

**BY-LAWS OF SOMERSET COUNTY
LOCAL ADVISORY COUNCIL ON ALCOHOLISM AND DRUG ABUSE
ADOPTED ON JANUARY 24, 2012 (Revised February 17, 2021)**

ARTICLE I

Name

- Section 1. This organization shall be known as the Somerset County Local Advisory Council on Alcoholism and Drug Abuse, hereafter referred to as the "LACADA", serving by the Somerset County Board of County Commissioners appointment.
- Section 1a. Under the LACADA, serving by the Somerset County Board of County Commissioners appointment is the County Alliance Steering Subcommittee, hereafter referred to as the "CASS".
- Section 1b. Under the LACADA, serving at will is the Providers Advisory Council on Alcoholism and Drug Abuse, hereafter referred to as the "PACADA". In 2019, PACADA merged with the Somerset County Professional Advisory Council (PAC) to integrate mental health, substance use, and co-occurring disorders.

ARTICLE II

Introduction

- Section 1. In accordance with the provisions of Public Law 1983, Chapter 531, the Local Advisory Council of Alcoholism (LACA) was established by the Somerset County Board of County Commissioners in 1985, for the coordination of alcoholism services. In compliance with the directives from the NJ State Department of Human Services (NJ DHS), Division of Mental Health and Addiction Services (DMHAS), the Somerset County Board of County Commissioners reconstituted the LACA to become the Local Advisory Council on Alcohol and Drug Abuse (LACADA) in 1989, incorporating drug abuse within this realm. The LACADA is intended to advise the Board of County Commissioners through the Somerset County Department of Human Services on policy, program needs and priorities in the County for the comprehensive treatment of those affected by substance use disorder and addiction, and for the education to promote public awareness of addiction.
- Section 1a. In accordance with the provisions of Public Law 1989, Chapter 51, the Somerset County Board of County Commissioners established the CASS. In compliance with the directives from the NJ DHS, DMHAS, and the Governor's Council on Alcoholism and Drug Abuse (GCADA), the CASS was appointed as a subcommittee of LACADA. The CASS is intended to advise the Board of County Commissioners through the Somerset County Department of Human Services to coordinate the county comprehensive and coordinated municipal alliance effort to prevent addiction.
- Section 1b. In accordance with the provisions of Public Law 1989, Chapter 51, the PACADA was established through the Somerset County Board of County Commissioners. In compliance with the directives from the NJ State Department of Human Services, DMHAS, PACADA is to serve as a committee of volunteers from substance use disorder and addiction service agencies. PACADA is intended to assist LACADA in addiction and substance use disorder services planning for Somerset County.

Purpose and Function

- Section 2. The purpose of the LACADA is:

- A. To provide a forum to foster communication, education and information concerning addiction.
- B. To advise on and recommend planning, policy and programs.
- C. To assist as the coordinating body in the development of the County Comprehensive Plan, embracing all areas of substance use disorder and addiction service delivery for the County and reporting to the DMHAS annually on the progress made towards the implementation of addiction services.

Section 2a. The purpose of the CASS is:

- A. To advise and recommend the development of programs and fiscal guidelines consistent with the directives of GCADA to LACADA.

Section 2b. The purpose of the PACADA is:

- A. To advise and recommend planning for the priorities of substance use disorder and addiction services to LACADA.

Section 3. The functions of the LACADA shall include the following:

- A. To identify gaps in the substance use disorder and addiction services delivery and to ensure that targeted populations receive quality service in the most cost-effective manner.
- B. To develop a comprehensive plan for substance use disorder and addiction services for the County, presented to the Board of County Commissioners through the Somerset County Director of Human Services.
- C. To identify substance use disorder and addiction prevention, education and community needs and recommend substance use disorder and addiction services priorities.
- D. To review and evaluate proposals submitted for participation in the "Alcohol Education, Rehabilitation and Enforcement Fund" (referenced as AEREF, Comprehensive Alcoholism and Drug Abuse Services Grant or Chapter 51 funds), in accordance with the guidelines of Somerset County Department of Human Services and DMHAS.
- E. To advise and recommend proposals for the establishment of new programs to the Somerset County Board of County Commissioners through the Somerset County Director of Human Services.
- F. To recommend to the Somerset County Board of County Commissioners, through the Somerset County Director of Human Services, the amount of Chapter 51 Funds to be allocated to each project or parts thereof.
- G. To review and approve the County Annual Municipal Alliance Plan and submit this plan by July 1 of each year to DMHAS and GCADA.

