



**ALCOHOL AND OTHER DRUG ABUSE ADVISORY COUNCIL**  
**Montgomery County, Maryland**

**BYLAWS**

**ARTICLE I: PURPOSE**

The duties, operating procedures, and membership of the Alcohol and Other Drug Abuse Advisory Council ("Council" or "AODAAC") are as specified under applicable law.

**ARTICLE II: OFFICERS, ELECTION OF OFFICERS, AND DUTIES**

- A. At an annual meeting that will take place in June of each year, following the report of the Nominating Committee established in this article, the voting members of the Council shall elect the following officers: one (1) Chairperson and two (2) Vice Chairpersons, each for a term of one year. These officers may be re-elected for a second year. Vice-Chairpersons may not serve in that office for more than two consecutive years.
- B. The Chairperson shall preside at all meetings, supervise the work of the other officers and committees, be the authorized representative of the Council, and designate such other special committees, as necessary.
- C. One of the Vice Chairpersons shall assume the duties of the Chairperson in that person's absence.
- D. The Chairperson shall be responsible for seeing that all pertinent minutes and correspondence relating to Council activities are completed, corrected, and distributed in a timely fashion by staff assigned to the Council from the County. The Chairperson shall also be responsible for monitoring attendance records to ensure active member participation.
- E. Should an officer resign during a term of office, the voting members of the Council shall elect a replacement to serve for the balance of the term.
- F. The Chairperson shall appoint a Nominating Committee in April of each year, prior to the election in June, to nominate at least one person for each office. The voting members may also make nominations from the floor.

**ARTICLE III: COMMITTEES AND COMMITTEE CHAIRS**

- A. The Council shall have an Executive Committee. This committee shall consist of the Council Chairperson, the immediate past Council Chairperson, the two Council Vice Chairpersons, and the Chairpersons of any Ad-Hoc Committees. The Executive Committee shall provide oversight and support to ensure the efficient operation of the Council. In addition, the Executive Committee shall prepare a strategic plan.

- B. As necessary, the Chairperson may designate Ad-Hoc and Special Committees, and their Chairpersons.
1. Any Chairperson of an Ad Hoc Committee must be nominated by the Council Chairperson to chair the Standing Committee and approved by the Council. The length of service for each Committee Chairperson shall be indicated at the time of approval, or if not so indicated, shall last for one year.
  2. The Standing Committees shall meet as necessary, and committee members and guests may participate by telephone conference call.

#### **ARTICLE IV: MEETINGS**

A. Written notice of all regular meetings shall be sent to all Council members in sufficient time in advance of the meetings, indicating the date, time, place, and agenda. Notice by email to the preferred email address of Council members shall constitute written notice.

B. Any person may file written statements with the Council and shall be offered an opportunity to speak at a meeting or forum in accordance with procedures established by the Council.

#### **ARTICLE V: AMENDMENTS**

These bylaws may be amended at any regular Council meeting by a two-thirds vote of the voting members. A copy of the proposed amendment and notice of intention to amend shall be communicated to all voting members at least seven business days prior to the meeting at which a vote is to be taken to amend these by-laws.

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As amended May 14, 2020