

## **Membership Requirements**

The Council consists of an odd number of County residents, with a minimum of 7 and a maximum of 11, appointed by the County Executive, consistent with the applicable adverse interest laws. It must include at least one member to represent each of the fields of criminal justice, education, health care and human services, and at least one member with a prior history of chemical dependency and one under the age of 25 at the time of appointment.

The Council must also include at least two members of the minority population, and no less than 40% of the membership may be of one gender. To include the health care community in the local planning process, one staff member of the County Health Department sits on the Council in a non-voting, ex officio position, separate from the 15 members.

## **Membership Terms**

Members appointed to the Council serve without compensation for a first term of three years, and may be re-appointed for a second term. After a member serves two consecutive terms, a one-year absence from the Council is required before he or she becomes eligible for reappointment.

Any vacancy occurring in the membership is filled by the County Executive within 90 days. Any member who misses three consecutive meetings will be contacted by the Council to determine his or her interest in continued membership, and such insufficient attendance or other improper conduct may be just cause for the Council to remove the member by a two-thirds majority vote.

## **Officers**

The officers of the Council are the Chair, Vice-Chair, Secretary and Member-at-Large, all of whom are elected annually for the upcoming year at the last regular meeting of the current calendar year.

- The Chair directs the business of the Council, and presides over all meetings.
- The Vice-Chair performs the duties of the Chair in his or her absence.
- The Secretary is responsible for keeping a correct record of the meetings and the membership of the Council.
- The Member-at-Large serves as the fourth member of the Executive Committee and presides in the absence of the other officers.

## **Committees**

- Executive Committee  
The Council maintains an Executive Committee, whose members are the four officers, responsible for meeting in emergency situations where it would be impossible or impractical to assemble the entire membership. Immediately following such a meeting, the Secretary notifies the entire Council of its content, and any action taken by the Committee must be ratified by a majority of the membership present at the next regular meeting. In addition, the Chair or the membership may appoint various working groups as may be considered appropriate.

- **Service Provider Task Force**

As a supplement to the Council, a Service Provider Task Force exists to provide service providers with a forum with the Council. Each project is permitted a representative on the Task Force, and the body will select a chairperson to serve one term as an ex officio, non-voting member of the Council.

**Council Rules, Requirements and Regulations**

- The Council is required to hold regular meetings at least 6 times per year with no more than 90 days elapsing between meetings. A quorum shall consist of 4 members of the Council. The members may, by a majority vote, call additional meetings as they deem necessary.
- Public notice of these meetings is made at least one week and not more than 30 days in advance. At present, the Council meets the second Monday of every month in the Homestead Gray's Conference Room.
- The Chair may call special meetings at his or her own discretion or within three days of receipt of a written request by one-half or more of the members of the Council, provided 48 hours written notice is given to the members and the public.
- The Council holds public hearings on the County's Annual Comprehensive Drug and Alcohol Treatment and Prevention Plan, and adequate public notice is required prior to its amendment or approval by subsection [1.10] of the Pennsylvania Code. The logistical arrangement of these hearings is the responsibility of the DHS Director.