



**STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR**

CHRISTOPHER T. SUNUNU
Governor

**STATE OF NEW HAMPSHIRE
BY HIS EXCELLENCY
CHRISTOPHER T. SUNUNU, GOVERNOR**

Executive Order 2020-12

An order directing the formal establishment of the Governor's Youth Advisory Council on Substance Misuse and Prevention (GYAC)

WHEREAS, youth across the State are on the front lines of efforts to combat substance misuse; and

WHEREAS, youth are well positioned to understand the challenges that schools face related to substance misuse and youth have the creative energy to develop solutions to address those challenges; and

WHEREAS, youth are motivated to get involved in their schools and their communities through athletic programs, civic engagement, and other community activities; and

WHEREAS, youth voices are underrepresented in discussions surrounding combating the opioid crisis; and

WHEREAS, the Governor's Youth Advisory Council has been operating informally since 2017; and

WHEREAS, the Governor's Youth Advisory Council has already achieved progress in engaging youth in the fight against the opioid crisis, including the development of a script for a public service announcement concerning pharmacy drugs that is directed towards youth; and

WHEREAS, the members of the Governor's Youth Advisory Council on Substance Misuse and Prevention (GYAC) wish to develop a formal structure for the Council in order to enhance the Council's work.

NOW THEREFORE, I, CHRISTOPHER T. SUNUNU, GOVERNOR of the State of New Hampshire, by the authority vested in me pursuant to part II, article 41 of the New Hampshire Constitution, do hereby order, effective immediately, that:

1. There is established the Governor's Youth Council (the "Council") to advise the Governor, from a youth perspective, on legislation, events, and media pertaining to substance misuse for the

people of New Hampshire. The Council shall consist of up to 21 members appointed by the Governor, all of whom shall be in grades 9-12 and live within the State of New Hampshire.

2. Each member of the Council shall serve at the pleasure of the Governor.

3. The Council shall adopt bylaws to govern its operations, provided that such bylaws shall be consistent with the provisions of this Order. Such bylaws shall include, but need not be limited to, provisions for the election of officers and procedures for conducting Council meetings.

4. The Council may establish subcommittees to review specific issues, and such subcommittees may contain non-Council members shall be in grades 9-12 and live within the State of New Hampshire.

5. The Council shall elect a Chair to be submitted to the Governor for approval.

6. The Council shall meet at least monthly, and shall, beginning in the year 2020, submit to the Governor, on or before November 30th of each year, a report which summarizes the Council's activities and which details any recommendations that the Council develops.

Given under my hand and seal at the Executive Chambers in Concord, this 18th day of June, in the year of Our Lord, two thousand and twenty, and the independence of the United States of America, two hundred and forty-four.



GOVERNOR OF NEW HAMPSHIRE



**STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR**

CHRISTOPHER T. SUNUNU
Governor

Exhibit A to Executive Order 2020-12

Bylaws

Governor's Youth Advisory Council on Substance Misuse and Prevention

Effective June 18, 2020 pursuant to Executive Order 2020-12

Section 1 Name

The name of the organization is the Governor's Youth Advisory Council on Substance Misuse and Prevention, hereinafter referred to as GYAC.

Section 2 Mission and Purpose

2.1 Mission

The mission of the GYAC is to provide the Governor with a youth perspective on the challenges that youth face related to substance misuse and to develop solutions to address those challenges through prevention initiatives, civic engagement, and other community activities.

2.2 Purpose

The purpose of the GYAC is to:

- A. Find creative ways to educate the youth of New Hampshire concerning issues related to substance misuse and prevention.
- B. Provide review and comment to the Governor regarding public issues, projects, and proposals that have an impact on youth in regards to substance misuse and prevention.
- C. Develop, organize, and participate in school projects and positive activities involving youth and the prevention of substance misuse.

Section 3 Recognition and Authority

The GYAC and these accompanying bylaws have been created pursuant to an Executive Order by the Governor.

Section 4 Membership

- 4.1 The GYAC membership shall consist of up to 21 students from high schools within the State of New Hampshire, 3 adult advisors who are Certified Prevention Specialists (CPS), and a Staff Liaison from the Governor's staff.
- 4.2 Any youth in grades 9-12 who lives within the State of New Hampshire is eligible for membership.
- 4.3 The members will reflect the cultural and geographic diversity of New Hampshire citizens.
- 4.4 Student members of GYAC may serve up to 4 years.
- 4.5 The length of time that adult members of the GYAC may serve is at the discretion of the Governor.
- 4.6 Students wishing to become a member of the GYAC must submit an application.
- 4.7 Applications are reviewed and recommendations are made by the Executive Board, GYAC Advisors, and Governor's Staff Liaison and forwarded to the Governor for approval.
- 4.8 Appointments to the GYAC are made at the sole discretion of the Governor.

Section 5 Member Participation Standards

- 5.1 GYAC student members are expected to attend every meeting.
- 5.2 If a member cannot attend a meeting and/or event, they must let the Chair, Vice Chair or an Advisor know by the day of the meeting and/or event.
- 5.3 If a member acquires more than two unexcused absences or three excused absences, during a calendar year that member's continuation as a GYAC member will be reviewed by the Executive Board and a recommendation will be made by the board to the Governor's GYAC representative.

Section 6 Termination of Membership

- 6.1 A member of GYAC may resign at any time by submitting a written notice of resignation with copies for the Chairs and GYAC Advisor.

