BYLAWS
OF THE
PERSON COUNTY OPIOID SETTLEMENT ADVISORY COMMITTEE

ARTICLE I – NAME AND PURPOSE

Section 1. Name

The name of this committee shall be the Person County Opioid Settlement Advisory Committee hereinafter referred to as "the Committee".

Section 2. Purpose

The purpose of the Committee is to oversee the allocation and use of funds received through opioid-related litigation settlements. The Committee shall ensure that funds are used in accordance with applicable settlement agreements, laws, and regulations to support opioid abatement, treatment, prevention, and recovery efforts in Person County.

Section 3. Authority

Pursuant to a duly executed Memorandum of Agreement by the Person County Board of Commissioners, the Committee is authorized to manage and provide oversight of settlement related opioid epidemic funding as outlined in the MOA.

ARTICLE II – MEMBERSHIP

Section 1. Composition

The Committee shall consist of thirteen (13) members, appointed as follows:

1. Lived Experience, At-Large
2. Lived Experience, At-Large
3. Substance Abuse Treatment Provider
4. Employer/Business Leader
5. Community Group
6. Roxboro Police Department
7. Person County Health Department
8. Person County Department of Social Services
9. Person County Department of Emergency Services
10. Person County Schools
11. Person Memorial Hospital
12. Person County Sheriff's Office
13. Mental Health Representative

Section 2. Appointment and Term

2.1 Members shall be appointed by the Person County Board of Commissioners and shall serve a term length of two years.

2.2 Members may apply to the Person County Board of Commissioners to be reappointed for additional terms.

2.3 A member may be removed for cause, including failure to attend meetings or conflicts of interest.

Section 3. Vacancies

Any Committee member vacancy shall be filled by the appointing authority for the remainder of the unexpired term.

ARTICLE III – MEETINGS

Section 1. Regular Meetings

The Committee shall meet the first Wednesday of odd-numbered months at a time and place determined by the Staff liaison, who will oversee the administration of meetings. When the staff liaison is unable to attend, they shall appoint a committee member to facilitate the meeting.

1.1 Remote Participation in Board Meetings

When determined by the Staff liaison, remote meetings for board members unable to attend the in-person meeting may be approved when the member provides a 24-hour notice in writing. When a meeting has one or more members attending remoting, the committee will follow the provisions of North Carolina General Statue §166A-19.24, regardless if a State-Level Declared Emergency exists.

Section 2. Annual Community Meeting

The Committee shall hold at least one annual community meeting per fiscal year to allow for Committee updates and community input.

Section 3. Special Meetings

Special meetings may be called by the Person County Staff designee or a majority of the members with at least 10 days' notice.

Section 4. Quorum

A quorum shall consist of simple majority of the appointed members. No official action may be taken without a quorum present.

Members are expected to attend at least 75% of the annually scheduled meetings.

Section5. Voting

Decisions shall be made by a majority vote of the members present. In case of a tie, the matter may be tabled until the next meeting. If at that meeting, a majority vote results in a tie, the Staff liaison will request the matter be placed on the next available agenda for a regularly scheduled Person County Board of Commissioners meeting with a request the Board vote on the matter.

Section 6. Open Meetings

All meetings shall comply with North Carolina General Statue §143-318.10, open meetings law and be open to the public, except when a closed session as defined by North Carolina General Statue §143-318.11 is permitted by law.

ARTICLE IV – DUTIES AND RESPONSIBILITIES

Section 1. Funding Oversight

The Committee shall:

A) Recommend funding allocations for opioid remediation activities.
B) Ensure compliance with settlement agreements and reporting requirements.
C) Monitor and evaluate funded programs.

Section 2. Public Engagement

The Committee shall engage with community stakeholders and seek public input on the use of settlement funds.

Section 3. Reporting

3.1 The Committee shall provide periodic reports to the Person County Board of Commissioners regarding fund disbursement, program effectiveness, and compliance.

3.2 Entities receiving funding from the Committee are required to submit quarterly progress reports that include data, number of staff vacancies, program compliance, and any information required by applicable law.

Section 4. Funding Allocation

The Committee is charged with providing recommendations to the Person County Board of Commissioners regarding the allocation and use Opioid Settlement Funds. These funds are

governed by the Memorandum of Agreement Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation, the Supplemental Agreement for Additional Funds from Additional Settlements of Opioid Litigation.

ARTICLE V – CONFLICTS OF INTEREST

Section 1. Conflict of Interest

Members shall disclose any personal or financial interests in matters before the Committee and shall abstain from voting on such matters. A conflict-of-interest policy shall be established and enforced.

Section 2. Ethics Responsibility Statement

2.1 The Ethics Responsibility statement shall be read at the beginning of each meeting and any disclosure recorded in the official meeting minutes. Any member with a known conflict or the appearance of conflict shall recuse themselves from matters requiring a vote.

2.2 Ethics Responsibilities Statement

All members have a duty to avoid conflicts of interest and appearances of conflict. Committee members have an affirmative duty to fully disclose any conflict of interest or potential conflict of interest between the member's service on the Committee and his or her private interests.

One of the most basic rules is that members cannot knowingly use their position on the Committee in a manner that will result in a financial benefit to the person, a member of the person's family, or a business with which he or she is associated. (North Carolina General Statue §138A-31.)

Committee members are also prohibited from accepting gifts from persons doing or seeking to do business with the Committee, persons engaging in activities that are regulated or controlled by the Committee, or persons having a financial interest that may be substantially affected by the member's official actions.

Does any member have a known conflict or appearance of conflict with respect to any matters coming before the Committee at this time?

2.3 Members of the committee may be required to complete annual ethics training.

Section 3. Prohibition on Contracts of Personal Benefit

North Carolina General Statue §14-234, prohibits a public officer (elected or appointed) or a public employee from deriving a direct benefit from any contract in which he or she is involved

on behalf of the public agency he or she serves. The statute contains two additional prohibitions. Even if a public official or employee is not involved in making a contract from which he or she will derive a direct benefit, the official or employee is prohibited from influencing or attempting to influence anyone in the agency who is involved in making the contract. In addition, all public officers and employees are prohibited from soliciting or receiving any gift, reward, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract, even if they do not derive a direct benefit under the contract. Violation of this statute is a Class 1 misdemeanor

ARTICLE VI – AMENDMENTS

These bylaws may be amended by a two-thirds vote of the Committee members, subject to approval by the Person County Board of Commissioners.

ARTICLE VII – DISSOLUTION

The Committee may be dissolved upon completion of its purpose or by action of the Person County Board of Commissioners.

Adopted by the Committee on November 5, 2025.