

**BYLAWS
OF
OPIOID ABATEMENT FUNDING ADVISORY BOARD**

PREAMBLE

These Bylaws were approved by the Opioid Abatement Funding Advisory Board at its regularly scheduled meeting on October 17, 2022. These Bylaws are designed to serve as guidelines, policies and procedures for the Opioid Abatement Funding Advisory Board members and any of the standing committees that are established by the Board. All guidelines, policies and procedures are in compliance with Florida Statutes and Escambia County resolutions as have been established by the Escambia County Board of County Commissioners.

**ARTICLE I
NAME**

Section 1. Name

The name of this organization shall be the Opioid Abatement Funding Advisory Board, herein after called the “Board.”

**ARTICLE II
PURPOSE**

The Board shall review and make recommendations on Escambia County’s Abatement Plan and funding considerations consistent with the Abatement Plan and the State of Florida Memorandum of Understanding. The recommended services and programs shall be available to all residents of Escambia County and the Board shall strive to allocate funding and services in a manner that equally benefits all residents of Escambia County.

**ARTICLE III
BOARD MEMBERSHIP**

Section 1. Board Composition

The Board membership shall be appointed as outlined in Resolution R2022-57 – *Establishing the Opioid Abatement Funding Advisory Board*. The Board of County Commissioners, Escambia County Administrator, Pensacola City Council, Mayor of Pensacola, and Opioid Task Force shall each appoint one (1) member.

Section 2. Officers

Chairperson. The Board shall elect a Chairperson to preside at all meetings. The Chairperson shall be elected in October of each calendar year and shall serve a one-year term until the first meeting in October of the following year. There shall be no term limits for a member to serve as Chairperson.

Vice-Chairperson. The Board shall elect a Vice-Chairperson to preside and act on behalf of the Chairperson during his or her absence. The Vice-Chairperson shall be elected in October of each calendar year and shall serve a one-year term until the first meeting in October of the following year. There shall be no term limits for a member to serve as Vice-Chairperson.

Section 3. Duties of Officers

Chairperson:

1. To preside at all meetings of the Board
2. To call special meetings of the Board in accordance with these Bylaws
3. To sign documents within the purview and authority of the Board
4. Represent the Board in all recommendations to the Board of County Commissioners
5. To see that all actions of the Board are properly taken

Vice-Chairperson: During any absence of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and responsibilities of the Chairperson.

Staff Liaison: The Escambia County Administrator shall appoint a staff liaison for the Board. The staff liaison shall provide support as necessary to carry out the purposes and objectives of the Board. The staff liaison shall identify issues and alternatives that may relate to the Board's policies, goals, or programs and bring such matters before the Board for consideration.

The Staff Liaison shall attend all meetings of the Board and keep the minutes of each meeting. The minutes shall reflect all motions made at the meeting, and the basic rationale given in support or opposition of the motion if so stated. The minutes shall include the outcome of all matters before the Board. The minutes of each meeting shall be printed and distributed to members for approval at the next regularly scheduled meeting and shall be maintained as a permanent record in compliance with Florida Retention Laws.

Section 4. Inability to Attend Meetings

Each Board member that will not be available to attend a scheduled meeting shall, at the earliest possible opportunity, advise the Staff Liaison. The Staff Liaison shall notify the Chairperson in the event that projected absences will produce a lack of a quorum.

Section 5. Term of Office

All members shall serve a term of two (2) years. A vacancy shall be filled by the appointing entity, and the replacement shall serve for the remainder of the unexpired term. Members whose terms have expired may be reappointed for additional two (2) year terms at the discretion of the appointing entity.

Section 6. Vacancies and Removal

The members of the Board may recommend to the Board of County Commissioners removal of any member who accrues two (2) or more consecutive unexcused absences from regular meetings during the calendar year. The members of the Board may also recommend removal of any member who accrues three (3) or more total absences (excused or unexcused) from regular meetings during the calendar year. Absences may be excused by a majority vote of the members present at any meeting.

ARTICLE IV **BOARD MEETINGS**

Section 1. Sunshine Law

The Board shall be subject to Florida's "Government in the Sunshine Law" and the Florida Public Records Act. Each Board member shall be responsible for compliance with the requirements of these laws.

Section 2. Regular Meetings

The Board shall meet regularly and as often as needed to effectuate its responsibilities, but no less than semi-annually and on a schedule which allows the Opioid Task Force to provide the data compiled for and arising out of its semi-annual meeting to the Board for review and consideration.

Section 3. Required Annual Meeting

The Board must conduct an annual meeting for the purpose of reviewing previous years' data. The data should include evidence of the local status of the opioid epidemic and effect of abatement programming the first Monday in August each year.

Section 4. Special Meetings

The Chairperson may call a special meeting of the Board on his or her own initiative and shall call a special meeting on the request of any three (3) members.

