

**COMMUNITY MOBILIZATION
ADVISORY COMMITTEE**

POLICY AND PROCEDURES

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COMMUNITY MOBILIZATION ADVISORY COMMITTEE

Policies and Procedures

February 2006

Vision

Community Mobilization brings together community members to build and support healthy individuals and families, and safe communities.

Mission

The Community Mobilization Advisory Committee promotes and supports the Community Mobilization Program, and advises and provides sound recommendations to improve the effectiveness of the program so that communities across the state are free from substance abuse, violence, and all its related social ills.

Purpose

The purpose of the Community Mobilization Advisory Committee (CMAC) is to promote the mission of Community Mobilization (CM) at the community and state levels.

Responsibilities

The Community Mobilization Advisory Committee (CMAC) will:

- Develop policy recommendations and strategies for state Community Mobilization about substance abuse, violence prevention, and related issues.
- Advise the CM staff on emerging substance abuse and violence issues and trends.
- Develop recommendations regarding state and federal funding sources for the CM Program.
- Facilitate dialogue and communication between CM staff, coordinators, and the regions regarding CM programs, issues, ideas, and trends.
- Develop expectations of each CMAC member.

Membership

Selection: Each region shall have two representatives and one alternate. Elections will be held during the spring regional meeting following the April CMAC meeting. The elections must precede the CMAC retreat. The CM representative from King County will also participate as a member of the CMAC.

Continuity: The CMAC representatives are responsible to ensure that elections take place in a timely manner.

Incoming CMAC members begin service immediately after the election.

Terms: Each region shall determine the terms for their CMAC representatives. At the October 1998 state meeting, the regions made the following decisions:

Region 1: Terms are to be flexible.

Region 2: No need for term limits or staggered terms.

Region 3: Adopted staggered terms but no term limits.

Region 4: Adopted staggered, two-year terms.

INCOMPLETE TERMS: In the event that a CMAC member is unable to complete their term, the alternate will assume representative responsibilities for the remainder of the term. Should the alternate be unable to assume the responsibility, the region may elect a new, regular representative.

REPRESENTATIVE ABSENTEEISM: If the elected representative misses 2 or more CMAC meetings or regional meetings, then the region may opt to ask the alternate to serve, and identify a new alternate.

Representation: A minimum of two members shall be elected from each Region.

See Appendix A for a list of current (CMAC) members.

Leadership

- Selecting Leadership:** Selection: The Chair and Vice-Chair are elected by a simple majority vote of the CMAC members.
- Elections: They are elected at the September CMAC meeting after election of the CMAC representatives.
- Terms: The terms of the Chair and Vice-Chair are for two years.
- Term Limits: They may be re-elected for one additional term.

CMAC Meetings

Regular Meetings:

Convening CMAC Meetings:

The Chair and Vice-Chair are responsible for convening regularly scheduled meetings; however, CTED staff must approve the meeting. CTED staff also provides staff support for meetings.

Meeting Frequency:

CMAC will meet at least five times during each calendar year.

Scheduling Meetings:

Meetings shall be held during the months of February, April, June, September, and November. Additional meetings and/or adjustments to this will be added/modified as needed.

The annual schedule will be proposed at the June meeting, with CMAC approval at the September meeting.

CMAC Attendance:

Anyone may attend. The meetings are open public meetings. However, only elected Regional Representatives and CTED staff may be reimbursed for the associated expenses of attending the meeting.

Other CM Coordinators may attend the CMAC meetings at the expense of their own agency. However, they must apprise CTED staff of their expected attendance. This will allow CTED to make necessary logistical adjustments.

Called Meetings:

The CMAC chair or CTED staff may call a meeting at any time, as long as funds are available.

If regional representatives see a necessity to call a CMAC meeting, they may make a request at any time. The request must be made to the CMAC chair, and then approved by CTED staff.

CMAC Planning Meetings:

The CMAC Chair will convene biennial planning meetings at the beginning of the biennium. A biennium follows the legislative calendar starting July 1 and ending June 30th of the second year. CTED staff will provide staff support. The planning meeting must be approved by

CTED contingent upon available funds. Planning meetings may be held every two years as funding allows. The planning meeting will result with a work plan and schedule. The planning meeting may also include a strategic plan and/or updates to an existing strategic plan.