Section 3a. The functions of the CASS shall include the following:

- A. To develop and submit to LACADA, the County's Prevention Chapters of the Plan for the expenditures of funds derived from the "Drug Enforcement and Demand Reduction Fund" (DEDR funds).
- B. To develop and submit to LACADA, program and fiscal guidelines consistent with the directives of the GCADA, for the awarding of funds to counties and

municipalities for substance use disorder and addiction prevention municipal alliance activities.

- C. To identify for LACADA, a network of community resources for the expansion, replication and development of successful community model programs throughout the County.
 - D. To assist LACADA in the coordination of projects among and within municipalities to ensure coordination and avoid duplication.
 - E. To ensure that funds dedicated to education pursuant to section 2 of P.L. 1983, c531 (C.54:32C-3.1) do not duplicate municipal alliance efforts.
- Section 3b. The functions of the PACADA shall include the following:
- A. To advise and recommend planning for the priorities of substance use disorder and addiction services to LACADA.

ARTICLE III

Member Organization

Section 1. **Appointment of LACADA Members**

- A. The Somerset County Board of County Commissioners shall appoint members to the LACADA in accordance with the law and guidelines of the DMHAS.

Section 1a. **Appointment of CASS Members**

- A. The Somerset County Board of County Commissioners shall appoint members to the CASS in accordance with the law and guidelines of GCADA.

Section 1b. **PACADA Members**

- A. PACADA members are volunteers; with the exception that as providers of services funded by the Comprehensive Alcoholism and Drug Abuse Services Grant (Chapter 51 funds), the agency must attend 75% of the annual county PACADA meetings. A member of LACADA will represent the Council on PACADA.

Section 2. **Composition of Local Advisory Council on Alcoholism and Drug Abuse**

In accordance with the provisions of Public Law 1983, Chapter 531:

- A. The LACADA shall be composed of no less than ten (10) and no more than sixteen (16) members. A maximum of three (3) members may be non-residents of Somerset County if currently employed in Somerset County.
- B. At least two (2) members shall be in recovery for alcohol use and two (2) members shall be recovery for drug use.
- C. The LACADA shall, to the maximum extent feasible, represent various socioeconomic, racial and ethnic groups of the serving population in Somerset County.
- D. The LACADA shall include the County Prosecutor or his/her designee, representatives from a wide range of public and private organizations whom are

knowledgeable and involved in the treatment of substance use disorder and addiction, and other individuals with interest or experience in issues concerning substance use disorder and addiction, but not limited to:

1. County Human Services Advisory Council
2. County Superintendent of Schools
3. County Council on Alcoholism
4. County Prosecutors Office
5. Family Part of the Chancery Division Of Superior Court
6. Youth Services Commission
7. County School Board Association
8. County Mental Health Agency
9. County Health Agency
10. County Affiliate of New Jersey Education Association
11. Local Businesses
12. Other Service Providers

- E. A maximum of thirty percent (30%) of the LACADA's total voting membership may be county employees that serve LACADA as voting members, if members recuse themselves from voting on matters in which a real or perceived conflict of interest exists.
- F. The County Addiction Services Director may not serve as a member of LACADA.

