

**INDIANA
STATE EPIDEMIOLOGICAL AND OUTCOMES WORKGROUP**

BYLAWS

ARTICLE I: NAME

The name of this state-level advisory committee, created by the Indiana Strategic Prevention Framework Advisory Council (Council), shall be known as the State Epidemiological and Outcomes Workgroup (SEOW).

ARTICLE II: PURPOSE

To act in an advisory capacity to the Council on matters pertaining to the development of policies and procedures that will guide and strengthen substance use prevention efforts statewide.

Overall, the SEOW shall assist the State through improved prevention assessment, planning, implementation, and monitoring efforts based on the application of systematic analyses of the causes and consequences of substance use.

The SEOW shall:

- Develop a statewide needs assessment based on collection and analysis of epidemiological and other state and community level data.
- Assist the Council in setting State prevention priorities.
- Assist the Council in evaluating and mobilizing capacity to address needs identified in the assessment. The SEOW shall help the Council to collect, analyze, and interpret data regarding capacity and also provide data and information to key stakeholders to marshal and enhance state and community resources to address prevention priorities.
- Recommend targets, based on data from the needs assessment, for the State Strategic Prevention Plan. These targets may reflect geographic location, specific population characteristics, and/or substance-related behaviors. The SEOW shall also assist with community-level assessment efforts.
- The SEOW shall assist the State in efforts to select and implement appropriate and effective strategies congruent with State priorities. The SEOW shall assist in establishing a link among substance-related problems identified through the State-level needs assessment, causal factors that contribute to identified problems, and proven strategies for addressing the causal factors and problems.
- Based on priorities that emerge from the needs assessment, the SEOW shall assist the Council in developing an evaluation/monitoring system. The SEOW shall contribute to ongoing data collection and analysis to examine trends in substance-related problems, patterns of consumption, and other factors that influence them. The SEOW shall provide data to the Council and prevention providers to monitor key milestones and evaluate effectiveness of implemented prevention efforts.

ARTICLE III: MEMBERSHIP, APPOINTMENT, AND TERMS

Section 1 – Membership

The SEOW shall consist of individuals who are knowledgeable about substance abuse, prevention, intervention, and treatment issues, and possess the requisite skills, data, and/or decision-making authority for using data to guide and improve substance-related prevention.

In addition, the SEOW shall include representatives of the following (listed alphabetically):

- Center for the Application of Prevention Technologies (1 representative, non-voting, ex-officio)
- Community-At-Large—Community Consultants, Governor's Commission for a Drug-Free Indiana/Indiana Criminal Justice Institute (3 representatives, 3 votes)
- Division of Mental Health and Addiction, Indiana Family Social Services Administration (3 representatives, 1 vote)
- Office of Medicaid and Public Policy, Indiana Family Social Services Administration (1 representative, voting)
- Indiana Criminal Justice Institute (1 representative, voting)
- Indiana Department of Correction (2 representatives, 2 votes)
- Indiana Department of Education (2 representatives, 1 vote)
- Indiana Prevention Resource Center (3 representatives, 1 vote)
- Indiana State Department of Health (2 representatives, 2 votes)
- Indiana State Police (1 representative)
- Indiana Tobacco Prevention and Cessation (1 representative)
- Indiana Youth Institute (2 representatives, 1 vote)
- IUPUI, School of Public and Environmental Affairs, Center for Health Policy (1 representative, non-voting, ex-officio)
- Survey Research Center at IUPUI (1 representative, voting)
- Substance Abuse and Mental Health Services Administration (1 representative, non-voting, ex-officio)

Section 2 – Appointment and Term

All members shall be appointed by the Council and/or majority vote of the SEOW. Members shall serve until expiration of the SPF SIG term, until a Member voluntarily resigns, or is removed by the Council, either directly or pursuant to a recommendation by the SEOW Chairperson. If a member leaves his/her entity, a new representative for that entity shall be appointed. If a member leaves his/her entity, but his/her participation is still deemed relevant, that individual may, at the Council's discretion, be reappointed.

