

OPERATING PROCEDURES

of

Oklahoma Prevention Leadership Collaborative

I. PURPOSE

The purpose of the Oklahoma Prevention Leadership Collaborative is to promote coordinated planning, implementation, and evaluation of quality prevention services for children, youth, and families at the state and local levels with a particular focus on the prevention of mental, emotional, and behavioral health disorders, related problems (i.e. alcohol and other drug use), and contributing risk factors.

II. RESPONSIBILITIES

The responsibilities of the Council include, but are not limited to:

- 1) Identify opportunities for coordination and collaboration on prevention initiatives serving the same populations, utilizing common strategies, or aiming to achieve similar goals/outcomes.
- 2) Promote implementation of best practices for prevention at the state and local levels.
- 3) Serve, as requested, in an advisory role on required state and federal grant programs. Current assignment(s) include:
 - a. Strategic Prevention Framework State Incentive Grant (SPF SIG) funded by the Substance Abuse and Mental Health Services Administration and administered by the Oklahoma Department of Mental Health and Substance Abuse Services (ending June 30, 2012).

III. MEMBERSHIP

Section 1. Membership shall be established by the Commissioner of Mental Health and Substance Abuse Services.

Section 2. Retention of membership requires attendance at regularly scheduled meetings.

Section 3. Members unable to attend may give their proxy to another member or a designated representative of their agency. On matters of action, only the invitee or his/her designee will be recognized to vote. Non-appointed individuals are welcome and encouraged to attend meetings but will not be considered in any votes.

Section 4. Administrative supports, including, but not limited to maintaining an accurate membership roster, recording, transcribing and distributing the minutes; notifying members of scheduled meetings; and other duties as designated by the Chair, shall be provided for by the Oklahoma Department of Mental Health and Substance Abuse Services.

IV. MEETINGS

Section 1. The Council shall establish a regular meeting schedule. The Chair may call other meetings as needed.

Section 2. A quorum shall consist of a majority of the current members present.