

COALITION CHARTER
SAN MATEO COUNTY OVERDOSE PREVENTION COALITION
BYLAWS

Article 1-Name

Name of Coalition: San Mateo County Overdose Prevention Coalition (SMC OPC)

Community Location/Boundaries: San Mateo County, CA

Article 2-Coalition Background:

In April 2025, the SMC OPC, a multidisciplinary coalition, consisting of community members who live, work, or engage in the communities of San Mateo County and represent various sectors including but not limited to lived experiences, impacted families, youth advocates, transportation, law enforcement, housing, mental health, behavioral health, public health, human services, and local government convened to develop the coalition's mission, vision, and strategic priorities to reduce drug overdoses in San Mateo County.

Article 3-Vision/Mission/Values of the SMC/OPC

Our vision is a San Mateo County free from overdose, through an empowered community.

Our mission is that the San Mateo County Overdose Prevention Coalition is a community collaborative working towards reducing drug overdoses throughout our diverse region by providing education and outreach, access to services, and youth and policy advocacy, that is data-informed and people-driven.

Our values include:

1. Compassion-we care and want to do the most good for the most people.
2. Inclusion-we consider the diverse needs of the community and believe every life matters.
3. Partnership-we expand our capabilities through cross-disciplinary collaborations to achieve our vision and mission

Article 4-Responsibilities and Duties

The responsibilities of the SMC OPC shall include the following:

1. To hold regular meetings

2. To promote, advocate, and participate in overdose prevention, education, and treatment strategies in San Mateo County
3. To develop and foster collaborations with community stakeholders who are concerned and impacted by drug overdoses in our community.

Article 5-SMC OPC Structure

Section 1. Steering Committee

A. Membership: The Steering Committee of the SMC OPC is comprised of volunteer members who will advance the vision and mission of the coalition, have voting privileges, and manage the general course of the coalition, including, but not limited to the following:

- Establishing the coalition's governing principles and internal processes
- Setting the strategic priorities and activities in which the coalition will engage
- Monitoring and evaluating forward movement of strategic priorities
- Engaging in community outreach, recruitment, and education
- Distributing internal and external communications to the membership and community at large.

1. Membership is open to individuals who live, work, or engage in the communities of San Mateo County and who are aligned with the vision and mission of the SMC OPC. The receipt of an online application is required for membership.

2. Members will serve a minimum term of 2 years, with an option to re-engage after term expiration.

B. Officers: The Officers shall be members of the Steering Committee and shall include County Chairperson, Co-Chairperson (2), Secretary, and Action Team Chairs of each Action Team (3-5). Their responsibilities shall include the following:

1. County Chairperson-This position will be held by the Senior Community Health Planner with San Mateo County, Behavioral Health and Recovery Services, who will provide administrative resource support to advance the vision and mission of the OPC. The Chair's duties will include meeting facilitation, meeting attendance, budget management, community outreach, education, and communication.

2. Co-Chairpersons-This position will be held by 2 Steering Committee members approved by a simple majority vote of the Steering Committee. The Co-Chairpersons will work in

collaboration with the County Chairperson to advance the vision and mission of the OPC. The Co-Chairs' duties will include meeting facilitation, meeting attendance, community outreach and education, and producing the coalition newsletter.

3. Secretary-This position will be held by 1 Steering Committee member approved by a simple majority vote of the Steering Committee. The Secretary will work in collaboration with the Officers to advance the vision and mission of the OPC. The Secretary's duties will include meeting attendance, recording votes, taking meeting minutes, and submitting meeting minutes to the County Chairperson.

4. Action Team Chairs - This position will be held by Steering Committee members approved by a simple majority vote of the Steering Committee. The Action Team Chairs will work in collaboration with the Officers to advance the vision and mission of the OPC. The Action Team Chairs' duties will include meeting attendance, leading the key strategic priorities of the OPC, recruitment of the general membership to participate in workgroup activities, and reporting to the Steering Committee and General Membership on the forward movement of these strategic priorities.

Steering Committee members can be nominated or self-nominated for an elected position.

C. Meetings: The Steering Committee of the SMC OPC will hold closed-door quarterly business meetings on the 2nd Tuesday of the month, for a total of 4 meetings per year.

1. Steering Committee members are expected to attend a minimum of 3 meetings per year in order to advance the vision and mission of the OPC.

2. The meeting minutes will be published on the San Mateo County Health website, discussed at General Membership meetings, and made available upon request.

3. One meeting each year will be dedicated to strategic planning.

4. Robert Rules of Order Robert's Rules of Order Revised shall be the parliamentary authority of all matters of procedure not otherwise defined in the Coalition Charter.

D. Quorum and Voting Process:

1. A quorum shall consist of a simple majority (fifty percent plus one) of the sum total of the Steering Committee membership.

2. All items presented for a vote will be listed on the agenda and distributed to members at least one week (seven days) prior to the meeting.

3. Each member has one vote and has the authority to appoint a representative in their place to attend the meeting and vote in their absence.

4. Approval by a simple majority (fifty percent plus one) is required for a vote to pass.

E. Resignation or Termination:

1. Resignation-If a Steering Committee member cannot complete their term of service, a letter of resignation will be submitted to the County Chairperson.

2. Termination-If a Steering Committee member's conduct is not aligned with the vision or mission of the OPC or their attendance is less than 3 meetings per year, membership can be terminated by a simple majority vote of the Steering Committee.

Section 2. General Membership

A. Membership: The General Membership of the SMC OPC is open to individuals who live, work, or engage in the communities of San Mateo County and who are aligned with the vision and mission of the SMC OPC. The receipt of an online application is required for membership.

B. Meetings: The General Membership meetings will meet quarterly after the Steering Committee meetings, except after the planning meeting, on the 2nd Tuesday of the month, for a total of 3 meetings per year.

Article 6-Action Team Committees

A. Purpose: Action Team Committees of the SMC OPC shall form to carry out specific tasks, activities, and projects to drive forward our strategic priorities. Each action team will be led by a Chair from the Steering Committee, who will recruit volunteers from the Steering Committee and general membership to participate in the team's activities. The Steering Committee will provide oversight, support, and guidance to each committee.

B. Responsibilities: Each Action Team is responsible for developing a project that is aligned with the mission and vision of the SMC OPC and the focus of the Action Team. Each Action Team will develop task directed goals and measurable outcomes and will monitor progress towards these goals and outcomes. The Action Team Chair is responsible for providing progress and outcome reports at each Steering Committee and General Membership meetings.

C. Meetings: Action Teams will meet quarterly, and these meetings will be held separately and at a different date, from the Steering Committee and general membership meetings. Action team members will work cooperatively to ensure appropriate

coordination, collaboration, and information sharing. Action team updates will be shared at Steering Committee and General Membership meetings.

Article 7-Amendments

A. Approval: The Bylaws shall be approved by the Steering Committee and signed and dated by the Chairperson and Co-Chairpersons. These Bylaws are effective from the date of approval and continue thereafter unless otherwise suspended, rescinded, or amended.

B. Review: The Bylaws will be reviewed by the SMC OPC Steering Committee on an annual basis. The Bylaws may be suspended, rescinded, or amended by a simple majority vote (fifty percent plus one) of the Steering Committee membership.

Effective Date: The effective date of the San Mateo County Overdose Prevention Coalition Bylaws is: 11/19/2025

Approved:

Ronni Brown 11/18/2025

Chairperson/Date

Omar Brown 11/18/25

Co-Chairperson/Date

[Signature] ~~11/18/25~~ 11/19/25 [Signature]

Co-Chairperson/Date