



Colchester Youth Service Bureau

Youth FIRST Coalition By-laws

Article 1: *Role of Coalition*

- 1.1 The Colchester Youth Services Bureau Youth FIRST Coalition serves as both the Advisory Coalition and the Local Prevention Council (LPC) in accordance with CT General statutes and CT Dept. of Mental Health and Addiction Services guidelines.
- a. Connecticut General Statutes, Sec. 10-19m, states that in order for a Youth Service Bureau to qualify for state cost sharing grants the Bureau shall have an Advisory Coalition who shall advise and make recommendations on overall policy and program direction for the Bureau.
- b. In order to qualify for a Local Prevention Council Grant, the State Department of Mental Health & Addiction Services mandates that a permanent Local Prevention Council be established for the purpose of developing culturally competent substance abuse prevention initiatives and increasing public awareness of the prevention of substance abuse.

Article 2: *Membership*

- 2.1 Members will be appointed by the Coalition of Selectmen after being recommended by the Director of the Youth Service Bureau. The Coalition will submit a recommendation in writing to the Coalition of Selectmen. Members are limited to serving three consecutive three year terms, pending approval of the Coalition, with the third consecutive term expiring in December of their ninth year of consecutive service. Previous Coalition members who have reached their term limit are required to be inactive with the Coalition, but not necessarily with the work of the organization, for a period of at least 12 months before reapplying for Coalition membership.
- a. In accordance with Connecticut General Statutes, Sec. 10-19m:
- “A Bureau shall have an Advisory Board of no less than seven (7) members, who shall be appointed by and responsible to the chief elected official of the municipality or his duly authorized designee or as otherwise provided in the municipal charter. This Board shall advise and make recommendations on overall policy and program direction for the Bureau.*
- The Board shall be comprised of representatives from public agencies with statutory responsibility for youth and private sector organizations representing community social institutions. These representatives shall include at least one member who is under 21 years of age at the time of appointment, one member who is a representative of the school system, one member who is a representative of the police department, and one member who is a representative of a private youth-serving agency. The youth and police representatives may be liaison, non-voting members of the Coalition if such representatives are not electors in the town. At least one-third of the total membership shall be individuals who are interested in youth services and who receive less than fifty percent of their income by delivering services to youth.”*
- b. In accordance with the LPC grant application:

“Membership should include representatives from various groups, agencies, organizations, and communities such as parents, media, business, senior citizens, health care, etc. Council membership should include a cross-section of the community that it serves and reflect shared cultural beliefs, attitudes, and practices of the community. It is strongly suggested that LPCs include representation from professionals working in the prevention field in general and substance abuse prevention in particular, including representation from volunteer groups and city/town agencies.”

- 2.2 The Coalition shall have a maximum of 15 voting members, as well as Liaisons appointed by the Town and other non-voting members as well.
- 2.3 If a Coalition Member is unable or unwilling to fulfill his/her duties on the Coalition, he/she must submit a letter of resignation to the Board of Selectman.

Article 3: *Attendance*

- 3.1 Coalition members are expected to attend meetings regularly. Members missing three (3) consecutive meetings, or 50% of the meetings held within a twelve (12) month period, without an acceptable excuse (as deemed by the Executive Committee), may be asked to resign his/her position on the Coalition.
- 3.2 A Coalition member may apply to the Executive Committee for a temporary leave of absence. Up to a three (3) month leave may be granted if the member's personal circumstances deem necessary. If a leave is granted, the member will be temporarily removed from his or her position for the duration of the leave, thereby lowering the quorum qualifications.

Article 4: *Responsibilities of Members*

- 4.1 Membership on the Coalition requires a readiness to regularly attend and participate in meetings of the Coalition and actively work towards the advancement of CYSB's and the Coalition's goals. Responsibilities include:
 - a. Understand and be able to communicate and promote CYSB's mission, programs and services
 - b. Support programs and services that prevent substance abuse
 - c. Participate as needed in all fundraising and special events
 - d. Advocate on the local/ state level for legislation and policy that impacts youth
 - e. Make recommendations on programs and services offered by the Bureau
 - f. Actively seek out and listen to community concerns that can be addressed by CYSB's mission and programs

Article 5: *Executive Committee/Officers*

- 5.1 The Officers of the Coalition shall be: Chairperson, Vice Chairperson and Secretary. Collectively the three officers shall comprise the Executive Committee. The Coalition shall choose all officers from its voting members by ballot.
- 5.2 Officers shall be elected for a one-year term not to exceed their membership term on the Coalition. Officers shall serve no more than two (2) consecutive terms in any single office.

They shall assume office at the meeting next following the election and shall hold office until replaced.

- 5.3 In the event of a vacancy in any office, that position shall be filled by a simple majority vote of the Coalition members present. In the event of a vacancy in any office, that position shall be filled by a simple majority vote of the Coalition members present. All vacancies shall be filled within sixty (60) days.
- 5.4 The Executive Committee shall have the duties and authority to:
 - a. Set the agenda for all Coalition meetings
 - b. Make decisions on behalf of the Coalition when the Executive Committee deems that a decision is required before a legally called meeting can be held
- 5.5 The Chairperson shall preside at all Coalition meetings. He/she will be the liaison to the Bureau Director. The Chairperson may appoint the Chairpersons of all committees and shall be an ex-officio member of all committees.
- 5.6 The Vice Chairperson shall assist the Chairperson in the performance of his/her duties and shall serve for the Chairperson in case of the inability of the Chairperson to perform the duties of the office.
- 5.7 The Secretary or designee, shall be responsible for all Coalition correspondence as well as the agendas and minutes of all meetings. The Secretary shall record the minutes and attendance of all meetings and report those minutes to the Coalition membership as soon as possible, but no later than one week prior to the next meeting. The Secretary will provide a meeting agenda stating the place, day and hour of the meeting, to be delivered to each member not less than forty-eight (48) hours prior to the date of the meeting, either personally, by e-mail, or by regular mail, at the direction of the Coalition Chairman, Vice Chairman, Secretary, or Bureau Director.

Article 6: *Meetings*

- 6.1 The Coalition shall hold regular meetings September through June.
- 6.2 An annual meeting will be held in December for the purpose of the election of officers and reappointment of members.
- 6.3 Special Coalition meetings may be held upon call of the Chairperson or any five (5) Coalition members with not less than 48 hours notice to Coalition members. Any such meetings shall be in accordance with all applicable State and Town regulations.
- 6.4 A simple majority of the total voting membership of the Coalition shall constitute a quorum for any regular or special meeting of the Coalition. In the event that there is no quorum, any discussions that are held, or decisions made, by those assembled shall be regarded as informal and non-binding.

Article 7: *Committees*

- 7.1 Standing and ad hoc committees may be formed by the Coalition as needed.

Article 8: *Removal of Coalition Members*

8.1 Coalition membership may be terminated for any of the following reasons:

- a. Failure to meet the meeting attendance requirements
- b. Conduct in conflict with the purpose of the Coalition
- c. Behavior divergent from the mission of the CYSB

8.2 Coalition members may be removed by the Board of Selectmen in accordance with the Town charter.

Article 9: *Amendments*

9.1 These Bylaws may be amended at any meeting of the Coalition by a two-thirds (2/3) majority vote of the voting members present, providing at least fourteen (14) days written notice of the proposed amendments has been given to all Coalition members prior to the meeting.

Article 10: Adoption and Effective Date

The foregoing Bylaws were adopted at a meeting of the Youth Services Advisory Coalition, and shall be effective as of 4th day of December, 2019 and from time to time amended.