Section 2a. Composition of County Alliance Steering Subcommittee

In accordance with the provisions of Public Law 1983, Chapter 531:

- A. The CASS shall be composed of no less than ten (10); no more than sixteen (16) members. A maximum of three (3) members may be non-residents of Somerset County if currently employed in Somerset County.
- B. The CASS shall include the County Prosecutor or his/her designee, representatives from a wide range of public and private organizations whom are knowledgeable and involved in the treatment of substance use disorder and addiction, and other individuals with interest or experience in issues concerning substance use disorder and addiction prevention, but not limited to:
1. Local Advisory Committee on Alcoholism and Drug Abuse
 2. County Human Services Advisory Council
 3. County Superintendent of Schools
 4. County Council on Alcoholism
 5. Prosecutors Office
 6. Family Part of the Chancery Div. Of Superior Court
 7. Youth Services Commission
 8. County Mental Health Agency
 9. County Health Agency
 10. County Affiliate of New Jersey Education Association
 11. County School Board Association
 12. Local Businesses
 13. Parent-Teacher Association (PTA) or Parent-Teacher Organization (PTO)
- C. The CASS shall, to the maximum extent feasible, represent various socioeconomic, racial and ethnic groups of the serving population in Somerset County.

- D. The County Municipal Alliance Coordinator may not serve as a member of CASS.

Section 2b. Composition of Providers Advisory Council on Alcoholism and Drug Abuse

- A. The PACADA shall include representatives from County agencies that provide substance use disorder and addiction services; attendance is mandatory for 75% of the annual PACADA meetings for those who receive funding through the Comprehensive Alcoholism and Drug Abuse Service Grant (Chapter 51).

Section 3. Term of the LACADA Members

- A. The term of appointment shall be for three (3) years; and may be reappointed.
- B. One-third (1/3) of the terms expire each year assuring continuity of membership.
- C. Vacancies shall be filled for the duration of the unexpired term.
- D. Terms for the initial appointments shall be approximately one-third (1/3) of members for 3 years, one-third (1/3) of members for 2 years and one-third (1/3) of members for 1 year.

Section 3a. Term of the CASS Members

- A. The term of appointment shall be for three (3) years; and may be reappointed.
- B. One-third (1/3) of the terms expire each year assuring continuity of membership.
- C. Vacancies shall be filled for the duration of the unexpired term.

Section 3b. Term of the PACADA Members

- A. The membership serves at will; however, providers receiving funding through the Comprehensive Alcoholism and Drug Abuse Services Grant (Chapter 51) are required to attend 75% of the annual PACADA meetings.

Section 4. LACADA Officers

- A. The Officers shall be Chairperson and Vice Chairperson. They shall perform the duties as prescribed by these by-laws and the parliamentary authority adopted by the LACADA. The Somerset County Board of County Commissioners shall appoint the Chairperson of the LACADA, who shall serve for a term of one (1) year or until a successor is appointed. The term shall commence at the organization meeting and may be reappointed by the Somerset County Board of County Commissioners. The Vice Chairperson shall be elected for a period of one (1) year by a majority vote of the LACADA membership at the annual organizational meeting and may be re-elected.
- B. The Chairperson will be eligible to vote and shall have the following duties and responsibilities:
1. To preside at all meetings of the LACADA.
 2. To call special meetings of the LACADA, such as an executive committee meeting, including but not limited to the Officer and the Somerset County Department of Human Services staff.
 3. To appoint members to standing, ad hoc, and special committees.
 4. To appoint the Chairperson for all committees of the LACADA.

5. To serve as ex-officio member of all committees.

C. The Vice Chairperson will be eligible to vote and shall have the following duties and responsibilities:

1. To perform all duties and responsibilities of the Chairperson in the absence of the Chairperson.
2. To serve in such capacities as assigned by the Chairperson.

Section 4a. CASS Officers

A. The Officers shall be Chairperson and Vice Chairperson. They shall perform the duties as prescribed by these by-laws and the parliamentary authority adopted by the LACADA. The membership shall nominate the Chairperson of the CASS, who shall serve for a term of one (1) year or until a successor is appointed. The term shall commence at the organization meeting and may be reappointed by the Somerset County Board of County Commissioners. The Vice Chairperson shall be elected for a period of one (1) year by a majority vote of the CASS membership at the annual organizational meeting and may be re-elected.

