

Northfield Alliance for Substance Abuse Prevention

By-Laws

Article 1: Name

Section 1: The name of this City of Northfield (“City”) commission shall be the **Northfield Alliance for Substance Abuse Prevention (hereinafter “Northfield ASAP” or “Commission”)**.

Article II: Purpose

Section 1: Vision Statement: Our community supports non-use of alcohol and drugs for youth and responsible and legal use by adults. Young people should have a positive, supportive, healthy, and safe environment. Our youth should have thriving mental health. Our community embraces all children and their families. Every youth should have connections with caring adults. Our community invests in a variety of research-based alcohol and drug-free activities and Northfield ASAP should assist in facilitating and enhancing such community efforts and initiatives.

Section 2: Mission Statement: We are advocates for and with youth and their families, committed to creating a community where our youth can lead healthy lives, free of alcohol and drug use.

Section 3: Values:

1. Innovation in strategies and approaches
2. Commitment to supporting youth and families
3. Focus on strategies and initiatives grounded in research.
4. Commitment to collaboration.

Section 4: Charge: The following from the Northfield City Code directs the Commission’s purpose and responsibilities:

1. To raise awareness about youth alcohol and drug use
2. To support and encourage efforts to increase community education about youth alcohol and drug use;
3. To provide a citizen voice in community efforts to reduce youth alcohol and drug use;
4. To examine existing policies and practices in the community around youth alcohol and drug use;
5. To understand and address the impact of youth mental health issues on substance use and abuse;
6. To facilitate collaborative efforts with community partners on youth alcohol and drug use prevention; and
7. To develop and make recommendations to the City Council regarding youth alcohol and drug use prevention efforts.

Article III: Geographic Area

Section 1: The central geographic area shall be the Northfield School District. Those who will be served are the people who live in, work in, and contribute to the Northfield community. While all will be served by the Commission’s efforts, the primary (but not exclusive) focus of the Commission’s efforts will be school-age youth of 18 years of age or younger.

Article IV: Membership

Section 1: Applications for Membership: Applicants for membership shall be made available at City Hall and processed through the Mayor. Members will be appointed by the Mayor, subject to approval by the Council. Members may also receive an application from the Staff Support person via email or in person at a Commission meeting.

Section 2: Orientation for New Members: New members will receive an orientation to the Commission's mission, goals, roles and responsibilities by the Staff Support.

Section 3: Engagement: Because the Commission is a working commission, it is expected that all members are involved in one or more subcommittee/action groups or projects, as applicable.

Section 4: Resignation: Any member wishing to resign from the Commission shall give a written notice of resignation to the Mayor and to the Commission Chair. The Commission Chair shall inform the Commission of the resignation and the effective date of a vacancy at the Commission's next meeting.

Section 5: Code of Ethics and Conflict of Interest. Members are subject to the City's Code of Ethics contained in Chapter 2, Division 2 of the Northfield City Code.

Article V: Collaboration

Section 1 Collaboration: The Commission shall endeavor to facilitate connections and strive to collaborate with all (but not limited to) of the following groups/organizations/community partners:

- Carleton College
- Healthy Community Initiative
- Life of an Athlete
- Northfield Police Department
- Northfield Hospital and Northfield Hospital Emergency Medical Services
- Northfield School District
- Youth First Initiative
- Rice County Chemical Health Coalition
- Rice County Mental Health Collective
- Rice County Safe Roads Coalition
- St Olaf College

Article VI: Officers

Section 1 Number and Qualifications: The officers of this Commission will consist of a Chair, a Vice Chair and a Secretary. No person shall hold more than one office.

Section 2 Election: The Chair and Vice Chair shall be voting members of the Commission and shall be elected annually in the month of September.

Section 3 Chair(s): The Chair shall preside at all meetings of the Commission, appoint all sub-committee members, assist in developing meeting agendas and perform all other duties of the presiding officer.

Section 4 Secretary: The secretary shall keep minutes and maintain permanent records of every meeting of the commission, and shall submit minutes for approval at each successive meeting. The secretary shall serve as correspondent for the commission. Copies of the minutes of all meetings shall be filed with the city clerk.

Section 5 Vacancies: Should any of the offices become vacant, the Commission shall elect successors at the next regular meeting, or at a special meeting called for such purpose, and such elections shall be for the unexpired terms of each office.

Article VII: Subcommittees or Work Groups

Section 1: Sub-Committees: The Commission may create subcommittees or work groups made up of less than a quorum of its members when deemed necessary to carry out the business of the Commission.

Article VIII: Meetings

Section 1: Meetings: Regular meetings of the Commission shall be held as prescribed by resolution, which resolution shall state the days, time and usual location of all regular meetings. The chair or vice chair may call special meetings of the Commission and must do so upon the request of a majority of voting Commission members or at the request of the council. Notice of all meetings of the Commission shall be given in compliance with the applicable law.

Section 2: Attendance: The Commission is a volunteer commission. The time and energy given by its members is essential, and so active participation and attendance are necessary. It is understood that members may miss meetings as a result of valid reasons (e.g., illness, travel, other commitments, etc.). Whenever possible, members should alert the chair and/or staff about the expected absence prior to the absence.

Commission members shall attend all regular meetings and special meetings, except for excused absences. The Commission may recommend to the City Council that a member be removed from the Commission if a member has any of the following:

1. Two (2) un-notified absences in a row;
2. Three or more successive absences without adequate justification; or
3. One-third (1/3) of the monthly meetings in a 12-month period are absences.

Section 3: Quorum: For transaction of business at any meeting, six voting members shall constitute a quorum. At least six votes shall be required for the adoption of any resolution.

Section 4: Voting: If a quorum is established, at all meetings of the Commission, the members present shall have one vote and all action shall require a majority vote of the voting members present, except that resolutions shall require six votes.

Section 5: Special Meetings: Special meetings may be called by the Chair or Vice Chair or any three (3) members of the Commission. The call for a special meeting other than an emergency meeting must be delivered to each Commission member at least three (3) days before the date of such meeting. If the call is mailed to Commission members, it must be mailed at least six (6) days before the date of such meeting. If a special meeting is needed on an emergency basis because of circumstances which in the judgment of the Commission require immediate consideration, notice of the meeting by telephone or other means shall be given to Commission members as soon as is reasonably practicable. In the case of any special or emergency special meeting, notice of the meeting shall be posted, mailed, and/or published or otherwise delivered as required by State law. At any such meeting, no business shall be considered other than as designated in the call, provided that if at least six (6) members of the Commission are present at a special meeting, which is not an emergency meeting, any and all business may be transacted by the Commission.

Section 6: Rules of Order: The meetings of the Commission shall be governed by the most recent edition of Robert's Rules of order, unless such Rules are suspended by majority vote of the Commission members present.

Article IX: Amendments

Section 1: Amendments: These bylaws may be amended by the Commission by a two-thirds vote of all voting members, provided that notice of the proposed amendment was mailed to each member at least one week prior to the meeting at which the vote was taken. All amendments shall be effective immediately after the vote, unless a different effective date is specified in the resolution proposing the amendment.