

**MEDINA COUNTY DRUG ADVISORY COMMITTEE
BYLAWS**

ARTICLE I

NAME

The name of this organization shall be the Medina County Drug Advisory Committee (MCDAC), hereinafter referred to in this document as the "Committee".

Mission Statement: The Medina County Drug Advisory Committee serves to provide funding for police departments for drug interdiction, training and education in accordance with ORC 5705.19(J).

ARTICLE II

GENERAL STATEMENT

These bylaws are adopted by the Medina County Commissioners to govern the internal operation of MCDAC. The purpose of the bylaws is to assist the Committee to efficiently and effectively perform the responsibilities and duties delegated to it by the Medina County Commissioners.

ARTICLE III

STATEMENT OF PURPOSE

The Medina County Drug Advisory Committee is established by the Board of Medina County Commissioners for the purpose of providing funding for police departments that focus on drug interdiction, training and education in accordance with ORC 5705.19(J)..

As part of this effort, the Committee shall develop and review guidelines as presented by the Assistant County Administrator for the distribution of funds to local police departments. These guidelines shall include:

- distributing and receiving applications,
- recommending funding allocations to the County Commissioners,
- monitoring implementation and effectiveness,
- establishing an effective organizational structure to coordinate resources,
- identifying areas of need,
- identifying additional funding resources, and
- developing processes or functions.

Grant applications shall be submitted to the County Finance Office by the first Monday of May to be considered for the Fiscal Year beginning July 1st through June 30th. The Assistant County Administrator shall provide the Committee with these applications for funding considerations. The Committee shall review these applications and make recommendations to the Board of County Commissioners for approval.

ARTICLE IV

MEMBERS

Section 1 Appointment of Members. The Committee shall be composed of nine (9) officials from the following: County Sheriff's Office; Medina County Prosecutors' Office, Director of the Drug Task Force; two city police chiefs selected by the cities; police chief selected by the villages; and police chief selected by the Medina County Township Association; and two school superintendents selected by the school systems. Such representatives shall be approved by the Board of County Commissioners. In addition to the representative(s) designated above, each organization or set of organizations authorized to appoint representatives on the Committee may designate an alternate for each designated member, who shall be approved by the Board of County Commissioners and shall serve in the absence of the duly designated representative.

Selection of a representative and alternate by the above designated organization shall be made in writing to the Board of County Commissioners before December 15, prior to the expiration of the existing term of the Committee representatives. Each organization shall be notified, in writing, of the expiring term of its designees to the Committee by September 15 prior to the end of such term. The Medina County Board of Commissioners shall appoint the person selected by the member organization to serve the new term by December 31.

Section 2 Term of Office. The term of office for a Committee member shall be a one (1) year term commencing January 1 following appointment as above.

Section 3 Attendance. The member or their alternate is expected to attend all meetings of the Committee. Alternates are strongly encouraged to attend all meetings.

Prior notification of absence should be given to the Chair of the Board.

ARTICLE V

MEETINGS

Section 1 Regular Meeting. Regular meetings shall be held twice per year on the second Monday of February and May at a regular time and place established by the Committee at its annual meeting unless otherwise ordered by the Committee.

Section 2 Annual Meeting. The first regular meeting of the year shall be known as the annual meeting and shall be for the purpose of electing officers, annual review of bylaws, receiving reports of officers and committees, and for any other business that may arise.

Section 3 Special Meetings. Special meetings may be called by the Chairperson or any three (3) members of the Committee.

Section 4 Notice of Meetings. Notice of the annual schedule of regular meetings shall be given by distributing a schedule that lists the time and place of the regular meetings as soon as possible after the schedule is established at the annual meeting. If the time and place of a regular meeting is changed, notice of that change shall be given by written or electronic means to members, alternates and news media requesting such information at the address provided to the Committee, at least 24 hours before the time of such meeting. Such notice shall set the time and place the meeting is to be held.

Notice of special meetings shall be given as above or by telephone or in person at least 24 hours before the time of such meeting. In the event a member cannot be reached directly, notification of the meeting left at the residence or place of business with a third party shall or telephone answering machine shall be considered proper notification. Notice of a special meeting shall set forth the time, place and business to be conducted. No business shall be considered other than as designated in the call. If all of the members are present at the special meeting, however, any and all business may be transacted at such special meeting.