B. The Chairperson will be eligible to vote and shall have the following duties and responsibilities:

1. To preside at all meetings of the CASS.
2. To call special meetings of the CASS, such as an executive committee meeting, including but not limited to the Officer and the Somerset County Department of Human Services staff.
3. To appoint members to standing, ad hoc, and special committees.
4. To appoint the Chairperson for all committees of the CASS.
5. To serve as ex-officio member of all committees.

C. The Vice Chairperson will be eligible to vote and shall have the following duties and responsibilities:

1. To perform all duties and responsibilities of the Chairperson in the absence of the Chairperson.
2. To serve in such capacities as assigned by the Chairperson.

Section 4b. PACADA Officers

A. The Officers shall be Chairperson and Vice Chairperson. They shall perform the duties as prescribed by these by-laws and the parliamentary authority adopted by the LACADA. The membership shall hold annual elections to nominate the Chairperson and Vice Chairperson of the PACADA.

B. The Chairperson will be eligible to vote and shall have the following duties and responsibilities:

1. To preside at all meetings of the PACADA.
2. To call special meetings of the PACADA, including but not limited to the Officer and the Somerset County Department of Human Services staff.
3. To appoint members to standing, ad hoc, and special committees.
4. To appoint the Chairperson for all committees of the PACADA.
5. To serve as ex-officio member of all committees.

C. The Vice Chairperson will be eligible to vote and shall have the following duties and responsibilities:

1. To perform all duties and responsibilities of the Chairperson in the absence of the Chairperson.
2. To serve in such capacities as assigned by the Chairperson.

Section 5. LACADA Committees

- A. The following committees are designated as standing committees to the LACADA: Program Site Visit Reports Subcommittee, Planning Subcommittee, and Proposal Review Subcommittee.
- B. The committee(s) shall make quarterly progress reports to the LACADA or more frequently upon the request of the Chairperson.
- C. Special and ad hoc committees shall be appointed by the Chairperson when necessary to implement and effectuate the aims and purposes of the LACADA.

Section 5a. CASS Committees

- A. Special and ad hoc committees shall be appointed by the Chairperson when necessary to implement and effectuate the aims and purposes of the CASS.

Section 5b. PACADA Committees

- A. Special and ad hoc committees shall be appointed by the Chairperson when necessary to implement and effectuate the aims and purposes of the PACADA.

Section 6. LACADA Staff

- A. The Somerset County Board of County Commissioners shall designate the Somerset County Director Human Services and the Somerset County Addiction Services Director as a liaison to administer the activities of the LACADA.
- B. Somerset County employees and staff of the Department of Human Services will be available to provide support to and for Council activities under the supervision of the Somerset County Director of Human Services.
- C. Staff of the Department of Human Services shall not have voting privileges at meetings of the Council, except for the Director of Human Services.
- D. Matters concerning the staffing for the Council shall be decided by the Somerset County Board of County Commissioners.

Section 6a. CASS Staff

- A. The Somerset County Board of County Commissioners shall designate the Somerset County Director of Human Services, the County Municipal Alliance Coordinator, and the Somerset County Addiction Services Director as the liaison to administer the activities of the CASS.
- B. Somerset County employees and staff of the Human Services Department will be available to provide support to and for Council activities under the supervision of the Director of Human Services.
- C. Staff of the Department of Human Services shall not have voting privileges at meetings of the Council.
- D. Matters concerning the staffing for the Council shall be decided by the Board of

County Commissioners.

Section 6b. PACADA Staff

- A. The Somerset County Board of County Commissioners shall designate the Somerset County Director of Human Services and the Somerset County Addiction Services Director as a liaison to administer the activities of the PACADA.
- B. Somerset County employees and staff of the Department of Human Services will be available to provide support to and for Council activities under the supervision of the Somerset County Director of Human Services.
- C. Staff of the Department of Human Services shall not have voting privileges at meetings of the Council.

