

# **Leon County Responsible Decision Making Coalition**

## **By-Laws**

**November 18, 2011**

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These bylaws constitute the code of rules adopted by the Leon County Responsible Decision-Making Coalition for the regulation and management of its affairs.

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### **ARTICLE I – NAME**

The name of the organization shall be the Leon County Responsible Decision-Making Coalition, referred to as RDMC or the Coalition.

### **ARTICLE II – DESCRIPTION**

#### **A. MISSION STATEMENT**

The mission statement of the RDMC is to reduce underage drinking, binge drinking, smoking and all other forms of substance abuse among youth and college students in Leon County thereby lowering the human costs and the financial costs associated with addiction and abuse.

#### **B. VISION/END STATE**

A healthy, committed community united behind a long term strategy to reduce substance abuse with the lowest youth and college student substance abuse rates in Florida.

#### **C. GOALS**

- 1) Goal 1: Prevention – Stopping use before it starts.
- 2) Goal 2: Enforcement – Aggressively attacking unlawful drug activity and the sales/providing of alcohol to those underage.
- 3) Goal 3: Treatment – providing treatment to those in need and ensuring treatment resources are maximized in the community.
- 4) Goal 4: Policy Development and Support – Developing and implementing policies that reinforce reduced substance abuse and gaining community support

## **ARTICLE III – MEMBERSHIP**

### **A. ELIGIBLE POPULATION**

The area to be served by the Tallahassee/Leon RDMC includes all of Leon County. All residents are eligible to participate.

### **B. MEMBERSHIP**

1. Individual Members: Any individual who resides in Leon County is eligible for membership in the RDMC. Any Leon County resident who attends at least 3 meetings is eligible to become an individual member of the Coalition. Individual members may attend meetings and participate in coalition activities, but will not have a vote unless selected by the Board of Directors as one of the at-large voting members.

2. Organizational/Voting Members: Individuals representing organizations or agencies specified below will be the voting members of the coalition:

A. Tallahassee Police Department

B. Leon County Sheriff

C. Florida State University

D. Florida A&M University

E. Tallahassee Community College

F. Leon County Schools

G. DISC Village

H. Turn About, Inc.

I. Apalachee Center

J. Leon County Drug Court

K. Florida Students Against Destructive Decisions (SADD)

L. Tallahassee Memorial Hospital

M. Capital Regional Medical Center

N. Tallahassee Business Community

O. Twenty First Century Council

P. Leon County Health Department

Q. Faith Community Representative

R. Media Representative

S. Officers/Executive Committee of the RDMC

T. Three At-Large Voting Members (As designated by the Board of Directors with one at-large voting member being a student)

This list may be modified by the Board of Directors.

2. Rights of members: Each voting member shall be entitled to one vote on each matter submitted to a vote at a meeting of the members. No member shall be entitled to any part of the revenues of the corporation or to share in the distribution of the corporate assets upon dissolution.

3. How the Membership Can Legally Act: The membership may act only at a properly called meeting of the membership where a quorum of voting members is present. At such a meeting, a vote of a majority of the voting members in attendance shall be an act of the Coalition.

## **ARTICLE IV – MEETINGS**

### **A. MEETINGS**

The RDMC shall hold monthly meetings. Special meetings of the RDMC may be called at any time by the chair or at the request of any three voting members with a three day notice to each Coalition member. No business other than that specified in the notice shall be transacted at the special meeting

## **B. COMMITTEE MEETINGS**

Designated committees and subcommittees may meet at a time and place mutually agreed upon by its members.

## **C. QUORUM**

At all meetings of the RDMC, one third of the voting membership shall constitute a quorum required to transact business, or a minimum of five (5) voting members in attendance.

## **D. RULES OF ORDER**

All proceedings of the RDMC and its committees shall be governed by parliamentary procedure using the current edition of Robert's Rules of Order.

## **E. MINUTES AND RECORDS**

The Coalition shall keep minutes of the proceedings of its meetings, a membership roster giving the names, addresses, and phone numbers of the members, and other information as needed to effectively administer the activities of the coalition.

# **ARTICLE V – OFFICERS**

## **A. NUMBER, ELECTION and TERM**

The RDMC shall have a Chair, Vice Chair, Past Chair, Secretary and Treasurer and they shall serve as the Board of Directors for RDMC. Officers shall be elected for a term of one year by the Coalition members at an annual meeting. All officers are voting members of the coalition. Except for the Chair and Past Chair officers may serve succeeding terms in the same office. No person may serve more than 2 succeeding terms in the same office.

