



Pinellas County Substance Abuse Advisory Board BYLAWS

The Pinellas County SAAB (hereinafter referred to as the "Board") shall serve in an advisory capacity to the Pinellas County Board of County Commissioners, in accordance with the provisions of Florida Administrative Code, Rule 11D-9.005 of the Anti-Drug Abuse Act of 1988, as the primary body for coordinating drug abuse efforts undertaken with funds provided by the Act.

Reviewed and approved 8/15/23

BYLAWS

ARTICLE I – NAME

This organization shall be known as the Pinellas County Substance Abuse Advisory Board.

ARTICLE II – MISSION

The mission of the Pinellas County Substance Abuse Advisory Board is comprised of three parts:

1. To ensure resources are used effectively and efficiently in ongoing efforts to address the impact of substance use on our community.
2. To identify and support effective substance use intervention and/or treatment programs in Pinellas County.
3. To promote County efforts to prevent and control crime by preventing recidivism and improving outcomes for justice-involved residents with substance use issues.

ARTICLE III – PURPOSE/GOALS

The Substance Abuse Advisory Board (Board) coordinates stakeholder efforts to address substance use in Pinellas County through the identification of resources needed to bridge gaps in services and meet community needs.

The Board also serves as the primary body for coordinating efforts undertaken with funds provided by the Anti-Drug Abuse Act of 1988. In this capacity, the Board shall meet to review and recommend applications for funding under relevant grant/funding opportunities including, at minimum, the Florida Department of Law Enforcement’s Edward Byrne Memorial Justice Assistance Grant - Countywide Program and the Pinellas County Alcohol and Drug Abuse Trust Fund.

ARTICLE IV – OBJECTIVES

The activities of the Board will include the following:

1. Review and recommend to the Board of County Commissioners the approval of plans, budgets, and grant applications for, at minimum, the Edward Byrne Memorial Justice Assistance Grant (JAG) and the Pinellas County Alcohol and Drug Abuse Trust Fund,
2. Research and monitor trends concerning substance use in Pinellas County.
3. Evaluate the performance of JAG programs, Alcohol and Drug Abuse Trust Fund, expenditures, and any other programs that may fall under board duties.
4. Such other duties as may be prescribed by rule.

ARTICLE V – SIZE AND COMPOSITION

A. Size

The SAAB Board shall consist of no less than nine (9) and no more than twenty (20) members.

B. Composition

Per FAC, Rule 11D - 9.005, the Board shall consist of a minimum of the following persons or their authorized designees:

- Chief Circuit Judge
- State Attorney
- Public Defender
- Sheriff
- Chief of Police of each municipality within the county or a Chief of Police designated by those Chiefs of Police as their representative,
- Jail Administrator
- Clerk of the Court
- Superintendent of Education
- A representative of local drug treatment programs

In addition, the Board may nominate other key individuals/stakeholders from the County including, but not limited to:

- Pinellas County Government
- Florida Department of Health in Pinellas County
- Florida Department of Corrections
- Juvenile Welfare Board

ARTICLE VI – MEMBERSHIP AND TERMS OF OFFICE

A. Recruitment/Appointment

On an annual or as needed basis, the Board shall review its composition to ensure requirements are met, vacancies are filled, membership lists are current, and alternates are named. Board members not specifically identified shall submit or recertify to the Board Coordinator a statement documenting their authority to serve as their agency or organization's representative. Replacements for non-required positions shall be filled in accordance with Section E herein.

B. Alternate Membership

Alternates must be designated in writing to the Board Coordinator by the named Board Member. Board Members should state that said individual is Board Member's Designated Alternate and has the authority to vote on his/her behalf. The Designated Alternate must be employed by the same organization and possess the knowledge necessary to assist in decisions made by the Board.

C. Terms of Office

There is no term limit for serving on the Board.

D. Removal

Any required member who misses two (2) consecutive meetings of the Board without being excused by the Chairperson must provide a Designated Alternate.

Any non-required member who misses two (2) consecutive meetings of the Board without being excused by the Chairperson is subject to removal and/or replacement.

E. Vacancies and Resignations

Vacancies for required members that occur on the Board as a result of resignation or removal shall be filled by recommendation to the Board by that position's organization and confirmed by a majority vote of the Board. A member of the Board may resign by presenting a written statement of intention to the Chairperson 30 days prior to the effective date of resignation. Vacancies as a result of resignation or removal for non-required members shall be filled by recommendation from that position's organization or by any board member and confirmed by a majority vote of the Board.

F. Compensation

Members of the Board shall serve without compensation.

ARTICLE VII – MEETINGS AND VOTING

A. Regular Meetings

The Board meets, at minimum, bi-annually at a time and place approved by the Board Chair. The Fall meeting shall serve as the Annual Meeting. All meeting activities of the Board are organized by the Board coordinator. The Board coordinator is an employee of the Department of Human Services, a department under the Pinellas County Board of County Commissioners.

B. Special Meetings

In the event that a special meeting is necessary, Board members shall be notified of the time, place and purpose of the special Board meeting at least 48-hours prior by facsimile, correspondence, or hand delivery in person.

C. Notice of Meetings

Board members and the public shall receive notice two-weeks in advance of all meetings. In the event a deadline does not allow two-weeks' notice, Board members and the public shall receive a minimum 48-hour notice, in compliance with Florida's public meetings law: 286.011, F.S.

D. Quorum

A majority of the Board shall constitute a quorum for the transaction of business at any meetings. The act of a majority of the Board present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law. All meetings, including committee meetings, shall comply with the Florida Sunshine Law.

