

Substance Abuse Prevention and Treatment Agency (SAPTA)  
State Epidemiology Workgroup (SEW) BYLAWS

ARTICLE 1 – NAME

- 1.1 The name of this group shall be the Substance Abuse Prevention and Treatment Agency State Epidemiology Workgroup. Hereinafter referred to as the SEW.

ARTICLE 2 – AUTHORITY

- 2.1 The SEW is a freestanding advisory committee to the Mental Health and Developmental Services Division and SAPTA.

ARTICLE 3 – PURPOSE AND FUNCTION

- 3.1 The purpose of the SEW is to provide ongoing advice and guidance to SAPTA staff who will disseminate those recommendations to the Multidisciplinary Prevention Advisory Committee, the SAPTA Advisory Board and other appropriate agencies and groups.
- 3.2 Review and analyze data to determine the impact of substance abuse and the need for prevention services and treatment services:
- 3.2.1 Maximize all available Alcohol, Tobacco and Other Drugs (ATOD) prevention resources;
  - 3.2.2 Remove state barriers to enhancing the delivery of effective local substance abuse prevention services;
  - 3.2.3 Develop shared responsibility among state and local governmental units;
  - 3.2.4 Increase the number of data-driven outcomes for substance abuse prevention;
  - 3.2.5 Promote the prevention of alcohol and other drug abuse.
- 3.3 The SEW shall not have any policy-making or regulatory authority.

ARTICLE 4 – MEMBERSHIP

- 4.1 Representation
- 4.1.1 The SEW consists of a minimum of eight (8) representatives.
  - 4.1.2 New members will be nominated by members or SAPTA staff and, upon SAPTA approval, will be forwarded to the Chair and be voted on by a quorum of the SEW for appointment.

## 4.2 Terms

### 4.2.1 No term limitation

4.2.2 A member may lose representation on the SEW if he/she does not meet attendance requirements as indicated in section 4.5.

## 4.3 Nomination

4.3.1 When a member's seat is vacated, the Agency represented by the member shall have the right to nominate a new member to the SEW by making a nomination to SAPTA staff, the Chair, or the Vice Chair.

In the absence of a nomination from the Agency being represented, that seat may be filled through nomination by SEW members, the Chair, the Vice Chair, or SAPTA staff.

4.3.2 Nominations for Agencies or members not currently represented on the Committee may be submitted in writing to either of the Chairs or SAPTA thirty (30) days prior to the next meeting for consideration and approval.

4.3.3 Nominations will be presented to the SEW for a vote to elect the new member according to stipulations outlined in Article 5 of this document.

## 4.4 Presiding Officers

4.4.1 The SEW shall elect the Chair from its membership, at the first meeting on odd years, by a majority vote of the Board for a two-year term with a maximum two terms.

4.4.2 The SEW shall select a Co- Chair, who will act in partnership with the Chair and will serve a two-year term. The Co-chairs shall preside over alternate meetings, on a schedule to be determined by the Co-chairs. If the SEW selected Co- Chair position should become vacant for any reason, the SEW shall re-select a new Vice Chair to fulfill the length of the current term. If the Chair position should become vacant for any reason, the Co- Chair shall submit a request to SAPTA to appoint a nomination committee at the next SEW regular or at a special meeting for the purpose of nominating a chair. The nominating committee, made up of at least three SEWS members, shall meet at least once between meetings and present a nominee at a subsequent regular meeting. Nominees shall also be accepted from the members at the time of the regular meeting of which there will be a vote. A vote will be taken by the majority of members...

4.4.3 If for any reason neither Co- Chair nor the Chair is available for a meeting, the Chair of said meeting may assign a representative from the SEW to preside over said meeting.

4.4.4 The Co-Chair shall be elected at the first meeting on even years by a majority vote of all SEW members.

4.4.5 When the position of the Chair is vacant, the Co- Chair shall assume the duties of the Chair until the SEW votes on a new Chair.

4.4.6 The Co- Chair shall act for and on behalf of the Chair in all cases of his/her absence.

#### 4.5 Attendance Requirements

4.5.1 Members of the SEW shall maintain 75% attendance each calendar year. Members who are absent in excess of 25% or who miss three (3) consecutive meetings may forfeit their seat on the SEW. Nominations shall be sought by the SEW in accordance with nomination procedures set forth in subsection 4.3.

4.6 Grounds and Procedure for removal. Members of the SEW may be removed for either of the following reasons:

4.6.1 Violation of conflict of interest policy.

4.6.2 Not meeting the attendance requirements of 4.5 above.

#### 4.7 Designation of Alternates

4.7.1 A member of the SEW may designate another individual to attend a particular meeting to act as proxy for the member of the SEW. That designation may be by writing, fax, electronic mail, or telephone call directed to the SAPTA Agency Director or staff, either of the Co-chairs, or the recording secretary. A designated member shall have all rights of the member of the SEW at that meeting. Any written material or assignments necessary for the meeting should be passed on by the member to the proxy. The designated member must still follow attendance requirements under 4.5 whether there is a proxy or not. The proxy provision will only be allowed two times before the original member's SEW membership status is re-evaluated.

