

Alcohol and Drug Policy Council Subcommittees

Guidance Document for the Selection of New Chairpersons

March 23, 2022

Purpose. This document provides guidelines to standardize the process of selecting new chairpersons when a vacancy occurs in any of the ADPC subcommittees. It is recommended that Chairpersons rotate on a three-year cycle and that subcommittees, at a minimum, become open to nominations following three years of service by a Chairperson.

Goals. The guidelines intend to achieve the following goals: 1) ensure that the chairperson selection process is the same across all subcommittees, 2) are clear to subcommittee members, and 3) promote fairness and equity in the selection process.

Roles and Responsibilities. DCF and DMHAS staff supporting the subcommittees are notified of anticipated chairperson vacancies and then initiate the selection process by following the steps below.

Step	Event/Action	Selection Activity	Timing
1	DCF and DMHAS alerted to a vacancy	DCF and DMHAS staff will notify subcommittee members of the vacancy in two ways: 1) in writing (e.g., email); and 2) at the next regularly scheduled subcommittee meeting. In both notices, DCF and DMHAS staff will request nominations from subcommittee members for a new chairperson. Subcommittee members will have at least two (2) weeks to submit nominations in writing (e.g., email, and resume) to the designated DCF and/or DMHAS staff.	Members will have 14 calendar days from the subcommittee meeting where the vacancy appears on the agenda for discussion to submit nominations.
2	Compile nominations	DCF and DMHAS staff will compile the nominations and confirm interest among the nominees.	Within 7 calendar days after the nomination period closes.
3	Distribute nomination list	DCF and DMHAS staff will distribute in writing (e.g., email) a list of nominees for consideration by the subcommittee members and provide instructions for members to make their confidential selection. The list of nominees and selection instructions are provided at the next regularly scheduled subcommittee meeting.	No later than the next regularly scheduled subcommittee meeting.
4	Selection Period	DCF and DMHAS staff will allow 7 calendar days from the subcommittee meeting at which the nominee list and selection instructions were discussed for members to make their confidential selection.	Seven (7) calendar days from the subcommittee meeting at which the nominees and selection instructions were discussed.
5	Tally Selections & Notify Nominees	DCF and DMHAS staff will tally member selections. The nominee with highest tally is offered the chairperson role. In the event of a tie, the ADPC State Partner Facilitators will cast the deciding votes. DCF and DMHAS will notify all nominees in writing (e.g., email) of the final selection.	Within three (3) business days from the end of the selection period.
6	Notify Subcommittee Members	DCF and DMHAS staff will notify subcommittee members in writing (e.g., email) of the newly selected chairperson, and announce the selection at the next regularly scheduled subcommittee meeting.	Written notification within five (5) business days from the end of the selection period.
7	Present Chair to Full Council	New subcommittee chairperson(s) is presented to the full council by the DCF and DMHAS co-chairs at the next scheduled ADPC Full Council meeting.	Next ADPC Full Council meeting after the chairperson was selected.