Section 5 Quorum. A quorum shall be necessary to conduct any business of the Committee. Five (5) voting members present at a meeting shall constitute a quorum.

Section 6 Parliamentary Authority. The rules contained in the current edition of "Roberts Rules of Order Newly Revised" shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special order the Committee may adopt.

Section 7 Voting Member. In order to promote familiarity with the varied and technical nature of the business before the Committee, attendance by both the representative and alternate is strongly recommended.

However, in voting, each member organization shall have one vote. The Primary Representative shall cast such vote when present. If he/she is not present, the alternate shall cast the vote.

For the purpose of determining a quorum, attendance of only those eligible to vote shall count.

Section 8 Sunshine Law. All meetings shall comply with the “Sunshine Law” requirements.

ARTICLE VI

VOTING

Section 1 Adoption of Committee Action. A majority vote of the full membership shall be required to recommend allocations of levy monies or any action taken by the Committee.

Section 2 Manner of Recording Vote. In those actions requiring only a majority vote of the members present for adoption, a voice vote of yea or nay may be used. In such case where the members present at any meeting all vote unanimously on any question or matter, no roll call vote or recognition of yeas or nays shall be made. If the vote is other than unanimous of where a member wishes to record an abstention, such vote shall be recorded in the minutes.

ARTICLE VII

ELECTION AND DUTIES OF OFFICERS

Section 1 Officers. The officers of the Committee shall be a Chairperson and Vice-Chairperson. These officers shall perform the duties described by these bylaws.

The Chairperson and Vice-Chairperson shall be elected by a majority vote of the Committee at the annual meeting and shall serve until the next annual meeting.

Section 2 Duties of the Chairperson. The Chairperson shall preside over all meetings of the Committee, call special meetings, perform all acts and duties usually performed by a presiding officer, sign all such papers of the Committee as he/she may be authorized or directed to sign by the Committee, and such other duties as may be prescribed by the Committee.

Section 3 Duties of the Vice-Chairperson. The Vice-Chairperson shall, in the absence of the Chairperson, perform the duties of the Chairperson.

Section 4 Committees. The Chairperson may appoint such committees, both standing and temporary, as may be necessary to effectively address the goals, purposes, and general operations of this Committee.

ARTICLE VIII

OFFICIAL RECORD

Section 1 Minutes and Resolutions. An accurate and permanent record of the proceedings and minutes of all meetings, regular and special, and all adopted resolutions, shall be kept in the Commissioners’ Office and when approved by the Committee, they will be the official record. The Recording Secretary shall be the official custodian of all the records of the Committee and shall be the proper person to certify any action of the Committee.

Section 2 Motions. All motions and resolutions shall take effect immediately upon passage unless a different effective date is stated in said motion or resolution.

ARTICLE IX

ACCESS TO COUNTY SERVICES

Since the Committee will be functioning as an arm of the government body of Medina County, to assist the Board of County Commissioners in achieving its goals in regard to drug interdiction, education and training in accordance with ORC 5705.19(J), the county has agreed to allow the Committee to have access at no charge, to all county support mechanisms, including but not limited to office space, advice and assistance by county personnel, and use of facilities and equipment.

ARTICLE X

FINANCIAL

- Section 1 Funding. Since the Committee is recommending distribution of a voted county levy, the County Finance Director shall, consistent with the Ohio Revised Code and county guidelines, prepare and submit an operating budget to the Board of County Commissioners. Said budget shall be prepared under the direction of the Committee and shall be approved by the Board of County Commissioners to the extent consistent with the law, the purpose of the levy, and the funds available.
- Section 2 Expenditures. All expenditures shall be made by the County Finance Office, pursuant to the budget approved by the Board of County Commissioners, consistent with the Ohio Revised Code and county guidelines, and under the administrative direction of the Committee.

Amended February 23, 2004
Amended April 24, 2007
Amended April 2, 2019
Amended February 2, 2021