

WICHITA-SEDGWICK COUNTY ADDICTION INTERVENTION COALITION

Bylaws

1. Creation: The Wichita-Sedgwick County Addiction Intervention Coalition (“Coalition”) was established by a Joint Resolution and Ordinance adopted by the Board of County Commissioners of Sedgwick County on May 14, 2025, and the City of Wichita City Council on May 20, 2025 (“Joint Resolution and Ordinance”).

2. Purpose: In accordance with the Joint Resolution and Ordinance, the purpose of the Coalition is to evaluate and recommend effective allocation of the Municipalities Fight Addiction Fund settlement funds to local governments as a result of Kansas Fights Addiction Act (K.S.A. 75-775 et seq.). To this effect, the Coalition shall provide advice and recommendations to the City Council of the City of Wichita and the Board of County Commissioners of Sedgwick County on matters pertaining to substance abuse prevention and treatment services, to assist in preparation of the Request for Proposal/Request for Bids (“RFP/RFB”) and subsequent evaluation of respective responses for substance abuse prevention and treatment services funded by opioid settlement funds, and to monitor the effectiveness of such substance abuse prevention and treatment services and programs receiving opioid settlement funds.

3. Membership and Terms: In accordance with the Joint Resolution and Ordinance, the Coalition shall be comprised of not less than eleven (11) and not more than fifteen (15) members. All voting members of the Coalition shall hold office for a term of two (2) years, or until their successor shall be appointed and qualified, except that the first term for all such first appointments shall begin on the date such members are appointed and end on December 31, 2027. After December 31, 2027, all subsequent regular appointments shall be made on the first week of January of each year on as-needed basis. No member shall serve more than two consecutive full terms. A vacancy shall be filled for the unexpired term of a member in the same manner as an original appointment.

All Coalition members shall serve without compensation and shall not be reimbursed for personal expenses. Any member who misses three (3) consecutive meetings or attends less than half of the meetings over a consecutive 12-month period, shall be subject to removal in accordance with the Joint Resolution and Ordinance. No member of the immediate family of any member of the City Council of the City of Wichita and the Board of County Commissioners of Sedgwick County shall be eligible to serve on the Coalition. Each coalition member must be a resident of Sedgwick County, and no member shall continue to serve if such member ceases to be a resident of Sedgwick County.

4. Functions and Responsibilities: In accordance with the Joint Resolution and Ordinance, the Coalition shall be vested with the following functions and responsibilities:

- A. Advise and make recommendations to the City Council of the City of Wichita and the Board of County Commissioners of Sedgwick County on the use of opioid settlement funds for substance abuse prevention and treatment services in alignment with the established strategic plan.
- B. Assist appropriate City of Wichita and Sedgwick County departments with preparation of RFPs/RFBs for services contemplated under the strategic plan.

- C. Review and evaluate responses to RFPs/RFBs and make recommendations to the respective governing bodies or their designated purchasing departments as may be appropriate in order to facilitate selection and contracting for services contemplated under the strategic plan.
- D. Monitor and evaluate the effectiveness of substance abuse prevention and treatment services funded and programs receiving opioid settlement funds.
- E. Advise the City Council of the City of Wichita and the Board of County Commissioners of Sedgwick County regarding the implementation of the strategic plan and make recommendations to allocate funding accordingly

5. Officers: The officers of the Coalition shall include the President, the Vice President and the Second Vice President. The President shall be elected by the Coalition from its members and shall preside at all meetings of the Coalition and decide all questions of order, and shall sign, execute, act, and deliver for the Coalition all contracts, warrants and documents of any kind required or authorized to be signed or delivered by the Coalition. The Vice President shall be elected by the Coalition from its members and, in the absence or disqualification or disability of the President, shall perform the duties of the President and act in place of the President, with the full power and authority which the President would have were the President in attendance. The Second Vice President shall be elected by the Coalition from its members and, in the absence or disqualification or disability of the Vice President, shall perform the duties of the Vice President and act in place of the Vice President, with the full power and authority which the Vice President would have were the Vice President in attendance.

The Coalition shall appoint such other officers as may be required by law, or as the business of the Coalition demands.

On or before the first meeting of the Coalition following July 1 of each year, the Coalition shall elect its officers, who shall be elected for a maximum term not to exceed one year, and for a maximum tenure of office not to exceed two consecutive terms.

6. Meetings and Procedures: The Coalition shall hold regular meetings on a monthly basis. Regular meetings of the Coalition shall be held on the third Monday of each month at 12:00 p.m. at 100 North Broadway, Wichita, Kansas, or at such other locations and times determined by the Coalition. When the date of a regular meeting falls on a legal holiday observed by either City of Wichita or Sedgwick County, the President shall designate the date of the next regular meeting.

