



# Pinellas County Opioid Abatement Funding Advisory Board BYLAWS

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Last Updated 7/08/25

The Pinellas County Opioid Abatement Funding Advisory Board (hereinafter referred to as the "Board") shall serve in an advisory capacity to the Pinellas County Board of County Commissioners.

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## BYLAWS

### ARTICLE I – NAME

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This advisory board shall be known as the Pinellas County Opioid Abatement Funding Advisory Board.

### ARTICLE II – PURPOSE/GOALS

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The Opioid Abatement Funding Advisory Board (the “Board”), utilizing the data and projections from the Pinellas County Opioid Taskforce and other relevant and reputable sources, will recommend how to allocate Regional Funds, as defined in the Florida Opioid Allocation and Statewide Response Agreement (the “Florida Plan”) between the State of Florida and Local Governments for approved purposes and in compliance with the Interlocal Agreement Governing Use of Pinellas County Regional Opioid Settlement Funds (the “ILA”) which are attached hereto and incorporated herein as Exhibit “A” and Exhibit “B”, respectively.

### ARTICLE III – OBJECTIVES

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The activities of the Board will include the following:

1. No less than quarterly, the Board will meet and review the data available from previous years, tending to evidence the local status of the opioid epidemic and the effect of abatement programming,
2. Review the programs and services of the beneficiaries of Pinellas County Regional funds to determine the outcome of such programs and services in order to hold beneficiaries accountable.
3. Annually determine funding, programs, services, and location priorities for the upcoming year(s).
4. Create an “Opioid Abatement Funding Advisory Board Priority List” to be used by Pinellas County to perform competitive solicitations for programming and services in accordance with a centralized, county-wide competitive grant process.
5. Review and approve Final Review Recommendations arising from competitive solicitations and present recommendations to the Pinellas County Board of County Commissioners (the “BCC”) for consideration.
6. Strive to fund services and programs that are available to all residents of Pinellas County and allocate funding and services in a manner that equally benefits all residents of Pinellas County.
7. Prior to July 1<sup>st</sup> of each year, the Board shall provide information to Florida’s

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Department of Children and Families (“DCF”) as to how the County intends to expend opioid funds in the upcoming year. Additionally, the Board shall compile a report of expenditures made during the previous fiscal year no later than August 31<sup>st</sup> of each year to be submitted to DCF.

8. The Board will respond and provide documents to any reasonable requests from the BCC or the State for data or information about programs receiving opioid funds.

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## **ARTICLE IV – SIZE AND COMPOSITION**

### **A. Size**

The Board shall consist of five (5) members.

### **B. Composition**

The Board shall consist of the following persons:

- One member appointed by the City of St. Petersburg
- One member appointed by the City of Pinellas Park
- One member appointed by the City of Clearwater
- One member nominated by the County Administrator and appointed by the Board of County Commissioners
- The Director of the Florida Department of Health in Pinellas County or designee or someone with subject matter expertise in public health or addiction, who is not and is not employed by a provider of opioid-related services in Pinellas County and appointed by the four other members of the Opioid Abatement Funding Advisory Board if the Department of Health declines to participate.

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## **ARTICLE V – MEMBERSHIP AND TERMS OF OFFICE**

### **A. Recruitment/Appointment**

The appropriate appointing entity must, in accordance with their appointment processes, appoint its corresponding member, including the filling of any and all vacancies. If the Health Department declines to participate in the Board, a majority of the four local government appointees must appoint a qualified fifth member at a duly noticed public meeting.

### **B. Alternate Membership**

Appointing entities may appoint alternates to the Board. Alternate appointments must be in writing and received by the Board and County staff for documentation purposes no later than ten (10) days prior to the annual meeting. Alternates may appear on a member’s behalf if the member is unavailable.

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### **C. Terms of Office**

All members will be appointed for two (2) year terms. There is no limit to the number of terms a duly appointed member can serve.

### **D. Removal**

The Board may, by a supermajority vote at a meeting where a quorum has been established, recommend removal of a Board member for the following reasons:

1. Inability or failure to perform their duties on the Board; or
2. Ethical conflict that cannot or has not been waived or legal ineligibility.
3. Unethical or illegal practices or actions.

