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**ONE PREVENTION ALLIANCE (OPA)**

**Healthy Youth, Successful Families, Supportive Community.**

**MISSION STATEMENT**

Our Mission is to increase the health and well-being of youth, parents and community of the Stevenson-Carson School District by reducing and preventing drug and alcohol use through education, intervention and outreach.

**By-Laws-**

1. **PROGRAM & ONE PREVENTION ALLIANCE POLICY BOARD AUTHORIZATION & COMPOSITION**
2. The Skamania County ONE PREVENTION ALLIANCE Policy Board is a decision making board established in accordance with provisions of RCW 43.270.
3. The above Policy Board shall consist of a minimum 8 and a maximum 15 active members, selected by active Policy Board members with community representation as specified in the above referenced RCW, with additional stipulation that:
4. Members shall sit for three (3) year terms with the terms of one third (1/3) of the members expiring each year.
5. A member whose term expires may be appointed for another term at the following meeting.
6. New members may be recruited by either advertisement or by any member of the board.
7. When there is a vacancy, in an unfilled term, an appointment shall be made to complete only the current term and shall not be for a full three (3) year period. This appointment shall be by a majority vote of the members present.
8. New members may be appointed at any regular meeting and must receive a majority vote from the members present.
9. **ONE PREVENTION ALLIANCE POLICY BOARD POWERS & DUTIES**

The Skamania County One Prevention Alliance Policy Board (ONE PREVENTION ALLIANCE/OPA) shall:

1. Review and evaluate needs, services, facilities and special problems related to alcohol/substance abuse and conduct public hearings on these matters.
2. Select a fiscal agent.
3. Recruit membership from a community wide demographic with a minimum of representation from law enforcement, education, treatment and parents. This may also include other groups as referred to in the ONE PREVENTION ALLIANCE P&P Manual.
4. Collaborate with other Washington State Prevention Coalitions through its Prevention Services Coordinator.
5. Collaborate with Washington State Prevention Services Coordinators, in the implementation of legislation governing alcohol/substance abuse prevention programs for Skamania County.
6. Establish general operating guidelines and bylaws for the Policy Board.
7. Establish priorities on the basis of a community needs assessment and recommend the allocation of available private, county, state and federal funds to meet the identified needs.
8. Prepare, review and recommend all plans, contracts, budgets, and applications to Washington State Department of Social & Health Services, Division of Behavioral Health & Recovery.
9. After adoption of a program, the Policy Board will review the financial and service components of the alcohol/substance abuse prevention programs in order to be assured that the actual expenditures and programs remain consistent with the applications approved.
10. Direct fiscal agent to submit annually to the ONE PREVENTION ALLIANCE Policy Board, a report of activities of ONE PREVENTION ALLIANCE Programs and a financial account of expenditures.
11. Monitor the implementation of the County’s prevention plan and performance of the ONE PREVENTION ALLIANCE programs at least annually.
12. **ONE PREVENTION ALLIANCE POLICY BOARD PROCEDURAL MATTERS.**

The following procedures shall be followed by the ONE PREVENTION ALLIANCE Policy Board:

1. A quorum shall consist of active members present at the meeting and a quorum is required to transact business at any regular or special meeting. Decisions will be made by a simple majority vote of active members present. Absent members may submit written comments to either co-chair prior to the meeting. Said comments will be read into the minutes.
2. Members may participate in meetings telephonically.
3. A full agenda of business to be conducted shall be mailed and or emailed to all Board members ten (10) working days prior to any regular or special meeting with the understanding that items may be deleted only by vote of the board at the time of the meeting.
4. Meetings will be recorded and minutes taken from these recordings. These minutes will be sent at the same time as the agenda and changes may be made as necessary at the next scheduled meeting.
5. Regular meetings shall be open to the public, held at least four (4) times per year at a place and time established by the Board. The ONE PREVENTION ALLIANCE Police Board will hold a minimum of one (1) meeting per year with an opportunity for County Stakeholder involvement and input about drug/alcohol prevention programs.
6. Special meetings may be called at the request of either Co-Chair, by the request of two (2) or more members of the Board. Announcement of special meetings along with an agenda shall be delivered to all members at least five (5) working days in advance of the special meeting date/time. A phone call or electronic communication may substitute when a hand delivered announcement is not possible.
7. The annual meeting shall be the regular meeting of the month of May, at which time an election will be held of offices for the ensuing year.
8. More than two (2) consecutive, unexcused absences from meetings per calendar year by any member may cause the ONE PREVENTION ALLIANCE Board to recommend that such member be removed from the ONE PREVENTION ALLIANCE Board. An absence is excused if a member contacts and elected officer or the meeting facilitator prior to the meeting.
9. Resignations from the Policy Board shall be made in writing, to either Co-Chair of the ONE PREVENTION ALLIANCE Board.
10. Conflict of interest by law under the Open Public Meetings Act, (RCW 42.30) requires any Board member who has a conflict of interest when voting, to step down from the vote.
11. **ONE PREVENTION ALLIANCE POLICY BOARD OFFICERS**

