

OFFICIAL BYLAWS OF REGION 4 OPIOIDS COUNCIL

Updated 1.5.26

ARTICLE I - NAME AND STATUS

The name of this organization shall be the Region 4 Opioids Council (hereinafter known as the “Council”) is comprised of ten (10) counties in Central and Northeast Colorado: Elbert, Lincoln, Kit Carson, Cheyenne, Yuma, Washington, Morgan, Logan, Sedgwick, and Phillips Counties and several municipalities therein.

ARTICLE II – PURPOSE

The purpose of this Regional Council is to receive, manage, and report on the use of Opioid Funds from the State of Colorado pursuant to the Colorado Opioids Settlement Memorandum of Understanding dated August 26, 2021 (“Colorado MOU”) and the Region 4 Opioids Council District Intergovernmental Agreement (“IGA”). The defined terms used in these Bylaws shall have the same meanings as in the Colorado MOU. Each Region must create its own Regional Council while following the procedures established by the Colorado MOU and the IGA. The Regional Council must be formed by the Participating Local Governments within the Region and designate a county fiscal agent for the Region. All funds from the Regional Share shall be distributed to the Regional Council's identified fiscal agent, for the benefit of the entire Region. This may also include settlement funds from individual communities that chose to designate to the regional pool.

The Council is constituted for the purpose to formulate and submit an initial 2-year plan and to implement and track the plan as well as the opioid settlement funds by reporting the usage of funds to the Abatement Council, with the management of funds by the identified fiscal agent.

The Council is not formed for any pecuniary or financial gain and no part of the assets, income, or profit of the Council shall be distributed to or for the benefit of the directors, officers, committee members or staff of the organization.

ARTICLE III - MEMBERSHIP

The organization’s membership shall consist of at least seven members made up of the following:

A. Voting Members

- 6 representatives from the Region 4 county commissioners
- 2 representatives from the Region 4 municipalities
- 2 representatives from the Region 4 law enforcement and

B. Non-voting Members

Non-voting members serve in an advisory capacity and may consist of the following:

- Representatives from behavioral health providers.
- Representatives from health care providers.

- Representatives from County Health Departments
- Representatives from Regional Health Departments
- Other county, city representatives, or community representatives with relevant expertise or experience regarding the opioid issue.

C. Appointments to the Board

- The Council will annually review the makeup of the members to assure the required positions above are met.
- The Council shall also formally recognize resignations and request new candidates for membership, as appropriate.
- Non-voting members must fill out an interest form and submit it to the Council for review. The number of nonvoting members is flexible but will not exceed the number of voting members.

D. Term. The term of a voting and non-voting member shall be two years as of February 1st of each year. All voting and non-voting members may serve successive terms if eligible per the IGA. All officers are elected annually and may serve consecutive terms if eligible per the IGA.

E. Vote Required for Action. Any action of the Council may be taken by a simple majority vote of the voting members present if there is a quorum, except as provided elsewhere in the IGA.

F. Directed Proxy Authorization. A voting Council member may appoint a directed proxy to vote on their behalf at any Council meeting they will be absent at, provided that the proxy's voting instructions are clearly stated in writing and submitted to the proxy prior to the meeting. The directed proxy may include another voting member.

G. Quorum. Five voting members shall constitute a quorum for the transaction of business at any meeting. The 5 members must be present at the meeting, either in-person or virtually via phone, or a virtual meeting platform such as Zoom.

ARTICLE IV – OFFICERS AND THEIR ELECTION

The officers of the Council will consist of the Chair, Vice-Chair, Secretary, and Treasurer. The Secretary and Treasurer may be the same person and shall be a representative of the organization that has been designated as the fiscal agent. No more than two officers will be elected from any one county. All officers shall be Voting Members.

A. The Chair will be elected annually by a majority vote of the Council. The Chair will not be able to vote except in the case of a tie.

B. The Vice-Chair be elected annually and will assume the position of Chair if the Chair is unable to serve. If the assumption of the position of Chair is to be permanent, the Council shall elect a new Vice-Chair at their next regular meeting.

- C. In the event that a vacancy occurs in both the positions of Chair and Vice-Chair, the Secretary shall assume the Chair, and elections shall be held at the next regular meeting of the Council to replace the two vacant positions.

Elections for officers shall be held at the first regular meeting of the Council within that calendar year. Only those persons who have signified their consent to serve if elected may be nominated or elected to hold office.

An officer, voting, or non-voting member of the Council may be removed from the board for cause. Cause is defined as follows:

- Conflict of interest (where not fully disclosed)
- Misuse of confidential information
- Missing three consecutive meetings without prior communication and the assignment of a proxy.
- Upon removal from the Council by the appropriate appointing organization
- Unprofessional behavior that in no way forwards the Council's purpose. Such behavior shall only constitute cause in the event that at least 75 percent of the Council's members determine it to be such via a special vote.

ARTICLE V – DUTIES OF OFFICERS

Chair: The Chair shall preside at all meetings of the Council. The Chair shall perform other duties as may be prescribed in these Bylaws as assigned to him/her by the Council and shall coordinate the work of the Council and any special or standing committees, contractors, and staff as may be developed. The Chair shall also serve as the point of contact for disputes within the Region.

Vice Chair: The Vice-Chair shall perform all duties of the Chair in the absence of the Chair, and other specialized duties as assigned by the Council.

Secretary: The Secretary shall assure that minutes are kept of all Council meetings, see that timely notice of meetings is given, and serve as the custodian of Council records.

Treasurer: The Treasurer shall ensure that full records of all financial transactions are maintained in an orderly manner for review by funding entities and the Board and ensure that maximum earnings and security are given to all organization funds. The Treasurer shall be from the entity that serves as the Region's fiscal agent and shall be responsible for ensuring that the duties of the fiscal agent under the Colorado MOU and IGA are carried out.

ARTICLE VI – NO SEPARATE LEGAL ENTITY

The Council SHALL NOT be a separate legal entity from its members.

ARTICLE VII – MEETINGS

Frequency

The Council will meet monthly, on the first Monday of each month, subject to change by a majority vote of the voting members of the Council. The Council will also meet during the month of February each year for the purpose of conducting an Annual Meeting to appoint officers, review the Abatement plan progress, and set major policy matters. The Chair may call a special meeting at any time by providing seven (7) days written notice to all voting members of the Council, and should also provide such notice to non-voting members.

All meetings of the Council shall be open to the public and the media as required by applicable open-records laws. The Chair may call an executive session for the purpose of discussing sensitive legal matters, personnel issues, contract negotiations, the discussion of specific prospective businesses where confidentiality has been requested, or such other confidential matters as authorized by law.

ARTICLE VIII – BUDGET AND FISCAL CONTROLS

The Council will prepare an annual budget and submit it to the fiscal agent per their budget deadlines. Adoption of the Budget will be at the final scheduled meeting of the year.

Fiscal controls will be established and voted on by the Council. This will include invoice and payment procedures.

ARTICLE IX – FISCAL YEAR

The fiscal year of the Council shall be the calendar year.

ARTICLE X – AMENDMENT OF BYLAWS

These Bylaws may be amended or repealed, by a majority vote of the Council at any meeting provided, however, that written notice of the proposed amendment or repeal, verbatim, shall be mailed to each Council member not less than ten days prior to such meeting.

PASSED, APPROVED AND ADOPTED by a majority vote of the full Council executed and acknowledged this 5th day of January, 2026 by:

Scott Weaver 
Chair