Board members are expected to attend all regular meetings of the Board. A Board member who will not be attending a regular meeting must notify the office of the Board Chairperson of such absence in order to be excused from the meeting. Two or more absences from consecutive regular Board meetings, without the attendance of the member's alternate, may result in consideration of removal of the Board member.

### **E. Conflicts of Interest and Procurement**

Board members must be cognizant of the potential for conflicts of interest in their role in setting priorities and recommending programming. All members shall adhere to the rules, regulations and laws of Florida including, but not limited to, Florida Statute §112.311, concerning the disclosure of conflicts of interest and recusal from discussions or votes on conflicted matters. In addition, each member is responsible for compliance with the Florida Ethics Code and Sec. 2-189 of the Pinellas County Code related to lobbying; any prohibited lobbying must be reported to the Pinellas County Purchasing Director.

### **F. Vacancies and Resignations**

Any member may resign from the Board at any time upon written notice to the Chairperson of the Board and to their appointing agency. The resignation shall be effective as of the date on the notice of resignation. Unless the resignation is due to ethical conflict or legal ineligibility, the member shall give at least thirty (30) days' notice.

Any member who, as a result of either a change in employment, elected office, or appointment to another board which results in a non-waivable ethical conflict or legal ineligibility to serve, shall resign or otherwise be subject to removal. Waivable ethical conflicts must be waived by both the Board and the BCC in order to be considered waived.

Vacancies for members that occur on the Board as a result of resignation or removal shall be filled in accordance with the Recruitment/Appointment provisions herein.

### **G. Compensation**

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Members of the Board shall serve without compensation.

#### **H. Limitation on Powers**

Board members have authority over the affairs of the Board only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member except when such statement or action is taken when carrying out specific instructions by the Board.

The role of the Board is advisory in nature. In no event shall the Board or any of its members, have the authority or right to control or require the BCC to take or refrain from taking any action with respect to opioid abatement.

#### **I. County Staff Assistance**

Pinellas County is responsible for providing administrative support to the Board and will provide all support services, including, but not limited to legal services, as well as contract management, program monitoring, and reporting required by the ILA, as deemed appropriate and necessary by Pinellas County. Pinellas County is entitled to the maximum allowable administrative fee pursuant to the ILA for such services. The administrative fee will be deducted annually from the amount of available Pinellas County Regional Funds in accordance with the ILA.

### **ARTICLE VI – MEETINGS AND VOTING**

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#### **A. Regular Meetings**

The Board meets, at minimum, quarterly at a time and place approved by the Board Chairperson. The schedule of meetings must correlate with that of the Opioid Task Force (OTF), so as to allow the OTF the opportunity to provide data compiled for and arising out of its quarterly meeting to the Board. The scheduling of meetings must be scheduled to accommodate the reporting requirements of the ILA and the Florida Plan.

#### **B. Special Meetings**

Special meetings of the Board including workshops and committee meetings may, from time to time, be called by the Chairperson of the Board and any such meetings will be noticed in accordance with the applicable requirements of law. These special meetings will not count for attendance provisions in Article V above.

#### **C. Hybrid Meetings and Virtual Attendance**

**In addition to in-person meetings, meetings of the Board and any committees thereof, may be held by means of hybrid format, with virtual and in-person attendance. Participation by such means shall constitute presence in-person at a meeting for all purposes, including for quorum and voting. A quorum of the Board requires two (2) members be present in-person**

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at the publicly noticed meeting site with other members being able to attend and participate virtually. Further, any formal action by the Board will require a simple majority vote of the members participating in the meeting whether in-person or virtual, provided that at least three (3) members must participate in the vote on the action by the Board.

Remote attendance may be via conference telephone, video conference, or by other similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time and participate in all matters before the Board.

#### **D. Notice of Meetings**

Regular meetings of the Board may be held without additional notice to its members if the time of such meeting has been fixed by the Chairperson, these Bylaws, or by the Board at the immediately preceding meeting. To the extent practicable, Special Meetings will be held upon 72 hours' notice if delivered personally by telephone or via email to each Board member.

#### **E. Open Meetings**

All regular meetings and, to the extent required by law, special meetings of the Board shall be preceded by notice thereof to the public of the date, time, and place. All persons will be permitted to attend any meeting of the Board and no person(s) will be required to register his or her name or to provide any other information to attend any meeting.

