



Bylaws

Dakota County Opioid Response Advisory Committee

Article I

AUTHORIZATION AND NAME

The Dakota County Board of Commissioners hereby establishes the Opioid Response Advisory Committee, also known as Dakota County “ORAC,” “Committee,” or “Advisory Committee.” The Advisory Committee shall have such powers and duties as are delegated to it by the Dakota County Board of Commissioners by resolution and pursuant to County Policy 1015.

Article II

PURPOSE

The purpose of the Advisory Committee is to represent the citizens of Dakota County and to provide advice to the Dakota County Board of Commissioners. The ORAC will perform the following tasks:

- Provide information to the public on the impacts of opioids in Dakota County;
- Develop and recommend bi-annual work plans for the Advisory Committee to the County Board;
- Support the development of a comprehensive and effective countywide response to the opioid crisis; and
- Provide recommendations to the County Board on the use of Opioid Settlement Funds for community designated projects and initiatives in accordance with the Amended Minnesota Opioids State-Subdivision Memorandum Of Agreement.

Article III

RELATIONSHIP TO COUNTY BOARD

The Advisory Committee shall apply the selection criteria and process as adopted by the Dakota County Board of Commissioners in recommending the use of Community Designated Opioid Settlement Funds to the County Board.

Article IV

MEMBERSHIP

Members of the Advisory Committee shall be appointed by the Dakota County Board of Commissioners.

The Opioid Response Advisory Committee shall consist of 17 members and shall be composed of the following:

- Seven (7) lived experience representatives, one from each district appointed by their County Commissioner;
- Four (4) local government representatives consisting of the following:
 - One (1) from a Police Department of a city with less than 30,000 in population (Nominated by the Police Chiefs of Dakota County);
 - Two (2) city representatives - one from a city with less than 30,000 population and one from a city over 30,000 in population (Nominated by Dakota County City Managers and Administrators);
 - One (1) from any fire department (Nominated by the Fire Chiefs of Dakota County);
- Three (3) healthcare partner representatives, and
- Three (3) community partner representatives.

Terms of Office:

Advisory Committee members shall be appointed for two-year terms.

In accordance with County Board Policy 1015, if a district specific position remains vacant for 60 days, the Board may make the appointment on an at-large basis.

Maximum Number of Terms: Advisory Committee members shall serve no more than three consecutive terms.

Removal:

1. For Cause. Any member of the Advisory Committee may be removed from office for conduct detrimental to the accomplishment of the Advisory Committee's purpose or if the member engages in conduct contrary to the County Board Statement of Expectations as expressed in County Board Policy 1015. Removal shall be effective upon a majority vote of the County Board of Commissioners.
2. For repeated absences. Automatic removal of an Advisory Committee member occurs when the member is absent for 3 consecutive meetings or 50% of the meetings, during any consecutive 12-month period.
3. For change of residency. Automatic removal of an Advisory Committee member representing lived experience occurs when the member fails to maintain a principal residence within the County Commissioner district from which the member was appointed.

Resignation: An Advisory Committee member may resign prior to the expiration of the member's term but such resignation must be provided in writing to the Chair and

Committee Staff Liaison. The resignation will be forwarded to the County Board of Commissioners, which will take up the item at its next scheduled meeting.

Article V

COMPENSATION

Members will receive a per diem for attendance at regular and special meetings of this committee in accordance with County Board Policy 1015.

Article VI

OFFICERS AND STAFF LIAISONS

Officer Positions and Election of Officers: At the annual organizational meeting (the first meeting of the calendar year), the Advisory Committee shall elect a Chair and Vice-Chair from among its members. Election of officers shall require a majority vote of all members.

Term of Office: The term of office for all officers will be one year or until successors are elected. Terms of the office shall not exceed more than two consecutive terms. The terms will begin immediately following election to office.

Duties of the Chair. The duties of the Chair are to preside at all meetings, forward all recommendations to the County Board through the Committee Staff Liaison, and maintain order.

