



Meridian Anti-Drug Coalition (MADC) By-Laws

(last reviewed/updated by Coalition Executive Committee 5/2023)

ARTICLE I: PURPOSE

Section 1. Purpose

The purpose of the coalition shall be to provide progressive leadership, education, and resources to reduce substance abuse within the Meridian city limits and surrounding areas.

ARTICLE II: OFFICES

Section 1. Registered Office

The registered office of the MADC will be maintained at the Meridian Police Department, 1401 E Watertower St, Meridian ID, 83642.

ARTICLE III: MISSION, VISION, AND FUNCTION

Section 1. Mission & Vision

- The Meridian Anti-Drug Coalition's mission is *to strengthen our community through substance abuse prevention.*
- The Vision is *to build Meridian into a drug free community where people can safely live, work and raise a family.*

Section 2. Function

To develop and implement drug prevention efforts in collaboration with community members to include the following:

- Establish and maintain a regular meeting schedule
- Adopt written By-Laws
- Advise all members on:
 - Mission and vision
 - Coalition structure
 - Policies and procedures (By-Laws)
 - Strategic planning and implementation

ARTICLE IV: MEMBERSHIP

Section 1. Qualifications and Duties of All Members:

- MADC membership is open to anyone with specific expertise or interest in addressing substance abuse problems within the City of Meridian and surrounding areas. There are no membership fees.
- Members agree to support the mission, vision, and values of the MADC. Members serve at the discretion of the MADC (as determined by the Coalition Executive Committee).
- Prior to speaking and/or educating the public on behalf of the coalition, persons in recovery must have completed one full year of recovery. Length of recovery will be verified through a letter from a third person identified by the coalition.
- Members shall be authorized to vote on MADC business if present at meetings or as designated via email in accordance with the By-Laws and the request of the Director and/or Coordinator.
- Members are expected to have their current email included on the email distribution list and read information sent out via email including agendas and meeting minutes. (Agendas are sent



one week before monthly meetings and minutes are sent one week after the meeting(s). Email addresses will not be shared and members can unsubscribe at any time.)

- For the safety of all involved, background checks may be requested for MADC members working directly with youth.

Section 2. General Members

- General members have attended one or more meetings and have requested placement on the coalition's email distribution list.

Section 3. Executive Committee Members

- Executive Committee members include the Director, Anti-Drug Coalition Coordinator, Secretary, 12 Sector Representatives, and Grant Contract Positions.

Section 4. Sector Representatives

- In continuing with the federal Drug Free Communities (DFC) and Strategic Prevention Framework (SPF) Grant requirements, the MADC membership will include representatives for the following twelve sectors:

1. Youth
2. Parents
3. Business Community
4. Media
5. Schools
6. Youth Serving Organizations
7. Law Enforcement Agencies
8. Religious or Fraternal Organizations
9. Civic or Volunteer Organizations
10. Healthcare Professionals
11. State, Local, or Tribal Government Agencies
12. Substance Abuse Organizations

Section 5. Partners

- Partners are encouraged but not required to attend meetings and/or subscribe to the coalition's email distribution list. They provide a wide variety of support (fiscal and in-kind donations) to help the MADC meet it's mission through strategy implementation

ARTICLE V: MEETINGS

Section 1. General Meetings

- General meetings are open to the public and are held the third Thursday of the month at 4pm unless otherwise posted on the MADC website. Meetings are held at the Meridian Police Department, 1401 E Watertower St, Meridian ID, 83642.

Section 2. Coalition Executive Committee (CEC) and Subcommittee Meetings

- CEC meetings will be held quarterly at minimum. They will be scheduled at 3pm prior to the general meeting. Subcommittee meetings will be scheduled as needed.

Section 3. Notice of Meetings

- Email notification for upcoming meetings will be sent out one week prior to the date of the meeting with the agenda. It is the responsibility of members to keep their email current on the coalition email distribution list to ensure they are receiving all coalition notifications. Meetings will also be posted on the MADC website calendar.

Section 4. Simple Majority and Voting Requirements

- An affirmative vote is the simple majority of the members represented at the meeting. If a



decision must be made quickly and an email vote is deemed necessary, members will be emailed and must respond within 48 hours for their vote to be counted.