ARTICLE IV

Meetings and Attendance

- Section 1. All meetings of the LACADA shall be open to the public.
- Section 1a. All meetings of the CASS shall be open to the public.
- Section 1b. All meetings of the PACADA shall be open to the public.
- Section 2. All regular LACADA meetings shall be by call of the Chairperson in consultation with the Somerset County Director of Human Services and the County Addiction Services Director. The agenda will be prepared in collaboration with the County Addiction Services Director. All members shall receive notice in writing via email at least five (5) days in advance of the designated meeting date.
- Section 2a. All regular CASS meetings shall be by call of the Chairperson in consultation with the Somerset County Director of Human Services, the County Municipal Alliance Coordinator, and the County Addiction Services Director. The agenda will be prepared in collaboration with the County Municipal Alliance Coordinator and the County Addiction Services Director. All members shall receive notice in writing via email at least five (5) days in advance of the designated meeting date.
- Section 2b. All regular PACADA meetings shall be by call of the Chairperson in consultation with the Somerset County Director of Human Services and the County Addiction Services Director. The agenda will be prepared in collaboration with the Somerset County Addiction Services Director. All members shall receive notice in writing via email at least five (5) days in advance of the designated meeting date.
- Section 3. LACADA meetings shall be held on a minimum of five (5) times annually on a date to be fixed by the Council.
- Section 3a. CASS meetings shall be held on a minimum of five (5) times annually on a date to be fixed by the Council.
- Section 3b. PACADA meetings shall be held on a minimum of five (5) times annually on a date to be fixed by the Council.
- Section 4. The first yearly LACADA meeting shall be the annual organizational meeting. Annual elections and standing committee appointments shall take place at this meeting.

- Section 4a. The first yearly CASS meeting shall be the annual organizational meeting. Annual elections and standing committee appointments shall take place at this meeting.
- Section 4b. The first yearly PACADA meeting shall be the annual organizational meeting. Annual elections and standing committee appointments shall take place at this meeting.
- Section 5. Emergency meetings of the LACADA may be called on 24-hour notice by the Chairperson or by written request of ten (10) Council members.
- Section 5a. Emergency meetings of the CASS may be called on 24-hour notice by the Chairperson or by written request of ten (10) Council members.
- Section 5b. Emergency meetings of the PACADA may be called on 24-hour notice by the Chairperson or by written request of ten (10) Council members.
- Section 6. A LACADA quorum shall be one-half (1/2) plus one of the voting memberships. No official business can be conducted at any Council meeting unless a quorum has been reached.
- Section 6a. A CASS quorum shall be one-half (1/2) plus one of the voting memberships. No official business can be conducted at any Council meeting unless a quorum has been reached.
- Section 6b. Official business of PACADA can be conducted at PACADA meetings where a consensus of one-half (1/2) plus one has been reached.
- Section 7. All decisions of the LACADA shall be arrived at by majority vote of the members present, to include virtual meetings. If a decision is needed by LACADA for time sensitive matters, members may vote via email, with permission from the County Director of Human Services. The County Addiction Services Director will ensure the monitoring of the email votes is tallied and outcomes communicated to members.
- Section 7a. All decisions of the CASS shall be arrived at by majority vote of the members present, to include virtual meetings. If a decision is needed by CASS for time sensitive matters, members may vote via email, with permission from the County Director of Human Services. The County Addiction Services Director and County Municipal Alliance Coordinator will ensure the monitoring of the email votes is tallied and outcomes communicated to members.
- Section 7b. All decisions of the PACADA shall be arrived at by the majority consensus of the members present.
- Section 8. LACADA members shall attend at least fifty percent (50%) of the meetings in a year (based on anniversary of appointment dates). They shall not miss more than three (3) consecutive meetings without being excused by the Chairperson of the LACADA.
- Section 8a. CASS members shall attend at least fifty percent (50%) of the meetings in a year (based on anniversary of appointment dates). They shall not miss more than three (3) consecutive meetings without being excused by the Chairperson of the CASS.
- Section 8b. PACADA members who receive Comprehensive Alcoholism and Drug Abuse Services Grant funding shall attend at least seventy-five (75%) of the meetings in a year; all other non-funded members shall attend at least fifty percent (50%) of

the meetings in a year.