## **B. DUTIES OF OFFICERS**

1) **Chair** – The Chair shall preside at all meetings of the RDMC and shall exercise general supervision over the business of the Coalition.

2) **Vice Chair** – The Vice Chair shall carry out the duties of the Chair in his/her absence and prepare for the duties as Chair the following year.

3) **Secretary** – The Secretary shall prepare the minutes of all meetings and shall review communications as prescribed by the Coalition membership.



**4) Treasurer** – The Treasurer shall be responsible for oversight of the financial affairs of the RDMC, assisting in the preparation of the annual budget and tax return and performing other financial duties as assigned by the Coalition membership.

**5) Past Chair** – Assist the Chair and Vice Chair as required.

### **C. REMOVAL OF OFFICERS**

Any officer may be removed from the office by a majority vote of the full voting membership whenever it is deemed to be in the best interest of the RDMC. An officer being considered for removal must abstain from the vote during which his or her removal is being determined.

## **ARTICLE VI – BOARD OF DIRECTORS**

At a minimum, the Board of Directors shall consist of the RDMC Chair, Vice Chair, Past Chair, Secretary and Treasurer. All decisions of the Board of Directors shall be based on the majority (50 % +1) of the membership of the Board of Directors. It shall establish and communicate the location and agenda of RDMC meetings and provide oversight and accountability. The Board of Directors shall have such duties as are required by Florida Law.

## **ARTICLE VII – VOTING**

### **A. PROCEDURES / CONFLICT OF INTEREST PROVISION**

1) Each voting member of the Coalition shall have one (1) vote. Each member of the RDMC shall have the right to vote on matters coming before the RDMC at regular or specially scheduled meetings. A member must be physically present to vote. Absent voting members may not provide a proxy to an attending voting member.

2) If a member has, or may be perceived to have a conflict of interest on a particular matter, he/she shall refrain from voting or otherwise participating in the proceedings regarding the matter which gives rise to the conflict or the perception of conflict.

3) Action on any proposal shall require an affirmative vote of the majority of members present at a regularly scheduled meeting with a quorum.

## **ARTICLE VIII – COMMITTEES**

### **A. DESIGNATED COMMITTEES**

The Chair may designate from among the RDMC members, specific committees.

Committees shall include:

1. Media Committee
2. Finance and Budget Committee
3. Nominating Committee
4. Development/Fundraising Committee

### **B. ADDITIONAL COMMITTEES**

The Coalition may designate additional committees as the need arises.

## **ARTICLE IX – EMPLOYEES**

The Coalition may hire employees or contract for services from individuals, organizations or businesses upon the approval of the majority of voting RDMC members. Employees or contracted vendors paid by the Coalition may not represent a voting member, be designated as an at-large member, or for any other reason vote during Coalition elections or called issues regardless of their residency within Leon County. Employees may not be present during discussions or votes regarding employee compensation unless requested to be present by the Chair.

## **ARTICLE X – LIMITATIONS**

The RDMC is restricted from campaigning for or financially supporting any political candidate.

## **ARTICLE XI – DISSOLUTION**

Dissolution of the RDMC shall require a majority vote of the voting members of the RDMC. All residual assets shall be donated to another Leon County non-profit organization addressing youth substance abuse prevention.

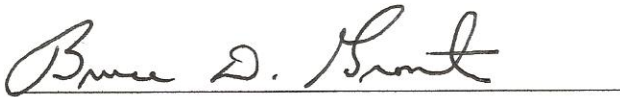
## **ARTICLE XII - MODIFICATIONS AND AMENDMENTS**

Modifications/amendments of these By-Laws shall be by majority vote of the voting members. Any Coalition member may propose an amendment to the By-Laws. Said amendment shall be provided to the members at least ten (10) days prior to calling for the vote.

## **ARTICLE IX - DISTRIBUTION**

A copy of the most recently adopted By-Laws and amendments thereto shall be distributed to all committee members of the RDMC and be posted on the RDMC web site.

Date of adoption: November 18, 2011

A handwritten signature in cursive script, reading "Bruce D. Grant", is written over a horizontal line.

Bruce D. Grant – Chair, RDMC