- 6.2 The member acquires more than two unexcused absences or three excused absences over a period of one calendar year.
- 6.3 The member fails to maintain good citizenship at school and in the community where the member resides.
- 6.4 The member is disruptive to the efficiency of the GYAC and/or does not follow through with commitments.
- 6.5 If a member resigns or is removed from the GYAC, their position will be filled from the list of applicants who were not accepted for the current term.

Section 7 Election of Officers

- 7.1 The GYAC Officers shall be the following: Chair, Vice-Chair, Secretary, and three Executive Officers.
- 7.2 Election of GYAC Officers shall be a democratic process. The Chair will be elected first, followed by the Vice Chair, Secretary, and three Executive Officers - in that order.
- 7.3 Election of new officers will occur at the second meeting of the Council following its formation and, thereafter, at the October meeting of each year.
- 7.4 Any member wishing to run for office will inform the GYAC Advisor and Chair by email, text, or in person at the September meeting. A person may run for two positions but can only fill one.
- 7.5 A brief 250-300 word statement by each candidate will be emailed to current members prior to the October meeting.
- 7.6 Each candidate for elected office must make a brief, two-minute speech to the full membership prior to the election of officers even if running unopposed.
- 7.7 Speeches shall include information about the candidates' background, interests, and how their goals for the GYAC relate to the GYAC's mission and purpose.
- 7.8 The election will consist of a vote at the October meeting.
- 7.9 The GYAC Advisors will have ballots with each candidate's name and the position or positions they are running for.
- 7.10 Members will vote for their top choice—a winner will be announced at the following meeting to the complete membership. Prior to this, candidates will be informed via email

Section 8 Executive Board

A. Composition and Term

- 8.A1** The Executive Board shall consist of the GYAC Officers.
- 8.A2** Terms of all officer positions shall be for one year, but all persons are eligible for re-election.

B. General Powers and Duties

- 8.B1** The Chair must have one year of experience on the Council and shall be the conveners of all GYAC meetings and events. In addition, the Chair will be in charge of organizing meetings, projects, and community events. The Chair shall be responsible for the independent preparation of creating agendas based on current issues of the GYAC and topics from previous meetings. The Chair may appoint or assign members to carry out GYAC duties.
- 8.B2** The Vice-Chair shall assist the Chair and carry out the Chair's GYAC duties when they are not available.
- 8.B3** The Secretary shall keep meeting minutes, record attendance, and assist the Chair in setting the agenda. The Secretary is required to send meeting minutes to the Council 72 hours in advance of the following month's meeting. If the Secretary is unable to attend a meeting, they must notify the Chair in order to assign another board member to be the temporary secretary.
- 8.B4** The three Executive Officers shall vote on all matters coming before the Executive Board and take meeting minutes at the direction of the Chair if the Secretary is not present.
- 8.B5** If an Officer is found to be derelict in their duty, the GYAC Advisors will meet with the Officer in question and determine if they will be asked to step down from the Executive Board.
- 8.B6** If an Officer resigns or is asked to step down from the Executive Board, a special election will be held to fill that position. Any member of the GYAC may be elected to fill the position.

Section 9 Committees

- 9.1** The GYAC shall establish committees or task forces as needed to organize events, activities, programs and/or distribute information that align with the GYAC's mission and purpose. The decision to form a committee will be at the discretion of the GYAC Executive Board.

- 9.2 The GYAC shall select members to serve on committees.
- 9.3 Committee Chairs shall be appointed by the GYAC Chair and approved by the GYAC Advisors.
- 9.4 Committees may meet outside regular GYAC meetings.
- 9.5 Committee Chairs or other committee representative shall provide regular reports on committee functions to the GYAC.

Section 10 Meetings

A. Frequency

- 10.A1 GYAC shall hold regular meetings on the 3rd Saturday of the month from 11:00 AM – 1:00 PM unless otherwise indicated.
- 10.A2 Additional special meetings may be called throughout the year.
- 10.A3 Subcommittees will meet at their discretion, and are responsible for communicating their progress to all members.
- 10.A4 All Board and subcommittee meetings must comply with NH RSA 91-A.

B. Voting

- 10.B1 Decisions shall be made by a majority vote of the members present. At least 50% of the membership must be present in order for the vote to take place.
- 10.B2 The meeting process shall generally follow a democratic majority process.

C. Minutes

Minutes shall be kept at each meeting and shall note the members present, topics discussed, and votes taken. Minutes will be approved by the GYAC at the next regularly scheduled meeting.

D. Notice of Meeting

- 10.D1 Written, oral, or printed notice stating the place, time, and date of special, regular, or subcommittee meetings shall be sent out no less than 48 hours before the date of the meeting to each member of record and shall specify the purpose of the meeting.
- 10.D2 Printed notices shall be publically posted stating the place, time, and date of any regular, special or subcommittee meetings no less than 24 hours before the meeting and shall be in compliance with NH RSA 91-A.

E. Participation Standards

- 10.E1** GYAC members shall sign and abide by the GYAC bylaws.
- 10.E2** Participate in at least 3/4 of GYAC events and preparation sessions held outside of official meetings.
- 10.E3** When assigned jobs by any board officer, GYAC members must follow through and complete their assignment by the set deadline.

Section 11 Approval and Amendments

These bylaws may be amended upon a 2/3 vote of the GYAC voting members present, provided that no bylaw amendment shall be effective unless and until the Governor consents to the amendment. The Governor may amend these bylaws directly through an amendment to Executive Order 2020-12.