



*2022 Bylaws Created
Approved by RVARC Board – 06/24/22*

**BYLAWS
of the
ROANOKE VALLEY COLLECTIVE RESPONSE
COLLECTIVE’S ADVISORY COMMITTEE**

**ARTICLE I
NAME AND GENERAL AUTHORITY**

- Section 1 The name of this committee shall be the Roanoke Valley Collective Response Collective’s Advisory Committee, hereinafter known as the “CAC”, and shall be a program advisory committee to the Roanoke Valley-Alleghany Regional Commission, hereinafter referred to as “RVARC.”
- Section 2 As a part of the RVARC’s fiduciary responsibility to partner localities, state and federal agencies, and other stakeholders in pursuit of identifying strategies and building programs to address the regional addiction crisis and its related mental health challenges, the CAC is responsible for advising the RVARC Board and providing technical advice to the RVARC staff on activities related to the regional response to the addiction crisis.
- Section 3 The CAC shall provide the RVARC subject matter expertise and technical advice pertaining to the execution of the Roanoke Valley Collective Response Blueprint for Action, the Roanoke Valley Collective Response strategic plan, and other such programs as initiated by the staff of the Roanoke Valley-Alleghany Regional Commission or undertaken by the RVARC on behalf of its partner localities. The CAC shall also undertake other duties that may be requested by the RVARC.

**ARTICLE II
MEMBERSHIP**

- Section 1 The membership of the CAC shall be composed of representatives of appropriate nonprofits, human services agencies, and other organizations providing addiction-related services within the service area of the Roanoke

Valley-Alleghany Regional Commission and other agencies as deemed necessary by the RVARC.

Section 2 The CAC shall be composed of individuals representing the following areas of interest:

1. At least 2 members representing a health system and/or medical provider.
2. At least 2 members representing a mental health system and/or service provider.
3. At least 2 members representing higher education/academic institutions.
4. At least 2 members representing law enforcement and/or first responders.
5. At least 50% of the total membership are persons with lived experience of addiction and recovery, per the Virginia State Board of Behavioral Health and Developmental Services regulation 12VAC35-250-40.

A member may represent more than one area of interest.

Section 3 CAC membership shall be comprised initially of the chair or co-chair, as designated by the CAC, of each Workgroup of the Roanoke Valley Collective Response. Any gaps in the composition of membership as defined in Article II Section 2 shall then be appointed through the process outlined in Section 5 or 7 of this article.

Section 4 CAC voting members shall be appointed as noted below for a term of two years following the RVARC fiscal year calendar of July through June. Members appointed ex officio shall serve a term contemporaneous with their term in office and shall be succeeded by their successor in office

Section 5 At the May meeting each year, the CAC will consider and vote on a slate of candidates to fill any seats that may become open the following July. The slate will be provided to the CAC by the Chair at least five days before the meeting. Any member of the CAC may put forward a candidate for open seats, and any interested candidates may submit their name to the Chair for consideration.

Section 6 Representatives who are not ex-officio may serve up to two consecutive terms.

Section 7 In the case of a vacancy in the CAC voting membership, the Chair will provide the CAC with a candidate to consider and vote upon at the next meeting after which the vacancy occurs, allowing such candidate meets the requirements of Section 2 of this Article.

Section 8 The CAC may invite non-voting, interested organizations to participate in CAC meetings with voice, but not vote. The non-voting members representing the interested organizations shall be appointed by their respective organizations.

Section 9 All CAC members shall sign a Conflict of Interest statement before the start of their initial term.

ARTICLE III MEETINGS

Section 1 Meetings of the CAC shall be held in the Conference Room of the Roanoke Valley-Alleghany Regional Commission at 9:00 am, on the second Wednesday of every month, except that when a meeting day falls on or adjacent to a State-recognized holiday, the meeting shall be held as determined by the CAC Chair and the Secretary.

Section 2 Meetings may be canceled if no business is to be conducted. Notice of cancellations shall be mailed or electronically communicated to each member at least five days prior to the scheduled meeting date.

