

**BY-LAWS OF THE
BEAUFORT COUNTY ALCOHOL & DRUG ABUSE DEPARTMENT**

ARTICLE I. NAME AND ORIGIN:

The name of this organization is the Beaufort County Alcohol & Drug Abuse Department (BCADAD). It is the designated single county agency for alcohol and drug abuse programming pursuant to South Carolina Act 301 of 1973 (Sections 61-5-310 through 61-5-380 of the Code of Laws of South Carolina, 1976) and the Beaufort County Ordinance Number 803, repealed by Ordinance 89/9 and amended by Ordinance 92/9.

ARTICLE II. PURPOSE:

The purpose of the BCADAD shall be to plan, direct and support programs for the prevention of alcohol and drug abuse in Beaufort County. It shall cooperate in the implementation of State plans as it relates to law enforcement and drug education, treatment and rehabilitation of alcohol and drug dependent persons. The department shall provide prevention, intervention and treatment services.

ARTICLE III. BCADAD BOARD MEMBERSHIP:

Section A. Composition, Terms and Representation:

The BCADAD Board is composed of Seven (7) members, representing a cross section of residents of Beaufort County. With recommendations from the BCADAD Board, they are appointed by County Council for terms of Four (4) years or until their successors are appointed. Board members shall be registered voters of Beaufort County and these members serve without compensation.

Section B. Vacancies:

1. Any Board member is subject to removal for cause by a majority vote of the County Council.
2. The Department Board member attendance shall be submitted to the Clerk to Council twice yearly. The County Council may replace any Board member who regularly fails to participate in the meetings or activities of the BCADAD. The County Council may also remove any Board member who has had three (3) consecutive absences during the year, taking into consideration for any extraordinary circumstances.

Section C. Officers:

1. The officers shall be: Chairman and Vice-Chairman. Other officer positions may be established as deemed necessary. The officers shall be elected from the board membership. The Staff Secretary of the Board will be appointed from the staff of the BCADAD by the Director of the Department.

2. Responsibilities:

- a. The Chairman shall be an ex-officio member of all committees or task forces of the Board. When present, he/she shall preside at meetings of the BCADAD Board.
- b. The Vice-Chairman, in the absence or inability of the Chairman to serve, shall preside at meetings of the BCADAD Board and shall perform any other duties of the Chairman. In the event of a vacancy in the office of the Chairman, the Vice-Chairman shall succeed to the office of Chairman and serve for the unexpired term and The Board shall elect a Vice-Chairman to fill that vacancy for the remainder of the term.
- c. The Staff Secretary shall be responsible for recording the minutes of the Board meetings and providing copies to the board members before the next scheduled Board meeting. The Staff Secretary shall also be responsible for safe-keeping of all documents and papers necessary for the use of the Board and shall perform such other duties as directed by the Department Director.

ARTICLE IV. ELECTIONS:

1. Officers will be elected to serve a two (2) year term and may be re-elected to that post, as long as that member remains on the Board. The terms of officers shall begin at the fall meeting.
2. A nominating committee shall be appointed at the spring meeting to present a slate of candidates for consideration by the full Board at the late summer meeting. At that time, nominations may be made from the floor. The elections will be held at the fall meeting.
3. Members shall elect officers by a simple majority of a secret ballot or voice vote, whichever serves the pleasure of the Board.

ARTICLE V. RESPONSIBILITIES AND DUTIES:

- A. Advise the County Council of Beaufort County on matters appropriate to the fulfillment of the mission of the BCADAD.
- B. Advise the Executive Director of the BCADAD on the development and updating of a comprehensive plan for the BCADAD designed to promote the achievement of BCADAD related goals as noted in the Beaufort County Strategic Plan.
- C. Periodically review BCADAD program and policies to gauge their efficiency, effectiveness and congruence with the goals of the BCADAD Comprehensive County Plan.
- D. Act in support of the Executive Director and the County Council in promoting the efforts of the BCADAD among the citizens, agencies and institutions of Beaufort County and the State of South Carolina.
- E. The Board is advisory in nature, as such; members function as the BCADAD's liaison between the department and Beaufort County Council.

F. Establish committees, as appropriate, in order to propose policy and action. Permanent committees shall be established by simple majority vote of the Board. Temporary working committees may be established by the Chairman of the Board.

G. Receive from the Director monthly financial reports, budget expenditures and revenue sources reports, including personnel acquisitions, transfer and dismissal.

H. Incorporate all responsibilities and duties not included herein and as outlined in Beaufort County Ordinance 92/9 (General Template).

I. Enjoy all rights and privileges of a county advisory board, to include per diem and mileage incurred in the course of their board duties, only when such has been authorized by the County Authority.

ARTICLE VI. BOARD MEETINGS:

1. The Board shall meet every other month to conduct such business as may be deemed necessary by the Chairman and the Department Director. All Board meetings are open to the general public. An annual Board meeting will be held in the fall of each year.

2. Special meetings may be called at the discretion of the Chairman.

3. For the conduct of official business and binding decisions of the BCADAD Board at any regular or specially called meeting, a quorum of at least four (4) members shall be required, either in person or by proxy.

ARTICLE VII. DIRECTOR:

1. The Director of the Alcohol and Drug Abuse Department shall be employed by the County Administrator as a county department head. The BCADAD Board may make recommendations of the best candidate for the position to the County Administrator for his consideration.

2. The BCADAD Director shall be responsible for developing, administering and evaluating the programs of the department and in doing so shall:

a. Execute the policies established by the State, County and Board governances;

b. Employ and supervises staff and administrative personnel as authorized.

c. Care for the property of the Department and prepares and administers the budget subject to the approval of the Board, DAODAS and County authorities.

d. Develop good working relationships with other public and private entities.

e. Publicize and interpret the overall goals and individual programs of the Department.

f. Provide staff assistance to the Chairman at all meetings of the Board.

ARTICLE VII. ADMENDMENT OF BY-LAWS AND PARLIAMENTARY AUTHORITY:

1. These By-Laws can be amended at any regular meeting of the Board by a two-thirds vote, provided that the amendment(s) has been submitted in writing at the previous meeting and is subject to final approval by the Beaufort County Council.

2. Robert's Rules of Order shall be used for parliamentary proceedings in keeping with these By-Laws.

Amended 10/01/02

By: BCADAD Board

Reviewed 9/01/04

By: DH Boyne, Jr. Director

Reviewed 9/12/07

By: DH Boyne, Jr. Director

Reviewed 5/3/10

By: DH Boyne, Jr. Director