### ARTICLE 5 – VOTING

5.1 Each member including the Chair and Vice Chair shall have one vote. Such a vote may be either in person or by proxy.

5.2 A quorum shall consist of attendance by a simple majority of voting members.

5.3 A concurrence of at least a majority of the members (present) of the SEW shall be required on all voting matters.

### ARTICLE 6 – COMPENSATION

6.1 No compensation is expected and funding is not allocated.

#### ARTICLE 7 – STAFFING

7.1 SAPTA, for purposes of secretarial, research, and other needs, shall provide staff to the SEW.

#### ARTICLE 8 – MEETINGS

8.1 The SEW shall meet at least quarterly and at the times and places specified by the call of the Chair and/or SAPTA staff.

8.2 A quorum shall consist of attendance by a simple majority of the members.

8.3 Agenda items are to be submitted in writing, no later than fourteen (14) days before the meeting, by SAPTA and/or SEW members. The meeting Chair shall have the right to waive this timeframe at his or her discretion if deemed appropriate.

8.4 Meetings will generally follow parliamentary procedure as contained in Robert’s Rules of Order Revised, insofar as they do not conflict with the NRS and said bylaws.

8.5 Meetings shall be conducted in accordance with NRS chapter 241, known as “Nevada’s Open Meeting Law.”

#### ARTICLE 9 – SUBCOMMITTEES

9.1 Either the Chair or Co-Chair, in the absence of the Chair, can appoint subcommittees, which may include individuals who are not members of the Committee. (The composition of the subcommittee must be approved by a majority vote of the SEW.)

9.2 Terms of subcommittee appointments:

9.2.1 The terms of the members of each subcommittee shall be determined by the SEW Chair, not to exceed twelve months. Any member of a subcommittee may be reappointed. A subcommittee shall remain active until the work is completed.

#### ARTICLE 10 – STAFFING

10.1 Staff to the subcommittees shall be provided by SAPTA for purposes of secretarial, research and other needs.

#### ARTICLE 11 – AMENDMENTS

11.1 Proposed amendments to the bylaws shall be submitted in writing to the Chair or the SAPTA Agency Director fourteen (14) days prior to any regular meeting.

11.2 The bylaws may be amended at any regular meeting of the SEW by a two-thirds (2/3) vote of those attending, provided the amendment has been submitted in writing and placed on the agenda.

## ARTICLE 12 – CONFLICT OF INTEREST

12.1 The Agency will survey its SEW members annually to collect information regarding their affiliations outside the SEW. Each member is responsible for fully disclosing all current affiliations.

12.2 Conflicts of interest must be declared by members prior to discussion of any matter that would provide direct financial benefit to that member, or otherwise have the appearance of a conflict of interest. When funding or other decisions are made regarding an organization with which the member has an affiliation, the member shall state his or her intention to abstain from making specific motions or casting a vote, before participating in related discussion. The Chair or a majority of the SEW may also declare a conflict of interest exists for a member, and ask that the member be removed from the voting process.

Substance Abuse Prevention and Treatment Agency  
STATE EPIDEMIOLOGY WORKGROUP (SEW) BYLAWS  
DISCLOSURE STATEMENT – STATE FISCAL YEAR 2012

The Substance Abuse Prevention and Treatment Agency (SAPTA), State Epidemiology Workgroup Bylaws include the following statements regarding Conflicts of Interest:

The Agency will survey it's SEW members annually to collect information regarding their affiliations outside the SEW. Each member is responsible for fully disclosing all current affiliations.

Conflicts of interest must be declared by members prior to discussion of any matter that would provide direct financial benefit for that member, or otherwise have the appearance of a conflict of interest. When funding or other decisions are made regarding an organization with which the member has an affiliation, the member shall state his or her intention to abstain from making specific motions or casting a vote, before participating in related discussion. The Chair or a majority of the SEW may also declare a conflict of interest exists for a member, and ask that the member be removed from the voting process.

Please list any of the following affiliations in the lines below: 1) Employers; 2) Committees or Commissions; 3) Organizations in which you or any member of your immediate family has a substantial or material interest and, to your knowledge, the Agency has a grant, contract or cooperative agreement with; 4) Any allegiance or financial interest you or any member of your immediate family has that might affect or appear to compete with your duties on the Agency's State Epidemiology Workgroup.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please complete the form and return to SAPTA at your earliest convenience.

Fax to 775 684-4185, attention Meg Matta or mail to 4126 Technology Way 2 <sup>nd</sup> Floor, Carson City, NV 89706. Thank you very much for your adherence to the Bylaws.
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