Section 9. The LACADA Council may recommend replacement of members in violation of Article IV, Section 8 to the Somerset County Board of County Commissioners.

Section 9a. The CASS Council may recommend replacement of members in violation of Article IV, Section 8b to the Somerset County Board of County Commissioners.

ARTICLE V

Special Provisions

Section 1. Members of the LACADA shall abstain from voting on matters involving a personal and/or their agency's interest.

Section 1a. Members of the CASS shall abstain from voting on matters involving a personal and/or their agency's interest.

Section 2. Any member can challenge a LACADA member's voting privilege in a matter, which is identified as a conflict of interest. The LACADA shall have final authority to rule on these matters, in consultation with the Somerset County Department of Human Services.

Section 2a. Any member can challenge a CASS member's voting privilege in a matter which is identified as a conflict of interest. The CASS shall have final authority to rule on these matters, in consultation with the Somerset County Department of Human Services.

Section 3. Meetings can be held virtually in compliance with the open meeting act and in compliance with the Article IV of the by-laws.

ARTICLE VI

Adoption and Amendments to the By-Laws

Section 1. These By-Laws of LACADA shall become effective immediately upon adoption by Resolution by the Somerset County Board of County Commissioners.

Section 1a. These By-Laws of CASS shall become effective immediately upon adoption by Resolution by the Somerset County Board of County Commissioners.

Section 1b. These By-Laws of PACADA shall become effective immediately upon adoption by Resolution by the Somerset County Board of County Commissioners.

Section 2. Proposed amendments to the By-Laws shall be submitted in writing to the Chairperson twenty (20) days prior to presentation to the LACADA.

Section 2a. Proposed amendments to the By-Laws shall be submitted in writing to the Chairperson twenty (20) days prior to presentation to the CASS.

Section 3. The proposed amendment shall be reported for first reading at the next LACADA meeting. A copy of the proposed amendment shall be available at this meeting. Any member not present at the formal presentation will receive a copy of the proposed amendment within five (5) working days.

Section 3a. The proposed amendment shall be reported for first reading at the next CASS

meeting. A copy of the proposed amendment shall be available at this meeting. Any member not present at the formal presentation will receive a copy of the proposed amendment within five (5) working days.

- Section 4. Final reading at the next LACADA meeting is immediately followed by a vote. A two-thirds (2/3) vote of the LACADA shall be required to recommend adoption of the proposed amendments to the Somerset County Board of County Commissioners.
- Section 4a. Final reading at the next CASS meeting is immediately followed by a vote. A two-thirds (2/3) vote of the CASS shall be required to recommend adoption of the proposed amendments to the Somerset County Board of County Commissioners.
- Section 5. All amendments must be adopted by the Somerset County Board of County Commissioners by Resolution.
- Section 5a. All amendments must be adopted by the Somerset County Board of County Commissioners by Resolution.
- Section 6. At anytime, without recommendation from the LACADA, the Somerset County Board of County Commissioners may adopt amendments to these By-Laws.
- Section 6a. At anytime, without recommendation from the CASS, the Somerset County Board of County Commissioners may adopt amendments to these By-Laws.

ARTICLE VII

Parliamentary Authority

- Section 1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Council on all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules or order the LACADA Council may adopt.
- Section 1a. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Council on all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules or order the CASS Council may adopt.

REFERENCES

1. Chapter 51 Laws of New Jersey Legislature.
2. County Chapter 51 Contract Annex A, NJ State Department of Human Services, Division of Mental Health and Addiction Services.
3. Governor's Council on Alcoholism and Drug Abuse Laws and Guidelines.