Special meetings may be called by a majority of the Coalition or by the President by giving notice to all members and staff of the date, time, place and purpose of the meeting. The object of the special meeting shall be submitted to the Coalition in writing and no other business shall be transacted at such meeting.

All meetings of the Coalition are subject to the Kansas Open Meetings Act, requiring notice of the date, time, and location of the meeting. Cameras and recording devices shall be allowed at meetings, subject to the reasonable direction of the President to facilitate the Coalition to carry out the business of the meeting.

The Coalition shall allow public participation on items coming before the Coalition. Following the presentation of the item and before action by the Coalition, the item shall be open for discussion by the members of the public. Each public member shall be subject to a limitation of five minutes for each presentation, unless extended by a majority of the Coalition present. The President shall

have the discretion to reasonably limit the length or number of public presentations when unduly repetitious, not germane to the issue, or in the event the unusual length of business or time constraints require such limitation.

All meetings of the Coalition shall be conducted in accordance with Robert's Rules of Order Revised (1915 edition, revised 1996), except where superseded by these Bylaws or the Joint Resolution and Ordinance. Where there is no conflict with the established parliamentary authority, the Coalition may establish such additional rules of conduct for its members as is deemed reasonable and appropriate.

Primary staff support for the Coalition, including the Coalition Secretary, will be provided by the City Manager's and County Manager's designees. City and County staff will provide technical and professional support to the Coalition programming operations on an as-needed basis.

7. Agenda and Order of Business: The agenda for each meeting shall be prepared by the Secretary and provided to the Coalition and made available to the public prior to each meeting. Upon approval of two-thirds of the members present, additional items may be added to the agenda at the meeting provided that such business item will not extend the meeting beyond the established time limitation for meetings.

A regular order of business shall include a Call to Order, Approval of Minutes, and Consideration of the items of business organized by subject matter. The Coalition shall have the discretion to establish a public agenda to consider statements from the public on topics not covered in the agenda, provided that such public agenda shall not be used to discuss matters of personnel, litigation and specific violations of laws and ordinances.

8. Quorum and Voting: A majority of the voting members appointed and qualified at any given time shall constitute a quorum of the Coalition. All actions and recommendations of the Coalition shall be made by a majority of the voting members in attendance and voting at the time of the vote. No actions shall be taken in the name of the Coalition where a quorum of less than fifty (50) percent of its voting membership is present. No proxy votes shall be permitted in the conduct of Coalition business.

Voting members shall discharge the responsibilities of their office and shall vote on all matters coming before the Coalition, except in those matters announced to the President in which the member declares a conflict of interest, in which case the member may abstain. Members so abstaining shall be counted for the purpose of determining a quorum. Unless a member audibly votes to the contrary or announced an abstention, silence in voting shall be recorded as an affirmative vote.

In the absence of a quorum at any meeting, the President may adjourn the meeting to a specific time, date, and place, which shall be publicly announced. The lack of a quorum shall not preclude the remaining members from hearing from the public present on any item and reporting such public comments to the Coalition at the next meeting.

9. Conflict of Interest: Each member of the Coalition shall disclose any conflict of interest as may arise in connection with matters being considered by the Coalition and shall refrain from discussing or voting on any such matters. "Conflict of interest" means a situation in which a member has a substantial interest in an activity which would preclude them from acting in an unbiased manner in the execution of their official Coalition duties. No member of the Coalition shall participate in the discussions pertaining to nor vote on matters for which the member has a

conflict of interest. Members shall avoid any action or participating in discussions on any topic or activity which might result in or cause the appearance of: (i) using their member status for private gain; (ii) giving preferential treatment to any person and/or vendor or bidder; (iii) losing complete independence or impartiality. Members of the Coalition are subject to the conflict-of-interest provisions of State law and shall disclose such conflicts and abstain from participation as required by law.

10. **Bylaws:** Upon adoption and approval of these Bylaws as provided herein, all previously adopted Bylaws governing the Coalition are and shall be hereby rescinded. These Bylaws shall not supersede the Joint Resolution and Ordinance and any conflict between the Bylaws and Joint Resolution and Ordinance will defer to the Joint Resolution and Ordinance.

The Coalition may, by a two-thirds majority vote, amend these Bylaws or any provisions or section herein at any time when not in conflict with any applicable laws of the State of Kansas, the City of Wichita, and Sedgwick County. A copy of all proposed amendments to these bylaws shall be provided by the Secretary to each member of the Coalition at least ten days prior to the date at which action is to be taken on the amendment.

A copy of these Bylaws shall be filed with the City Clerk and County Clerk upon adoption and upon any amendment hereto.