion duly made and seconded, a vote shall be taken upon any election or matter, after allowing sufficient time for discussion.
3. Unless otherwise determined by a majority of members in attendance, all votes shall be taken by voice vote or show of hands.
4. Any member in attendance may request that votes be recorded by member name.
5. No member shall abstain from voting on a matter before the LDAAC unless they have a declared conflict of interest.
6. Proxies may be designated to act as the representative of a LDAAC member.

Article IV. Officers & Committees

- A. Chairperson. The LDAAC shall select a Chairperson annually from among its membership. The Chairperson shall be the primary representative of the LDAAC, preside at all meetings of the LDAAC, and perform such other duties as are usually incumbent upon the office of the chairperson. Additionally, the Chairperson shall have the following duties:
1. Appoint committee chairpersons and members of committees; such as OPT and Going Purple committees.
 2. Have exclusive authority to remove a committee chair or member from that duty.
 3. Affix his/her signature in the name of the LDAAC to such agreements, certificates, or other legal instruments that may require the same.
- B. Secretary. The LDAAC shall select a secretary annually from among its membership. The secretary will conduct the following duties:
1. Preparing the agenda for all meetings upon the instruction of the Chairperson;
 2. Preparing and sending notice of meetings in accordance with these Bylaws;

3. Preparing and sending all necessary materials and background information to the LDAAC members in advance of meetings;
 4. Preparing the minutes of all LDAAC meetings;
 5. With the guidance of the LDAAC, drafting and submitting all required plans and reports to the State in accordance with any established deadlines; and
 6. Maintaining the records and documents of the LDAAC, including a roster of LDAAC, including a roster of LDAAC members and a record of attendance at all meetings.
- C. Strategic Plan: The LDAAC will maintain a strategic plan that is representative of the LDAAC in addressing substance use concerns and community priorities for wellness and partnership. The strategic plan will be reviewed at least annually in preparation for the fiscal year priorities.

Article V. General Provisions

- A. Fiscal Year. The fiscal year of the organization shall be from July 1 to June 30.
- B. Non-Discrimination. The LDAAC shall not discriminate against any person based on age, sex, race, national origin, ethnicity, sexual orientation, gender identity, disability, religion, or membership in any protected class in any of its policies, procedures, or practices.
- C. Conflicts of Interest. No member of the LDAAC shall cast a vote on any matter which would provide direct personal financial benefit to that member, the agency or organization they represent, or otherwise give the appearance of a conflict of interest under State law. In any instance where the appearance of conflict of interest is uncertain, a LDAAC member shall request clarification and determination of conflict-of-interest status from the County Attorney.
- D. Compensation. Members of the LDAAC may not receive compensation for their services.
- E. Amendments. These Bylaws may be amended at any meeting of the LDAAC by two-thirds vote, provided that the amendment has been submitted in writing to

the membership at least fifteen (15) days prior to the meeting at which the vote is to be taken. In no event shall a provision of the Bylaws suspended.

Bylaw Adoption and Amendment History:

Adopted: September 4, 2024