#### **F. Limitation on Participation**

Participation in Board meetings and committee meetings shall be limited to members of the Board and administrative staff with the following exceptions:

1. Regularly scheduled agenda items that call for reports or participation by non-members
2. A time shall be set on the agenda for the receipt of public comment.

#### **G. Quorum**

At any meeting of the Board, a majority of the appointed members constitutes a quorum.

#### **H. Voting**

Each Board member present at a Board meeting will be entitled to one (1) vote. Every recommended action for consideration by BCC will be done and made by a majority of the members present at a duly held meeting at which a quorum is present.

#### **F. Recording, Distribution and Storage of Minutes**

County staff, as provided for in Article V herein, shall keep a record of its proceedings and shall be custodian of all books, documents, and papers filed with it. All meetings of the Board, as well as all records, books, documents, and papers, shall be open and available to the public in accordance with F.S. § 286.011. County staff may arrange for board reporting to be conducted by

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a third party. Minutes shall be kept of all Board and Committee meetings. Minutes shall be reviewed and approved at the next Board meeting as appropriate. The official minutes of meetings of the Board and Committees of the Board are public record and shall be open to the public. They shall be kept on file at the administrative office of Pinellas County Human Services as the record of the official action of the board.

## **ARTICLE VII -- OFFICERS**

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### **A. Officers**

The officers of the Board shall consist of, at minimum, a Chairperson and a Vice-Chairperson. Additional officer positions may be added by approval of the Board.

### **B. Election and Terms of Office**

The officers shall be elected by the Board during the annual meeting and shall take office immediately thereafter. Terms of office shall be for one (1) year or until their successors are elected. Officers shall be elected at the first meeting of the Board and shall serve until the second annual meeting thereafter.

### **C. Removal**

Any officer elected by the Board may be removed by majority vote of the Board after notice and an opportunity to be heard.

### **D. Vacancy**

The unexpired term of an officer not completing his or her term shall be filled by a majority vote of the Board at the next regular meeting after the vacancy or at a special meeting called for that purpose.

### **E. Chairperson**

The Board shall elect a Chairperson by majority vote of the Board. The chair of the Board will preside over all meetings of the Board and shall make presentations and recommendations to the Pinellas County Board of County Commissioners.

### **F. Vice-Chairperson**

The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson and shall perform such other duties as from time to time may be assigned by Board. In the event the Chairperson is removed from office in accordance with Article V herein, the Vice-Chairperson shall serve as chair-elect until a new Chairperson can be appointed at the following annual meeting.

## **ARTICLE VII – COMMITTEE(S)**

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### **A. Committees**

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The Board may establish temporary committees as it deems necessary to carry out the purpose and objectives of the Board. Committees shall be advisory in nature.

### **B. General Committee Procedures**

1. Term: Each committee shall be appointed a regular meeting of the Board or at a special meeting called for the purpose of creating a committee.
2. Membership: Membership in a committee shall be by appointment by the Chairperson of the Board.
3. Purpose: The purpose of a committee shall be to provide recommendations directly to the Board.

## **ARTICLE IX—AMENDMENTS**

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These bylaws may be amended by a majority vote of the Board at a meeting where notice of such proposals for amendments has been given to all members as provided in the bylaws. Upon ratification of the bylaws by the BCC, all such amendments shall be subject to subsequent approval of the BCC.

Notice of a proposed amendment shall be submitted in writing, including electronically, to all members of the Council not less than fourteen (14) days prior to the meeting at which time such amendment(s) are to be considered.

## **ARTICLE X -- PROXY**

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No member of the Board may act by proxy.

## **ARTICLE XI – PROGRAM TERMINATION**

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The Board shall remain in existence for as long as Pinellas County remains eligible for receipt of funding under the ILA and the Florida Plan and continuing until all such funds are allocated or any successor agreements which require the existence of the Board. In the event that all eligible funds have been appropriately allocated and any obligations relating to record retention, audit, and indemnification have been satisfied, the Board shall cease to operate unless the Pinellas County Board of County Commissioners takes action to continue the Board's existence.

## **ARTICLE XIII – EFFECTIVE DATE**

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These Bylaws will become effective upon adoption by the Board.



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ADOPTED-

Adopted by motion at the July 8, 2025 meeting of the Board.

Amended: For Review & Approval July 8, 2025