Section 5. Notice of Meeting

Notice of all regular and special meetings of the Board and the time and location of each meeting will be timely published to the public.

Section 6. Location of Meetings

The meetings shall be held in a County or City facility of sufficient size to accommodate those present and at such other locations as the Board may determine from time to time.

Section 7. Agenda

County staff shall, after consultation with the Chairperson, prepare an agenda for all meetings. Any Board member may request that a matter be placed on the agenda. The agenda and related materials shall be distributed at least two (2) days prior to the meeting date.

Section 8. Quorum

A majority of the total membership of the Board constitutes a quorum for the purposes of conducting business.

Section 9. Voting

Each member shall exercise one vote for all matters subject to a vote of the Board. All matters shall be decided by a majority vote of members present. No member shall abstain from voting unless the member has an appropriately memorialized conflict of interest. A member of the Advisory Board shall abstain from voting on a proposal for funding a program or service provided by that member's local government.

Section 10. Rules of Procedure

The Board shall conduct its meetings in accordance with the current edition of *Robert's Rules of Order*, except to the extent that any provision thereof is inconsistent with these Bylaws.

Section 11. Working Groups

The Board may appoint working groups for purposes and durations as it deems appropriate and be subject to the Sunshine Law where appropriate.

Section 12. Matters Referred by the Board of County Commissioners

Matters referred to the Board by the Board of County Commissioners shall be placed on the calendar for consideration and action at the first meeting of the Board after such referral.

ARTICLE V
DUTIES AND FUNDING

Section 1. Duties

The Board must annually make recommendations on funding, programs, services, and location priorities for the upcoming years(s) (“Opioid Abatement Funding Advisory Board Priority List,” “Priority List,” or “Abatement Plan”). The County Commission shall have final approval of the Abatement Plan, or any amendments thereto.

The Board must provide the County with an Opioid Abatement Funding Advisory Board Priority List for the County to perform competitive solicitations for programming and services in accordance with the procurement process in Chapter 46 of the Code of Ordinances, County of Escambia.

The Board shall approve and present to the Board of County Commissioners Final Review recommendations. The Board of County Commissioners shall approve the Board’s recommendations by a majority vote of the members present unless the Board of County Commissioners rejects such recommendations by a majority vote of the members present. In the event of such rejection, the Board of County Commissioners shall determine and approve by a majority vote of the members present the expenditure of the Regional Funds in accordance with the State Memorandum of Understanding.

Section 2. Escambia County Regional Fund

The Board must review the programs and services of the beneficiaries of Escambia County Regional Funds to determine the outcome of such programs and services in order to hold beneficiaries accountable. The Escambia County Regional Funds may be used to enhance current programs or develop new programs consistent with the State Memorandum of Understanding. Regional funding is not intended to supplant current funding sources and general funds, and staff will continue to seek funding for opioid related abatement at the levels opioid abatement programs were funded as of the effective date of the Interlocal Agreement.

ARTICLE VI
PUBLIC PARTICIPATION

Section 1. Participation

Public participation in the Board’s discussion regarding opioid abatement funding is strongly encouraged and any member of the public shall be entitled to speak during public forum or when recognized by the Board’s chairperson to speak on agenda items.

Section 2. Public Forum

The regular Board meeting agenda shall include a “Public Forum” agenda item to provide an opportunity for the public to address the Board at each Board meeting. In addition, the chairperson

may recognize citizens to speak on agenda items immediately following discussion by the Board and prior to a vote on the matter by the Board. The chairperson shall impose a time limit for speakers to allow sufficient time for all speakers. The chairperson has the right to remove any speaker whose conduct interferes with the orderly conduct of the meeting.

ARTICLE VI
AMENDMENT TO BYLAWS

Section 1. Amendment or Repeal of Bylaws

The Board may amend or repeal these Bylaws by super-majority vote of the members present, provided that any such amendment or repeal will not become effective until the next regularly scheduled meeting of the Board. Notice of said proposed amendment shall be given to each member in writing at least five (5) business days prior to said meeting.

Section 2. Writing

The Bylaws and any amendments thereto shall be memorialized in writing, either by reproduction as amended or by attachment.

ARTICLE VII
FISCAL YEAR

The fiscal year of the Board shall commence on the first day of October and end on the last day of September.

ADVISORY BOARD CHAIR'S CERTIFICATE

THIS IS TO CERTIFY that I am the Chair of the OPIOID ABATEMENT FUNDING ADVISORY BOARD, and the foregoing Bylaws of said Board were duly adopted by the Board at a meeting of said Board held on March ____, 2022.

IN WITNESS THEREOF, I have affixed my signature this 6th day of March, 2023.

SIGNATURE: 

NAME PRINTED: John Mathis

TITLE: Opioid Abatement Funding Advisory Board Chairman