CMAC Sub-Committee Meetings: The sub-committee chair or the CTED CM assigned staff person will call sub-committee meetings as needed to accomplish CM work. These committees include (but are not limited to): Public Relations, Annual Meeting, Legislative, and Evaluation.

See Appendix B for a schedule of CMAC meetings.

Operating Procedures

Meeting Facilitation: Basic fundamentals, which will be used, are as follows:

1. There will be an agenda.
2. The Chair, or Vice-Chair in the absence of the Chair, will facilitate the meeting.
3. If both are absent, CTED shall select an alternate prior to the meetings.
4. The Chair shall facilitate the meeting in an orderly manner.
5. It is the responsibility of the CMAC members to honor the ground rules. Side talking should be kept to a minimum.
6. A CTED staff person will record minutes.

Ground Rules:

1. For the sake of brevity in note taking, if the discussion is off the record please say so.
2. Minimize cross talk or side conversations.
3. Minimize interruptions.
4. Give others "room" to speak.
5. Check in during the process; i.e., do we want to spend this amount of time on this issue/discussion? Are we on track?
6. Identify who is speaking, to aid the taking of minutes.
7. Use nametags or tent cards to identify group members.
8. Do a "process" check at the end of the agenda item discussions; summarize the key points.
9. Be considerate and maintain the group culture.
10. Have fun. Be flexible. Be tolerant of people who have trouble adhering to the guidelines.

Decision-Making: CMAC members will make decisions by consensus. However, for difficult decisions, CMAC will use Roberts Rules of Order.

Proxies: Proxy votes are not permitted.

Agendas: An agenda will be provided for each meeting.

CTED Staff and the CMAC Chair will develop the CMAC meeting agenda. Revisions to the agenda will be called for at the beginning of each meeting. The following standard items will be noted on the agenda.

- CMAC Operations
- Funding issues
- State and Federal Legislation
- State and Federal issues
- Pertinent Reports from other Community Mobilization or CTED agencies or partners
- Strategic plan
- Sub-committee reports
- Regional Reports
- Emerging Issues

Reimbursement: Per Diem and mileage costs (state rates) incurred by CMAC representatives for CMAC business (meetings, sub-committee work, and other assigned tasks) are reimbursed by CTED. Any other costs that might be reimbursed must have prior approval by CTED staff. All receipts are due two weeks after the costs are incurred.

Regions and Region Meetings

Configuration of Regions: The 39 counties are divided into four regions: Regions 1, 2, 3, and 4

Region 1: Elected representatives represent: Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Kitsap, Lewis, Mason, Pacific, Pierce, Thurston, and Wahkiakum

Region 2: Elected representatives represent: Island, King, San Juan, Skagit, Snohomish, and Whatcom

Region 3: Elected representatives represent: Adams, Asotin, Chelan/Douglas, Ferry, Garfield, Grant, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, and Whitman.

Region 4: Elected representative represent: Benton/Franklin, Columbia, Kittitas, Klickitat, Skamania, Walla Walla, and Yakima

Meeting Scheduling: Regions will meet following each regularly scheduled CMAC meeting. The meeting following the CMAC September meeting may be held in conjunction with the annual meeting in October. Regions may meet more often, as needed and determined by the collective regional membership. When possible, each region will meet within two-weeks of the CMAC meeting. Elected CMAC representatives will ensure the scheduling of the regional meetings. This will occur following the September CMAC meeting.

Meeting Format: Regions will meet by an agreed upon method. CMAC prefers that regions try to meet in person as often as possible.

CMAC representatives will share applicable information with the other region coordinators [after CMAC meetings and in preparation for Region meetings] in a clear, effective, and timely manner. CMAC representatives will share the regularly scheduled CMAC meeting information at the regularly scheduled regional meetings. Additional information may be shared through fax, e-mail, telephone, and/or telephone conference call.

CMAC members will collect input, concerns or feedback from the respective region members concerning emerging program developments and issues, and report back to CMAC.