Officers shall be elected at the annual meeting of the Board, serving for one (1) calendar year, (12 months) and shall include the following, with duties and responsibilities set forth:

1. Co-Chairpersons
2. The Co-Chairpersons shall be elected at the annual meeting by written ballot or voice vote provided that no first year Board member may be nominated for a Co-Chairperson position, which will run from July 1 through June 30.
3. The Co-Chairpersons shall preside at meetings of the Board, serve as a member ex-officio of all standing committees and special committees and perform such other duties as usual.
4. The Co-Chairpersons shall have the authority to sign contracts and/or other legal documents.
5. The signature of both Co-Chairpersons will be required on all contracts and/or other legal documents, including Scope of Work as approved by the ONE PREVENTION ALLIANCE Policy Board.
6. Executive Committee
7. The executive Committee shall consist of the elected officers, two (2) members elected at the annual meeting, and one (1) past Chairperson of the Board. A quorum is required to take action at an Executive Committee Meeting.
8. The Executive Committee shall represent the Board in matters of business during the period between meetings of the Board, such matters to be reported and action taken ratified by the Board at the next meeting. The Executive Committee also performs such other duties as may be assigned by the Board.
9. A quorum of Executive Committee shall consist of no less than three (3) members of the Committee.
10. **ADMINISTRATOR/ONE PREVENTION ALLIANCE COUNTY PREVENTION SERVICES COORDINAOR**

The Administrator/ONE PREVENTION ALLIANCE Prevention Services Coordinator shall carry out duties under policies established by the Policy Board.

1. The Administrator/ONE PREVENTION ALLIANCE Prevention Services Coordinator shall be responsible for duties as outlined in the Skamania County Prevention Services Coordinator Job Description. This is to include an annual review or evaluation conducted by the fiscal agent.
2. The Administrator/ONE PREVENTION ALLIANCE Prevention Services Coordinator shall attend all regular and special Board meetings and shall report to the Board.
3. The Administrator/ONE PREVENTION ALLIANCE Prevention Services Coordinator shall attend and actively participate in meetings and training sessions with the Washington State Department of Social & Health Services, Division of Behavioral Health & Recovery.
4. **AMENDMENTS**

These Bylaws may be amended at a regular meeting of the Policy Board provided that:

1. Proposed amendments have been submitted in writing to all members of the Board prior to the first reading.
2. Proposed amendments have been read at the meeting prior to voting.
3. The majority of the quorum has voted in favor of implementing the proposed amendments.



**Skamania County**

**ONE PREVENTION ALLIANCE**

**Approval/Signature Page**

David Waymire-Law Enforcement/Co-Chair Date

Angie Hollis-Local Government/Co-Chair Date

Adam Kick-Local Government Date

Colleen Wahto-Health Care Date

Sheriff Dave Brown-Law Enforcement Date

Tamara Cissell-Treatment Date

Karen Ashley-Faith Based Community Date

Denise Livingston-Education ESD112 Date

Heather Hoffberger/ Volunteer Groups Date

Sarah Marino-Education Date

Caleb Wheeler-Youth Organization Date

Jennifer Moore-Parent Date

Youth Date

Media Date

Derek Ostergard-Business Date