E. Voting

All members shall be deemed as equal members and a simple vote is all that is required. A quorum must be present to solidify a vote, except as may be provided by statute or these bylaws. All Board members or delegates present shall be counted towards the quorum requirements, even if the representative later abstains or recuses from voting.

F. Recording, Distribution and Storage of Minutes

The Board Coordinator shall keep a record of its proceedings and shall be custodian of all books, documents, and papers filed with it. All meetings of the Board, as well as all records, books, documents, and papers, shall be open and available to the public in accordance with F.S. § 286.011.

ARTICLE VIII -- OFFICERS AND STAFF ASSISTANCE

A. Officers

The officers of the Board shall consist of, at minimum, a Chairperson and a Vice-Chairperson. Additional officer positions may be added by approval of the Board as prescribed herein.

B. Election and Terms of Office

The officers shall be elected by the Board during the annual meeting and shall take office immediately thereafter. Terms of office shall be for two (2) years or until their successors are elected.

C. Removal

Any officer elected by the Board may be removed by two-thirds majority vote after notice and an opportunity to be heard.

D. Vacancy

The unexpired term of an officer not completing his or her term shall be filled by a majority vote of the Board at the next regular meeting after the vacancy or at a special meeting called for that purpose. A majority vote of the total Board membership shall be necessary to elect an officer.

E. Chairperson

The Board shall elect a Chairperson by majority vote of a quorum of the Board.

The Chairperson of the Board shall have the authority to send letters and other correspondence on behalf of the Board without prior approval as necessary and consistent with the Purpose of the Board as provided for in these bylaws.

The Chairperson shall inform the Board and provide a copy of any correspondence sent under this authority at the next regularly scheduled meeting of the Board. Any Board member opposed to the action of the Chairperson may object and call for a vote to rescind said action.

F. Vice-Chairperson

The Board shall elect a Vice-Chairperson by majority vote of a quorum of the Board. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson and shall perform such other duties as from time to time may be assigned by Board.

ARTICLE IX – COMMITTEE(S)

A. Review Committee

A Review Committee made up of a quorum of Board Members or their designees shall review applications for relevant grant/funding opportunities including, at minimum, the Florida Department of Law Enforcement’s Edward Byrne Memorial Justice Assistance Grant – Countywide Program (JAG) and the Pinellas County Alcohol and Drug Abuse Trust Fund. Meetings will be set based on the needs/timelines of the funding opportunities. Minutes shall be kept at each Review Committee meeting, and all noticing and participation requirements which would apply to regular meetings shall apply to Review Committee meetings as well.

B. Ad-hoc Committees

The Board may establish ad-hoc Committees as it deems necessary to carry out the purpose and objectives of the Board. The Committee members and chairperson shall be appointed by consent of a majority vote of a quorum of the Board. Ad-hoc Committees shall be advisory in nature.

C. Ad-hoc Committee Procedures

1. Term: Each Committee shall be appointed a regularly scheduled Board meeting or special meeting and shall serve for the ensuing year.

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2. Meeting Procedure: Every meeting of a Committee shall be called by its chairperson or by a majority of Board members. At the first meeting of the Committee, a meeting schedule shall be determined.
 3. Membership: Only Board members may be appointed to a Committee of the Board. The Board may request that non-Board members attend Board or Committee meetings to provide assistance or information.

ARTICLE X – ADDITIONAL RESPONSIBILITIES

A. Compliance with Laws

The Board shall assure activities of the Board are performed in compliance with applicable Federal, State and local laws and regulations.

B. Grants

The Board shall work with Pinellas County Human Services to identify and pursue additional grant opportunities.

C. Administrative Assistance

Pinellas County Human Services shall provide the administrative assistance necessary to fulfill the Board's responsibilities. The Board Coordinator shall ensure that secretarial and/or stenographic assistance and staff assistance, if appropriate, is provided to the SAAB Board meetings and to the Chairperson in the performance of his/her authorized duties, as may be reasonably requested.

D. Conflict of Interest

No Board member or designee shall participate in the selection, award or administration of a contract supported by Federal, state, local, or private funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the Board member or designee, or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements. However, recipients may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employers or agents of the recipients.

ARTICLE XI -- FISCAL YEAR

The fiscal year of the Board shall be October 1 through September 30.

ARTICLE XII -- ORDER OF BUSINESS

The order of business of the Board at its regular meetings, unless changed by a majority vote of its members, shall be as follows:

Regular Meeting

1. Call to Order
 - a. Welcome and Introductions
2. Old Business
 - a. Approval of last meetings minutes
 - b. Adult Drug Court Quarterly Update
 - c. Juvenile Drug Court Quarterly Update
3. New Business
4. Roundtable
5. Adjournment

ARTICLE XIII—AMENDMENTS

These bylaws may be amended by a majority vote of the entire Board.

ARTICLE XIV – PROGRAM TERMINATION

The Board shall remain in existence for as long as required to remain eligible for receipt of funding from Chapter 11D-9 of the Florida Administrative Code or any successor law that requires the existence of SAAB Board.

Notwithstanding the foregoing, the Pinellas County Board of County Commissioners may terminate the Board at any time.

ARTICLE XVI -- PARLIAMENTARY AUTHORITY

The Parliamentary Authority of the Council shall be Robert's Rules of Order.

CONCLUSION

To the extent that any of the Board By-laws are contrary to statutory requirements or Pinellas County's authorization, they shall be of no force or effect.

ADOPTED -

Adopted by motion at the **August 15, 2023**, meeting of the Board.

Amended: For Review & Approval August 15, 2023