Section 3 Special meetings of the CAC shall be held at the discretion of the Chair.

Section 4 Notice stating the time, date, place and agenda for all meetings of the CAC shall be mailed or electronically communicated to each member at least five days prior to the meeting date.

ARTICLE IV ATTENDANCE

Section 1 Whenever a voting member fails to attend three (3) consecutive meetings, the Secretary of the CAC shall notify the member by email and/or letter. If five (5) consecutive meetings are missed, the Chair may call for a vote to remove the member and nominate a replacement to be voted on at the next meeting of the CAC.

ARTICLE V VOTING RIGHTS AND PROCEDURES

Section 1 Each voting member in attendance shall be entitled to one equal vote in all matters before the CAC.

Section 2 Except where indicated otherwise in these bylaws, all actions of the CAC shall be approved by a majority vote of the members present.

Section 3 50% of the total voting membership in attendance shall constitute a quorum at meetings of the CAC.

Section 4 In all matters of voting or other procedures not specifically covered by these bylaws, Roberts Rules of Order, latest edition as modified for small boards, shall

be observed.

ARTICLE VI OFFICERS

- Section 1 The officers of the CAC shall include a Chair and a Vice Chair who shall be elected from the membership of the CAC.
- Section 2 The Chair and Vice Chair shall serve for a two-year term or until their successors are elected and shall be eligible for re-election. The election of officers shall be held at the July meeting of every even numbered year and those members elected to office shall assume their duties at the conclusion of the meeting.
- Section 3 At least one month prior to the election, the Chair shall appoint a nominating committee of at least two members. The nominating committee shall mail or electronically communicate to each CAC member the name(s) of the nominee(s) for the offices of Chair and Vice Chair one week prior to the meeting at which the election will be held. Additional nominations may be made from the floor at the time the elections are held.
- Section 4 The Chair shall preside over all CAC meetings, shall sign all actions necessary to carry out the will of the CAC, shall have the authority to assign routine administrative functions to the Secretary, and shall be eligible to vote on all matters before the CAC. The Chair of the CAC shall serve on the RVARC in a non-voting, ex-officio caCACity.
- Section 5 The Vice Chair shall serve as Chair in the absence of the Chair.
- Section 6 A vacancy in the office of Chair or Vice Chair shall be filled for the unexpired term at an election during the next CAC meeting following occurrence of the vacancy, except that no such action shall be taken unless placed on the agenda mailed or electronically communicated to all members.
- Section 7 The Chair and Vice Chair of the CAC shall not be representatives of the same organization or area of interest as defined in Article II Section 2.
- Section 8 The Director of the Roanoke Valley Collective Response shall be the Secretary to the CAC. The Chair shall appoint an acting Secretary in the absence of the appointed Secretary.
- Section 9 The Secretary is responsible for the preparation and storage of written records of all CAC proceedings and shall transmit notices and agenda to the membership and shall transmit a copy of the minutes of each CAC meeting to each member prior to the next regular meeting.

**ARTICLE VII
STANDING AND SPECIAL COMMITTEES**

- Section 1 The CAC may establish standing and special subcommittees and workgroups as it deems necessary and shall determine the instructions for and method of appointing members to each subcommittee.
- Section 2 All appointments to standing and special subcommittees shall be for a term determined by the CAC.
- Section 3 The Chair of the CAC shall be an ex-officio member of all subcommittees and workgroups.
- Section 4 Reports of all subcommittees and workgroups shall be in writing and shall be made part of the permanent records of the CAC.

**ARTICLE VIII
AMENDMENT**

- Section 1 Any proposed amendment to these bylaws shall be mailed or electronically communicated to each member at least five days prior to the meeting at which they are to be voted upon. A majority vote (10 members or more) of all members of the CAC, voting at a regular meeting, shall be required to recommend adoption to the RVARC of any proposed amendment to the bylaws.

**ARTICLE IX
EFFECTIVE DATE**

- Section 1 These bylaws and any amendments shall become effective immediately upon approval by the RVARC.

*CAC Bylaws 2022 Update Approved by the RVARC
Date: June 23, 2022*