

BYLAWS OF THE MORRIS COUNTY ALLIANCE STEERING  
SUBCOMMITTEE (CASS)

ARTICLE I – NAME

The name of this organization shall be the County Alliance Steering Subcommittee of the Morris County Mental Health and Substance Abuse Advisory Board.

ARTICLE II – AUTHORIZATION

The County Alliance Steering Subcommittee shall serve as a Freeholder appointed subcommittee of the Mental Health and Substance Abuse Advisory Board, responsible for the administration of the countywide municipal alliances (P.L. 1989, C.51).

ARTICLE III- RESPONSIBILITIES

The County Alliance Steering Subcommittee is responsible for developing an overall countywide plan specifically for the expenditures of Municipal Alliance Funds.

ARTICLE IV- PURPOSE AND FUNCTION

In accord with the above authorization, the purpose of the County Alliance Steering Subcommittee is:

- a. Development and submission of a County Annual Alliance Plan for the expenditure of DEDR funds;
- b. Development of programs and fiscal guidelines consistent with Council directives for the awarding of funds to municipalities for drug and alcohol Alliance activities;
- c. Identification of a network of community leadership for the expansion, replication and development of successful community model programs throughout the county;
- d. Coordination of projects among and within municipalities to assure cost effectiveness and avoid fragmentation and duplication;
- e. Establishment of a cooperative relationship with the County Youth Services Advisory Committee in regard to the development of the Municipal Alliances;

- f. Provision of ongoing training to both itself and municipal-member alliance committees; and
- g. Development of a County Alliance Plan incorporating the Municipal Alliance Committee Requests for Proposals for submission by October of each year to the Governor's Council on Alcoholism and Drug Abuse.
- h. Develop a community watch program.

#### ARTICLE V- MEMBERSHIP

Membership on the County Alliance Steering Subcommittee shall include broad representation from the county. Members shall be appointed by the Morris County Board of Chosen Freeholders, and shall include but not necessarily be limited to representatives of the following groups:

- a. The MHSAAAB
- b. The County Human Services Advisory Council
- c. The County Superintendent of Schools
- d. The existing County Council on Alcoholism, if any
- e. The County Prosecutor's Office
- f. Family Part of the Chancery Division of the Superior Court
- g. The Youth Services Commission
- h. The County School Board Association
- i. The County Health Agency
- j. The County Mental Health Agency
- k. Local Businesses
- l. The county affiliate of the New Jersey Education Association
- m. The Parent-Teacher Association (PTA) or Parent-Teacher Organization (PTO) and
- n. Other service providers

The County Mental Health and Substance Abuse Advisory Board (MHSAAAB) shall be responsible for appointing members to the County Alliance Steering Subcommittee through the Morris County Board of Chosen Freeholders. There is no limitation on the number of members who may be appointed to the Subcommittee by the MHSAAAB.

Members should be appointed for specific terms. Officers may be appointed by the MHSAAAB or elected by the Subcommittee. A complete list of Steering Committee members, with their addresses, shall be annually provided to the MHSAAAB.

- A. Conflict of Interest: In order to avoid any perception of conflict of interest among CASS members, conflict of interest of those members shall be monitored in accordance with the Morris County Conflict of Interest Policy No. 4:2.02, established April 8, 1987 and revised November 19, 1997.

#### ARTICLE VI – MEETINGS

The County Alliance Steering Subcommittee shall hold meetings regularly, at a minimum four (quarterly) meetings; with an annual calendar of meetings established at the Subcommittee's organizational meeting. Minutes must be kept of all Subcommittee meetings and a quorum of Subcommittee members is needed for action to be taken by the Subcommittee. A quorum shall be 50 percent of the Subcommittee membership plus one.

Meetings shall be held as the schedule is adopted at the last meeting of the calendar year, each year, which will include the time and place of the meeting.

#### ARTICLE VII – VOTING PROCEDURES AND ADOPTION

- A. All decisions require a quorum to be present; a quorum shall be 50 percent of the Subcommittee membership plus one. Each appointed member of the Subcommittee shall have one (1) vote.
- B. In the event that CASS business must be conducted before the next scheduled meeting, an e-mail vote will be carried out. In order for an item to pass the vote, all votes must be unanimous.

#### ARTICLE VIII – AMENDMENT

All proposed amendments or proposed changes to the bylaws shall be presented to the Alliance one (1) month prior to the formal voting meeting. All decisions on amendments or changes to the bylaws require a majority vote of the attending voting membership.

\*These bylaws were duly adopted with a majority vote on April 11, 2011.\*