



Advisory Board Bylaws

Section 1. Creation. The City of Lawrenceville Resiliency in Communities After Stress and Trauma Advisory Board, hereinafter known as “ReCAST” is hereby created and established.

Section 2. Purpose and Authority. ReCAST Advisory Board is charged with the following tasks and responsibilities:

1. Increase well-being and community engagement through community-based participatory approaches;
2. Increase youth engagement and youth leadership development;
3. Increase access to trauma-informed community behavioral health resources;
4. Increase the level of cultural understanding with the City of Lawrenceville’s employees and citizens;
5. Strengthen the integration of community-based services addressing the social determinants of health for high-risk youth and their families;
6. Prepare an annual report to the City Council on ReCAST activities;
7. Study, assess, render advice, and as needed make recommendations on specific projects, plans, and City programs related to the ReCAST Grant, and bring forth any issues or concerns to the City’s elected officials about behavioral health services;
8. Assist with the development of the Strategic plan based on the Community Needs Assessment.

Section 3. Membership. ReCAST Advisory Board shall consist of twelve (12) members. All members shall be volunteers and not receive compensation or reimbursement for their time, efforts or personal expense unless specifically approved by the City Council.

One (1) member of ReCAST Advisory Board may be a City Council member. All other members shall represent a broad diversity of experience and backgrounds and shall be selected because of their expertise, involvement or interest in behavioral health, substance and mental health awareness, youth advocacy, minority and ethnic advocacy. All ReCAST Advisory Board members shall be citizens of Lawrenceville or affiliated with a business or organization located within the Greater Lawrenceville/Gwinnett region.

Six (6) ReCAST Advisory Board members shall be appointed by the Mayor and City Council consistent with pre-established policies and procedures by the City of Lawrenceville through the office of the City Clerk and affiliated with a business or organization located within the Greater Lawrenceville/Gwinnett region. In addition, six (6) ReCAST Advisory Board members shall be city residents at large approved by a public online application process, appointed by council. ReCAST Advisory Board members serve at the pleasure of the City Council and may be removed or replaced at any time at the discretion of the City Council.

All appointments to the ReCAST Advisory Board shall be for a two (2) year term with initial appointments staggered so that six (6) of the twelve (12) appointees initially serve a one (1) year term. If an Advisory Board Member is removed or resigns prior to completing their term, the replacement Member shall only serve that remaining term.



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Section 4. Officers. Members of the ReCAST Advisory Board shall elect one of their members as chairperson and another as vice chairperson and shall also elect a secretary. Officers shall be selected by the members of the ReCAST Advisory Board and shall serve a one (1) year term from time of appointment. ReCAST Advisory Board shall determine the duties of the Officers.

Section 5. Meetings. ReCAST Advisory Board shall hold regularly scheduled meetings; ReCAST Advisory Board shall determine the time and location of meetings. Additional meetings may be held upon call of the ReCAST Advisory Board Chair or by a vote of at least seven (7) board members of the ReCAST Advisory Board. The ReCAST Advisory Board shall provide notice of all meetings to the Lawrenceville City Clerk a minimum of forty-eight (48) hours prior to the meeting. There must be seven (7) board members present to maintain a quorum.

All meetings shall be open to the public and shall be conducted in accordance with the Georgia Open Meetings Act and any amendments thereto. Meetings shall be held at a location within the corporate limits of Lawrenceville that is open to the public and accessible to persons with disabilities. All minutes and records of the ReCAST Advisory Board shall be public records and kept in the custody of the City Clerk.

Section 6. Conflicts of Interest. All ReCAST Advisory Board members shall comply with the City of Lawrenceville Code of Ethics, Conflicts of Interest ordinance and related policies.

Section 7. Rules of Procedure. The ReCAST Advisory Board shall make its own rules of procedure, which shall be submitted to the City Council for formal approval.

Section 8. Legal Counsel. Upon written request by the ReCAST Advisory Board Chair, and approval by the City Manager or designee, the ReCAST Advisory Board may seek appropriate legal advice from the City Attorney.

Section 9. City Staff and Resources. The ReCAST Advisory Board bears no oversight authority over any City department, personnel, consultant, budget, or other committee. ReCAST Advisory Board recommendations shall be advisory to the City Council and City Manager.

The City Manager may assign staff to provide support and assistance for the ReCAST Advisory Board. The staff liaison may provide guidance and input to the ReCAST Advisory Board, and may be consulted on an as-needed basis for additional information. Any requests for staff support shall be coordinated with the City Manager or his/her designee.

The ReCAST shall have access to the following City resources for its use:

- Use of meeting rooms in City facilities
- Reasonable use of City office equipment (copier, fax, telephone, Internet access, etc.)
- Copies of publicly available reports maintained by the City that are relevant to ReCAST business
- Any financials held by this board would be subject to annual City Audit