Meeting Agendas: CMAC representatives will prepare a uniform regional meeting agenda at the CMAC meeting. CM coordinators will have the opportunity to add to the agenda at the start of each regional meeting.

Mandatory attendance: CM Coordinators are responsible to attend their respective regional meeting. In the event that they are unable to attend the meeting or it is geographically limiting then the CM Coordinator may choose to attend another region's meeting.

See Appendix B for schedule of Regional meetings.

Subcommittees/Task Forces

Formation: If CMAC determines the need for a subcommittee or task force, the CMAC Chair shall ask for volunteers. If there are no volunteers, the Chair shall select the members of the subcommittee or task force, and call or meet with them regarding the assignment. The Chair of CMAC, or a designee, will be an ex officio member of each subcommittee/task Force.

The designated subcommittee/task force will develop a workplan, which will be approved by CMAC. The Chair, or designee, of the subcommittee/task force will attend CMAC meetings to report activities and recommendations. Information will flow from the subcommittee/task force to CMAC (regional representatives) to the regions. Input from the regions will flow back through the regional representatives to CMAC to the subcommittee/task force. Upon completion of the assignment, the subcommittee/task force shall be dissolved.

CMAC's role:

- 1) Provide purpose statement, guidelines, and parameters for Subcommittee/ Task Force operations
- 2) Review and oversee the work of the Subcommittee/Task Force.

CTED staff's role:

- 1) Availability to support the subcommittee/task force by assisting with the process and tasks.
- 2) Facilitate information flow.
- 3) Assist with meeting logistics.
- 4) Assist with committee lists, "listservs," CM Web Page, and other administrative tasks.
- 5) Ensure that the subcommittee/task force is on the CMAC agenda, as appropriate
- 6) Reimburse subcommittee/task force Chair, or designee, travel costs to attend CMAC meetings.

Purpose Statements:

Evaluation: The evaluation committee advises CMAC and CM staff on statewide evaluation processes and local evaluation training needs.

PR: The PR committee advises CMAC and CM staff on public relations issues and reports. The committee guides the annual report process.

Legislative: The legislative committee advises CMAC and CM staff on legislative issues of interest to Community Mobilization and the general prevention field.

Annual Meeting: The annual meeting committee plans the statewide CM annual meeting.

Section G

Emerging Issues

**State and Federal
Legislative Issues:**

The state and federal policymakers discuss substance abuse and violence issues almost every year. Since CM coordinators work closely with these issues, contractors can provide a unique “community-level” perspective to policy makers on the effects of proposed legislation. CM coordinators will provide their elected officials information on the “real-world” implications of proposed legislation.

Although CM coordinators should provide policymakers with information on the effects of proposed legislation, coordinators may not lobby for or against legislation. The use of CM resources to lobby for or against legislation (including initiatives) *is prohibited* by the CM contract, and by federal law.

CTED’s Role:

During the legislative session, CTED will regularly update and distribute to CM contractors an objective “quick analysis” briefing paper on proposed legislation related to substance abuse and violence. The briefings will provide short descriptions of proposed legislation. CM contractors are encouraged to call CTED staff if they have questions about a particular piece of legislation.

Issues from the Field:

CM contractors are also affected by changes occurring within CTED and by local issues. Again, contractors can provide the unique perspective from a “community” level. By communicating with CM regional representatives and local decision-makers, CM coordinators play an important role in providing information on the local impacts of policy changes and decisions.

CMAC’s Role:

CMAC will track emerging issues on an ongoing basis (e.g., as a regular CMAC agenda item). Recommendations by CMAC to address emerging issues will be presented to CTED staff and to the CM coordinators by way of regular communication (CMAC meetings, regional meetings, CMAC minutes, etc.)

**How to Bring Emerging
Issues to CMAC:**

Local CM contractors may identify an emerging issue to CMAC by requesting the issue be submitted as an Emerging Issue agenda item. This can be done in the following ways:

- As an agenda item at regional meetings.
- By contacting the CMAC regional representative.
- By contacting the CMAC chair.
- By contacting CTED staff.

It is suggested that such issues be submitted in writing to ensure accuracy in interpretation of the issue and to ensure that the item is addressed.

