



HUMAN SERVICES DEPARTMENT

Substance Abuse Advisory Board

325 SW 28th Street • Fort Lauderdale, Florida 33315 • 954-357-4860

President

Stephanie Jo Coberly

Vice President

Christopher Checke

Secretary

Eleanor Nelson-Wernick

Treasurer

Judge Mark Speiser

Board Members

Jodi Cowart

Linda Frohring

Jeff Greene

Matthew Hatfield

Kathy Hurt

Ray Rapaglia

Charles Resnick

Garry Smyth

Jonathan Sobelman

Broward County Substance Abuse Advisory Board Meeting

Broward Addiction Recovery Center Division

January 29, 2020 Agenda

- I Call to Order
Stephanie Coberly, President
- II Quorum Verification
Christopher Checke, Vice President
- III Minutes – October 30, 2019
Stephanie Coberly, President
- IV Division Report
Jack Feinberg, Division Director
- V President’s Report
Stephanie Coberly, President
- VI Discuss Elections – By Laws attached
- VII Sunset Review Panel Meeting 02-21-2020

Substance Abuse Advisory Board

BYLAWS

BROWARD COUNTY ALCOHOL AND DRUG ABUSE ADVISORY BOARD

ARTICLE I - NAME

The Substance Abuse Advisory Board is established pursuant to Ordinance No. 77-61, § 1, 10-12-77).

ARTICLE II - MEMBERSHIP AND TERM OF OFFICE

Section 1. The Substance Abuse Advisory Board shall consist of eighteen (18) members to be appointed by the Broward County Board of County Commissioners and one member appointed by the Police Chief's Association.

Section 2. The appointed members shall serve at the pleasure of the nominating Commissioner or until the nominating Commissioner vacates office.

The appointed members shall serve at the pleasure of the nominating Commissioner, provided, however, that no such term of an appointed member shall expire until a successor to the member has been appointed.

Section 3. Whenever a vacancy of an approved or appointed position occurs, the President shall advise the County Commissioners. The respective nominating Commissioner shall appoint an individual to fill the vacancy.

ARTICLE III - ORGANIZATION OF THE BOARD AND VACANCIES

Section 1. The officers of the Board shall be a President, Vice President, Secretary and Treasurer. These officers shall perform the duties prescribed by these bylaws.

Section 2. At the annual Board meeting in February of alternating years, the Board shall elect a President, Vice President, Secretary and Treasurer to serve for a period of two years. Elections shall be by nomination and vote. If a vacancy should occur in one of these offices, the Board shall proceed to elect a member to fill such vacancy at the next ensuring regular or special meeting.

Section 3. No member shall hold more than one office at a time.

Section 4. Duties of Officers

1. The President shall:
 - i. Preside at all meetings of the Board.
 - ii. Perform all of the duties usually pertaining to the office of the President.
2. The Vice President shall:
 - i. Preside at all meetings of the Board in the absence of the President.
 - ii. Perform all such duties usually pertaining to the office of the Vice President.
3. The Secretary shall:
 - i. Preside at all meetings of the Board in the absence of the President and Vice President.
 - ii. Perform all such duties usually pertaining to the office of the Secretary.
4. The Treasurer shall:
 - i. Preside at all meetings of the Board in the absence of the President, Vice President and Secretary.
 - ii. Perform all such duties usually pertaining to the office of the Treasurer.

ARTICLE IV - MEETINGS

Section 1. Regular Meetings

The Board shall generally hold not more than one regular meeting each month for the transaction of business according to a schedule arranged by the Board. The annual meeting, at which officers shall be elected, shall be held in February of each year. Written notice of regular meetings of the Board shall be given to each member at least ten (10) days prior to each meeting, accompanied by a tentative agenda for said meeting.

Regular meetings may include workshop meetings. Meetings may only be canceled or rescheduled by majority vote of the Board members present at a regularly scheduled meeting unless the President is notified between regularly scheduled meetings that a quorum will not be available for the next regularly scheduled meeting. Such meeting may then be canceled or rescheduled by a majority vote of the Board members. All Board members shall be notified of such cancellation or rescheduling with as much notice as possible, but in no event shall such notice be less than that given for special meetings.

Section 2. Special Meetings

The Board shall convene in special meetings when called by the President, the Vice President in the President's absence, or upon request of a majority of the members of the Board. Not

less than forty-eight hours notice shall be given to all members of the Board, accompanied by an agenda specifying the subjects of the special meeting. Official action of the Board in special session will be limited to those items of business specified on the agenda. The President shall determine the time, place and date of the special meeting. The minutes of the meeting shall show the manner and method by which notice of the meeting was given to each member or shall show a waiver of notice.

Section 3.

All meetings, including committee meetings, shall be in accordance with the Florida Sunshine Law.

Section 4.

Minutes of all Board meetings shall be recorded and approved by majority vote at the next scheduled meeting.

Section 5.

A quorum for a Board meeting shall consist of a simple majority of the Board members.

ARTICLE V - VOTING

Section 1.

Each member of the Alcohol and Drug Abuse Advisory Board shall have the right to vote and shall be entitled to one (1) vote on any issue brought to the Board's attention for a final decision. Majority vote by the attending members will be mandatory for adoption of motion and resolution.

Section 2.

Each member shall have one vote which may only be exercised by the member and not by proxy.

ARTICLE VI - COMMITTEES

Section 1.

The Board President shall appoint each committee chairperson.

Section 2.

Each committee shall consist of the committee President and as many members as may be necessary to conduct the business of the committee.

Section 3.

The President shall have the authority to appoint ad hoc committees as shall be necessary for the conduct of the business of the Board.

Section 4.

The Board may consult with such advisors and experts as it deems necessary and appropriate for carrying out its duties and responsibilities.

ARTICLE VII - ATTENDANCE

Section 1.

Attendance at the Board meeting is governed by Broward County Code Ordinance No. 2003-21 amending Section 1-233 of Chapter 1, Article XII of the Broward County Code of Ordinances.

Any appointee to a Board, authority or agency who has three (3) consecutive absences or misses four (4) meetings in one (1) calendar year shall be automatically removed as a member, except where otherwise provided in the Broward County Charter, general or special law. There are no excused absences under any circumstances; however, the appointing commissioner or the other appointing authority, where appropriate, may reappoint the member when extenuating circumstances are found to exist for said member's absences.

ARTICLE VIII - GENERAL PURPOSE OF THE BOARD

The purpose of the Board as noted in the Administrative Code Section 1-102, is to advise the Broward County Board of County Commissioners and the Broward County Alcohol and Drug Abuse Services Division on matters relating to alcoholism and drug abuse, and shall exercise and perform such other powers, duties and authority as may be established by the Broward County Administrative Code.