

Wood County Alcohol, Drug Addiction and Mental Health Services Board

Policy 1

RESOLUTIONS OF THE BOARD

All actions of the Board which establish relationships with individual or organizations; appropriate, allocate or expend funds under the jurisdiction of the Board, or otherwise reflect an official act by the Board shall be in the written form of a Resolution.

The Executive Director, or designee, will compose Resolutions for the Board's consideration.

The proposed Resolution shall be individually and consecutively numbered within the current Fiscal Year and formatted in such a manner that will inform the reader of the nature of the resolution; the organizations or individuals that are parties to the act(s) or functions anticipated by the Board, which Committee or member of the Board is bringing the Resolution forward for consideration and, if the Resolution authorizes the expenditure, transfer or accounting of funds under the authority or jurisdiction of the Board, the source of funds to be utilized to carry out the purpose of the Resolution. The Resolution shall state if the funds to be expended have been allocated in the prior, current, or following Fiscal Year budget approved by the Board.

All proposed Resolutions shall be dated as to the day of the Board's consideration, contain sufficient information in the "Whereas" section(s) to clearly indicate the nature of the action being approved by the Board, including any historic information that is useful to understanding the proposed underlying act, and if approved by the Board, signed by the Executive Director and the Chairperson of the Board.

The conclusion of the Resolution shall bear a definitive and specific statement as to the action approved by the Board and shall be formatted in the following manner: *Now, therefore, be it Resolved by the Wood County Alcohol, Drug Addiction and Mental Health Services Board that.....* .

Acronyms and abbreviations shall not be used in the body of Resolutions unless they are of such a nature that they are generally accepted in common lay person understanding.

Written materials supporting the Resolution, e.g. contracts, agreements or supporting memoranda, shall be attached to the proposed Resolution and distributed to each member of the Board in accordance with Board Policies.

Approved by the Board September 28, 2015; resolution number FY2016-10