Duties of the Vice-Chair. In the absence of the Chair, the Vice-Chair shall act as Chair and shall have all the powers of the Chair. In the event of the Chair's permanent absence due to resignation or other causes, the Vice-Chair shall perform the Chair's duties until such a time as the Advisory Committee can elect a new Chair.

Temporary Chair. In case of the temporary absence of both Chair and Vice-Chair at any meeting, the Advisory Committee shall elect a temporary Chair for such meeting.

Committee Staff Liaison(s). Staff of the Dakota County Public Health Department will act as Committee Staff Liaisons in addition to staff from Community Corrections, Social Services, and the Sheriff's Office.

Article VII

MEETINGS

- All meetings shall be open to the public, whether held in person or virtually, in accordance with County Board Policy 1015. The Committee will meet monthly at a time and place set by the Staff Liaison(s). The Chair is authorized to schedule meetings. A quorum shall consist of a majority of the current members.

- A quorum shall be necessary for any formal action.
- Votes shall be taken and recorded on all formal actions.
- Attendance via virtual or electronic meeting format is considered formal attendance and applies to quorum and any voting decisions.
- All Committee decisions will be made by majority vote.
- Meetings shall be conducted in accordance with Roberts Rule of Order. In the event of a conflict between Roberts Rules of Order and the Bylaws, the Bylaws shall prevail.

Article VIII

CONFLICT OF INTEREST

A member of the Opioid Response Advisory Committee may not vote on a matter with respect to which the member has a conflict of interest. Conflict of interest is defined in County Policy 3041 and includes a situation where the member or the member's immediate family member (spouse, child, stepchild, parent, or sibling) has a direct financial interest in the outcome of an action or decision of the Committee. Prior to the commencement of deliberation, a member who believes he or she may have a conflict of interest shall disclose this orally to the Committee Chair.

Article IX

COMMITTEES

The Opioid Response Advisory Committee hereby establishes standing subcommittees that are solely advisory to the ORAC and are subject to the direction of the ORAC. Each member of a standing subcommittee shall have one vote, except that ex-officio members shall be non-voting.

Executive Committee. The Executive Committee consists of the following members: Chair, Vice-Chair, Public Health Coordinator and Public Health Director or designee. The Executive Committee meets on an as-needed basis and shall develop a draft bi-annual workplan. The Executive Committee monitors the progress of the Opioid Response Advisory Committee and its subcommittees, reviews requests for new members of the Opioid Response Advisory Committee and acts as the nominating committee for officer elections and appointment of chairs for standing committee.

Workgroups and Taskforces. The Opioid Response Advisory Committee or Executive Committee may create special workgroups or taskforces to focus on plans and initiatives related to the mission of the Committee. The Executive Committee will provide direction, oversight, and review the work of additional work groups.

Article X

OFFICIAL MINUTES

Dakota County Public Health staff shall be responsible for the preparation and maintenance of the minutes of the meetings.

The minutes of all ORAC meetings shall be e-mailed to all Committee members and be made available to the public on the Dakota County website. Meeting minutes must be approved by the Advisory Committee before they are considered final.

Article XI

AMENDMENT

These Bylaws may be amended only upon vote of the Dakota County Board of Commissioners. The Advisory Committee may make recommendations for amendments to the County Board.

Article XII

TERMINATION

The Advisory Committee shall cease to exist upon County Board action terminating the Committee.

Article XIII

DAKOTA COUNTY PUBLIC HEALTH DEPARTMENT

The Dakota County Public Health Department will provide the following support to the Opioid Response Advisory Committee:

- Provide a Public Health Opioid Prevention Coordinator and other Public Health representatives to assist in coordinating the meetings of the Opioid Response Advisory Committee and its sub-committees;
- Maintain records of the Opioid Response Advisory Committee in accordance with state law and Dakota County policies and procedures; and
- Provide such additional services as requested by the Opioid Response Advisory Committee, subject to the discretion of the Public Health Director.

Article XIV

EFFECTIVE DATE

These Operating Rules shall take effect immediately upon adoption by the County Board.

ADOPTED: