

ORDINANCE NO. 996

AN ORDINANCE AMENDING ARTICLE VI. BOARDS AND COMMISSIONS – ESTABLISHING A NORTHFIELD ALLIANCE FOR SUBSTANCE ABUSE PREVENTION

THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT:

That the following Division 6, Northfield Alliance for Substance Abuse Prevention, is hereby adopted and added to Northfield City Code, Chapter 2 – Administration, Article VI. – Boards and Commissions:

DIVISION 6. – NORTHFIELD ALLIANCE FOR SUBSTANCE ABUSE PREVENTION

Sec. 2-391. – Established; purpose.

There is established a commission entitled “Northfield Alliance for Substance Abuse Prevention” (the “commission”) for the purpose of: raising awareness about youth alcohol and drug use; supporting and encouraging efforts to increase community education about youth alcohol and drug use; providing a citizen voice in community efforts to reduce youth alcohol and drug use; examining existing policies and practices in the community around youth alcohol and drug use; understanding and addressing the impact of youth mental health issues on substance use and abuse; facilitating collaborative efforts with community partners on youth alcohol and drug use prevention, and developing and making recommendations to the city council regarding youth alcohol and drug use prevention efforts. The primary, but not exclusive, focus of the commission’s efforts will be school-age youth of 18 years of age or younger.

Sec. 2-392. – Membership.

- a) The Northfield Alliance for Substance Abuse Prevention shall consist of eleven (11) voting volunteer members, including seven (7) regular members and four (4) youth members. At least nine commission members shall be city residents.
- b) Members shall be appointed by the Mayor, with the approval of the City Council, for three (3) year terms, which are staggered, except that the four youth members shall have the term specified in paragraph c) below of this section. A member wishing to be reappointed for a subsequent term must complete the proper application form and submit it to the City Clerk in order to be considered for reappointment. Members may be removed at the discretion of the Mayor and City Council.
- c) The youth commission members shall be high school aged, grades nine through 12. The youth commission members shall be appointed for one-year terms in the same manner as other members of the commission. Youth commission member terms shall commence June 1 and expire the following May 31.
- d) Members who serve three consecutive terms, not including partial terms due to appointment to fill a vacancy, shall be ineligible for reappointment for one year following the completion of their third term.
- e) Youth commission members either must attend school within the Northfield Public School district, or live or work within the geographic boundaries of the City of Northfield.

- f) Non Voting Members: The Mayor, with the approval of the Council, may appoint up to four (4) non-voting members. Any non voting member of the commission from the City Council or from the community shall have no voting privileges, but they may participate in discussions of the commission.

Sec. 2-393. – Organization.

- a) Annually the members of the commission shall elect by majority vote a chair, vice chair, and a secretary.
- b) The chair shall:
- Set the agenda and preside at meetings of the commission.
 - Call additional meetings as needed.
 - Assign duties to commission members.
 - Arrange meetings with other commissions, boards, and organizations from the public, private and non-profit sectors as needed.
 - Communicate with the city council and staff as needed.
 - Provide overall leadership to the commission in carrying out its purposes and responsibilities.
- c) In the absence of or at the request of the chair, the duties of the chair shall be performed by the vice chair, and in the absence of both the chair and vice chair, by the secretary.
- d) 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.
- e) Regular meetings of the commission shall be prescribed by resolution, which resolution shall state the days, time and usual location of all regular meetings. The chair and/or vice chair may call special meetings of the commission and must do so upon the request of a majority of the voting members or at the request of the City Council. Notice of all meetings of the commission shall be given in compliance with applicable law.
- f) 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.
- g) The commission shall adopt such bylaws as shall be necessary or desirable for the conduct of its business.

Sec. 2-394. – Responsibilities.

- a) The responsibilities of the Northfield Alliance for Substance Abuse Prevention shall be to:
1. Raise awareness about youth alcohol and drug use;
 2. Support and encourage efforts to increase community education about youth alcohol and drug use;
 3. Provide a citizen voice in community efforts to reduce youth alcohol and drug use;
 4. Examine existing policies and practices in the community around youth alcohol and drug use;

5. Understand and address the impact of youth mental health issues on substance use and abuse;
 6. Facilitate collaborative efforts with community partners on youth alcohol and drug use prevention;
 7. Develop and make recommendations to the City Council regarding youth alcohol and drug use prevention efforts; and
 8. Report to the City council on the activities and findings of the Northfield Alliance for Substance Abuse Prevention.
- b) The responsibilities of the Northfield Alliance for Substance Abuse Prevention shall be advisory to the City Council and shall be exercised upon the request of the mayor, the city council, or directly upon the initiative of the Northfield Alliance for Substance Abuse Prevention. All formal recommendations, reports or resolutions of the Northfield Alliance for Substance Abuse Prevention shall be directed to the City Council and filed with the City Clerk.

Secs. 2-395—2-405. - Reserved.

Passed by the City Council of the City of Northfield this 3rd day of April 2018.

ATTEST:

City Clerk

Mayor

First Reading: 3/20/2018

Second Reading: _____

Published: _____

VOTE: ___ POWNELL ___ COLBY ___ DELONG ___ NAKASIAN
 ___ NESS ___ PETERSON WHITE ___ ZWEIFEL