Section 3 – Proxy

A SEOW member may designate an individual to serve as a proxy in the event a Member knows he/she will be absent from a meeting during which a vote is taking place. The written proxy designation must be submitted to the SEOW Chair before the formal call to order of the designated meeting. A Proxy will be allowed to exercise the Member's voting privileges for which they are representing. A Proxy will not be permitted to exercise a Member's voting privileges, however, when he/she has a conflict of interest whereby his/her agency and/or he/she personally may benefit from actions being voted upon.

Section 4 – Duties and Responsibilities

Members shall (a) represent the entity with which they are associated as well as themselves; (b) provide input, information, connections, and cooperation; and (c) maintain open lines of communication with each entity represented.

Section 5 – Compensation

Members of the SEOW shall serve without compensation, but shall be reimbursed for travel, accommodation, and food when such expenses are incurred in the performance of their duties.

ARTICLE IV: MEETINGS

Section 1 – Regular Meetings

SEOW meetings shall be held at a location and time agreed upon by the Members. The SEOW shall meet no less than 12 times per year. An agenda of the meetings will be prepared by the Chairperson and distributed to the membership prior to scheduled meetings.

Individuals who are not Members are welcome to attend and participate in SEOW discussions, but may not effectuate any Member privileges as described herein.

Section 2 – Special Meetings

Special meetings of the SEOW may be called by the Chairperson or by request of at least 3 SEOW members. An agenda, notice of place and time of any such special meeting must be provided to the SEOW members at least 5 days prior to the date of the called special meeting. Only matters contained in the agenda shall be voted on at any special meeting.

Section 3 – Quorum

A simple majority of the membership of the SEOW shall constitute a quorum and may legally transact SEOW business.

Section 4 – Attendance

A recommendation to the SEOW Chairperson or on advice of the SEOW Chairperson to the Council for removal from membership of the SEOW may be made of any individual who is not represented in person or by proxy for three or more consecutive ~~one-half or more of the~~ regular meetings during any 12 month period.

Section 5 – Rules of Order and Voting

The SEOW adopts Robert's Rules of Order for governing all meetings.

The Chairperson shall open and adjourn all meetings. When the Chairperson is unable to attend meeting(s), the co-Chairperson shall open and adjourn meetings.

Any member of the SEOW may contact the Chairperson and/or other members of the SEOW by electronic mail and/or SEOW Listserv to bring to the SEOW's attention an item for discussion, including the specific date, if any, by which a decision or vote must be made, including an explanation of any factors bearing on the time frame. All Members will be given an opportunity to comment on the item and distribute such comment(s) by using the "reply all" option for sending email. If a simple majority of the SEOW membership responds affirmatively by electronic vote, the matter is then decided in the affirmative.

Section 6 – Meeting Minutes

Written minutes of all SEOW meeting shall be made available to the group via email within 14 days after the date of the meeting. The minutes shall include: the date, time, location, attendance (those present and absent), all motions, proposals, resolutions, orders, ordinances, and measures proposed, the name of the person proposing the same and their disposition, and the results of all votes. Upon the request of a member, pursuant to the rules, policies, or procedures regarding recording roll call votes, the minutes shall also include the vote of each member by name.

ARTICLE V: OFFICERS

The only officers of the SEOW shall be the Chairperson and Co-chairperson, designated by the SEOW Chairperson. The Chairperson shall preside over all meetings of the SEOW. The Chairperson shall also communicate to the Council regarding activities of the SEOW.

ARTICLE VI: BYLAWS

Section 1 – Adoption

These Bylaws shall be adopted by a majority vote of the SEOW members provided that the Bylaws have been distributed to the SEOW members at least 5 working days prior to the meeting.

Section 2 – Amendments

These Bylaws may be amended at any regular meeting by a majority vote of the Members present, provided that any such proposed amendment shall have been distributed to the Members at least 5 working days prior to the meeting.