“Quick Decision” Process

Implementation: As a result of discussions at the August, 1998 CMAC Planning meeting, it was agreed that there will be a “Quick Decision” process for those times when CTED staff must make a decision or otherwise address an issue that is time sensitive in nature.

Since it is difficult to gauge just exactly what types of issues may arise, the following types of actions may be taken, at the discretion of CTED staff. Regardless of the action taken, it is agreed that CTED staff will do their best to use e-mail, faxes, or phone calls to ensure that the CMAC and/or all CM Coordinators, as appropriate, are informed of emerging developments. CTED staff will report the “who, what, when, where, and why” of the issues discussed.

Options: Concerning emergent, time-sensitive issues, CTED staff will determine which of the following options are appropriate:

- 1) Conferring with the CMAC Chair and/or Vice-Chair.
- 2) Conferring with all CMAC members via telephone, e-mail, or fax.
- 3) Scheduling a CMAC conference call when it is felt that wider discussion is needed.
- 4) Working with the CTED agency to elicit advice, support, information, and/or action concerning an issue.
- 5) Calling upon CM coordinators, not currently serving on the CMAC, who may have particular expertise in a given area.

Community Mobilization and Other Groups

CM Representatives: To Other Partners and Policy Makers:

With other partners: CTED staff, representatives from the CMAC, CM coordinators, and other pertinent people as needed.

With policy makers: CTED management and technical staff, Chair and Vice-Chair of CMAC, and key people from the CM community.

**Representative
Responsibility:**

CM representation is often needed or required with other advisory groups, committees, or councils. On occasion CTED staff cannot attend all of the collaborations and related meetings. A request may be made at the CMAC meeting or through normal channels of communication to ensure these meetings have CM representation.

Whoever is representing CM in this capacity is expected to be an intentional, collaborating partner.

The representative is responsible for communicating the results to CTED staff and/or the CMAC chair. The representative may also provide a briefing at the next regularly scheduled CMAC meeting for those items that are not time-sensitive.

CM Program Representative Roles

CTED Staff

CMAC Members

CM Contractors

Goals: To ensure that information flows and expectations are clear among the Community Mobilization Program Contractors, Community Mobilization Advisory Committee (CMAC) members, and CTED staff in an efficient, effective, and timely manner; it is agreed that the following roles, authorities, and responsibilities will be given to each party, as follows:

CM Program Staff (CTED): Staff communicate with coordinators by:

- 1) Sharing information relevant to the CM Program with the CM coordinators and CMAC members in a timely manner.
- 2) Using the most efficient mechanisms available to share such information; i.e., e-mail, FAX, telephone, mail, etc.
- 3) Taking the lead in arranging for regularly scheduled CMAC meetings.
- 4) Attending and participating in regularly scheduled CMAC meetings, including subcommittees.
- 5) Working with CMAC and CM coordinators, as agreed by the CMAC, and taking the lead in arranging for the CM Annual Meeting.
- 6) Attending and participating in the CM Annual Meeting.
- 7) Working with regional CMAC members to ensure CM regional meetings are held on a regular basis, and attending such meetings whenever possible.
- 8) Seeking input from CM coordinators on a variety of issues, including but not limited to policy development, funding formulae, program paperwork requirements, etc.

CMAC Members: It will be the responsibility of elected regional CMAC members to:

- 1) Act as Liaison
 - a. Represent their regional members at CMAC meetings.
 - b. Attend and participate in regularly-scheduled CMAC meetings.

- c. Ensure that information discussed at CMAC meetings is shared with their respective regional members in a thorough, effective, and timely manner.
 - d. Provide input to CTED staff concerning emerging program developments and issues.
 - e. Attend regularly scheduled CM Regional Meetings.
 - f. Obtain input from their respective regional members concerning emerging program developments and issues.
 - g. Educate and inform policymakers concerning the CM program.
 - h. Raise emerging issues of impact to the CM program with CTED staff and their respective regional members, as appropriate.
 - i. Welcome and mentor new CM Coordinators.
- 2) Coordinate
- a. Work with CTED staff to arrange for regularly scheduled CM Regional Meetings.
 - b. Facilitate the assignment and collection of tasks to regional members, for submission to CTED, as appropriate.
 - c. Represent the CM program with program partners, policymakers, etc.
 - d. Attend and participate in the Annual CM Meeting.
 - e. Attend annual CMAC Planning Retreat.