ARTICLE VI: COALITION EXECUTIVE COMMITTEE (CEC) MEMBERS AND DUTIES

Section 1. CEC Members

- The coalition's CEC is comprised of the Director, Anti-Drug Coalition Coordinator and /or Secretary, 12 Sector Representatives, and grant contract positions. (The City of Meridian serves as the coalition's fiscal agent therefore the coalition does not have a Treasurer position. The Director works with a representative from the Finance Department to ensure all fiscal spending, reporting and record keeping is completed as specified by Federal, State, City, and Meridian Police Department policy. **All** coalition financials must be approved through City Council.)
- The term of office shall be a minimum of a one (1) year commitment.
- CEC Members are expected to attend quarterly meetings and the general monthly meetings.
- CEC Members shall perform their duties in a manner he/she reasonably believes to be in the best interest of the coalition (earning them their appointment).
- CEC Members will be voted in annually, at a meeting held in the Spring.
- Whenever, in its judgement, the best interest of the coalition would be better served by removing an appointed CEC Member, said member may be removed by an affirmative majority vote of the total CEC.

Section 2. Director

- The Director of the coalition is a full-time City of Meridian staff position also working as Substance Abuse Prevention Coordinator for the Meridian Police Department. Assisted by CEC members the Director shall plan the agenda, preside at all meetings of the MADC, may appoint sub-committees, and may perform all of the duties pertaining to coalition oversight. The Director is also responsible for the coalition's budget working directly with the City appointed financial representative.

Section 3. Anti-Drug Coalition Coordinator

- The Anti-Drug Coalition Coordinator is a full-time City of Meridian staff position also working for the Meridian Police Department. The Coordinator works closely with the Director and shall perform the duties of the Director in the absence of, or inability of the Director to carry out said responsibilities.

Section 4. Secretary

- The Secretary must attend all general and CEC meetings to record meeting minutes. Minutes must be completed within one week of the meeting and sent to the Director. They will then be sent out to the coalition for review, voted on at the next meeting and posted on the MADC website. Minutes are public record and will be filed with grant documents when applicable.

Section 5. Sector Representatives

- Each Spring, the 12 Sector Representatives will sign Coalition Involvement Agreements (CIAs) outlining the responsibilities of their leadership for their year of service on the Executive Committee.

Section 6. Grant Contract Positions

- These grant funded positions are contingent on the coalition receiving grant funds. Responsibilities vary and are specified in a Professional Service Agreement drafted and filed on behalf of the coalition with the City's legal team.



Section 7. Subcommittees

- The CEC may establish additional committees as necessary and appropriate to carry out the business of the coalition.

ARTICLE VII: MISCELLANEOUS

Section 1. Conflict of Interest

- Questions of conflict of interest may be brought up by MADC members and/or the public. Such questions of conflict shall be discussed at a MADC CEC meeting before a decision is made on the matter and the member in question shall be given the opportunity to explain his or her position. When necessary the MADC by a majority vote of those present shall decide on the issue with the member under question excluded from voting.
- When a member is uncertain of whether or not an actual conflict or perceived conflict of interest exists between their private interests and duties, the member shall raise the question before the CEC.
- When there appears to exist an actual or perceived conflict between the interests (whether personal, financial or fiduciary) of an MADC member and their official duties, the member shall disqualify him or herself from personally and substantially participating and voting as a member of the MADC on any such issue.

Section 2. Amendments

- The By-Laws may be amended if the purposed changes are submitted in writing and discussed at the previous CEC meeting or in a CEC email and a simple majority vote of CEC members approve the proposed changes. The amendment goes into effect immediately upon its adoption unless the motion to adopt specifies a time for its going into effect.

Section 3. Records Retention

- The coalition shall keep correct and complete records. All books and records of the coalition may be inspected by any member or his agent or attorney or the general public for any proper purpose at any reasonable time. Documents must be kept seven years (grant documents ten years from the final date of closeout).

Section 4. Non-Discrimination

- The MADC will not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, gender identity, age, disability, legal citizenship, national origin, income, or political affiliation in any of its policies, recommendations or actions.

Section 5. Parliamentary Decision

- All MADC meetings shall be governed by "*Robert's Rules of Order*" (current edition) unless contrary procedures are established by these By-Laws or by special written resolution of the CEC.
- Instead of the 2/3 vote required by Roberts Rules, MADC will use the simple majority.