CM Program Coordinators: It will be the responsibility of CM coordinators to:

- 1) Supply assistance
- a. Respond to requests for input, task assignments, and other information to CMAC members and/or CTED staff, as appropriate.
 - b. Be responsive to CMAC members in their role as liaison between CM coordinators and CTED.
 - c. Attend and participate in regularly scheduled CM Regional Meetings.
 - d. Consistently and on an ongoing basis, educate and inform policymakers concerning the CM program.
 - e. Represent the CM program with program partners, policymakers, etc.
- 2) Represent the CM Program
- Whenever possible, CM coordinators should take advantage of opportunities to educate policymakers on the work being done by the CM program. CM coordinators are free to

discuss their own programs with policymakers. However, when representing the CM Program as a whole, the following guidelines apply:

- a. Whenever practical, opportunities to testify about CM to state Policy makers should be coordinated through the chair or vice-chair of CMAC. Coordination allows the program to present a consistent, effective message that addresses the concerns of the whole program.
- b. After testifying and/or meeting with policy makers, CM coordinators should communicate back to CMAC what was communicated to the policy makers and what the questions and concerns were. Feedback on exchanges with policy makers can consist of a telephone call, e-mail, etc., with CMAC, so that the CM program as a whole, can address policy maker's concerns.

A regularly updated program fact sheet will be available to all CM Coordinators for use as talking points when making presentations to policy makers.

Orientation of New CMAC Members

The following documents and procedures will be used in providing orientation to new CMAC members.

- Process:**
- 1) Out-going CMAC members will orient the newly elected CMAC representatives and alternates.
 - 2) They will conduct the orientation prior to their first CMAC meeting after elections.

- Material to be covered:**
- 1) The current CMAC subcommittees that are in place and what they are working to accomplish.
 - 2) Current issues confronting the CMAC and CM.
 - 3) New CMAC members will attend the CMAC planning retreat as scheduled.

- Documents:**
- The outgoing CMAC representative may refer to the following documents to ensure a seamless transition.
- CMAC Policies and Procedures Manual
 - CMAC Schedule of Meetings
 - Contact list of CM Coordinators, CMAC Members, and Alternates
 - List of CMAC members and other CM contractors attending other pertinent meetings on behalf of the CMAC, for example:
 - Governor's Council on Substance Abuse
 - Family Policy Council
 - Department of Health, Tobacco Advisory Group
 - Liquor Control Board Privatization Task Force
 - Reducing Underage Drinking (RUaD)
 - List of CM members on the Legislative, Public Relations, and other subcommittees
 - Minutes of last two CMAC meetings
 - Minutes of last CM state meeting
 - Minutes of last CMAC Planning Retreat
 - Other documents as appropriate

**Policy on CMAC Representatives
Invited by CTED
To Attend Out-of-State Events**

Note: the term “Event” will be used to include conferences, meetings, and other functions.

- Process:** When CTED staff is unable to attend an event or when it is necessary for a CMAC representative to also attend an event that is applicable to the Mission Statement of Community Mobilization, the following steps will be followed.
1. CTED staff shall determine if sufficient funds are available for a CMAC representative to attend.
 2. CTED will work with the CMAC Chair to select the most appropriate representative for the event to be attended.
 3. When the CMAC representative is selected, CTED shall require that a written report be submitted to CTED regarding the conference two weeks following the date of the event. An oral report shall be presented at the next CMAC meeting following the event.
 4. A CMAC representative who attends an event shall be reimbursed for transportation, hotel costs, and per diem based on State Travel and Transportation Regulations upon submission of a Travel Expense Voucher. The vouchers shall be submitted within two weeks after the conference.

- Event Examples:** Examples of events that are appropriate to attend include:
- Community Anti-Drug Coalitions of America (CADCA)
 - National Prevention Network Conference
 - American Medical Association Conference on Alcohol