



Prevention Education and Community Empowerment
*for an island community empowered and committed to make informed decisions
and choices towards a healthier future for ourselves and others on Guam*

**BYLAWS OF
PREVENTION EDUCATION AND COMMUNITY EMPOWERMENT
PEACE**

ARTICLE I - NAME AND PURPOSE

Section 1 – Name: The name of the organization shall be **Prevention Education and Community Empowerment (PEACE)** as amended by Executive Order No. 2011-03.

Section 2 – Purpose: PEACE is organized to provide ongoing advice and guidance to achieve Guam's **vision for PEACE:** an island community where prevention and the value of *Inafa' Maolek* (to make the island good by restoring harmony) is a priority; there is island wide support for prevention, it is normal and natural for people who need help to seek help and people who can help are willing to give help; there is no gap between prevention and treatment; prevention services are fully guided by cultural values; everyone has access to behavioral health services and care; families, individuals and the community choose to be alcohol- tobacco and drug-free; there are no substance use-related crimes; there are no suicides; Guam's people are liberated from the stigma of mental health issues, suicidal thoughts and substance use addiction; and prevention professional model health, wellness and self-care every day.

Its **mission** is to engage and empower our community so that prevention is elevated to a priority while promoting evidence-informed interventions to prevent and reduce tobacco, alcohol, and other drug use and suicides, and to enhance mental wellness.

Its **key area of work** includes:

- Sustainability of the prevention system
- Community outreach and empowerment
- Alcohol, tobacco and other drug misuse prevention
- Suicide prevention
- Mental health promotion

To accomplish the **goals** of the Guam Strategic Action Plan for Substance Misuse Prevention and Mental Health Promotion (FY 2020 – 2024): By 2024,

1. 85% of prevention programs, including suicide prevention, substance misuse prevention, mental health promotion will be locally funded;
2. A fully functional GBHWC Prevention and Training structure will be established that will operate as a community resource center for building community capacity;
3. Substance use rates will have been reduced by 50% from baseline;
4. No suicide deaths will occur among individuals who seek and receive behavioral health services from GBHWC; and,
5. Mental health promotion activities and holistic services will be included in the GovGuam Worksite Wellness program.



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ARTICLE II – MEMBERSHIP

Section 1 – Eligibility for membership: Members of the PEACE Council shall be appointed by the Governor of Guam in accordance with Executive Order No. 2011-03.

Section 2 – Rights of members: Each member shall be eligible to designate in writing one alternate to stand in their stead during absences.

Section 3 – Resignation and termination: Any sworn-in member may resign by submitting a written resignation to the Governor. Only the Governor of Guam may appoint and/or terminate a member.

Section 4 – Non-voting membership: PEACE Council and PEACE staff shall have the authority to establish non-voting membership through participation in established Sub-Committees.

Section 5 – Roles and responsibilities: PEACE Council members shall

- Attend PEACE meetings as a representative of his/her respective institution or community organization, providing an alternate when or if needed;
- Perform delegated duties and accomplish tasks within agreed upon timelines;
- Serve as a resource for PEACE to accomplish Council and sub-committee(s) goals and objectives;
- Assist in the networking and collaboration needed to advance PEACE goals and objectives; and,
- Elect among themselves a Chair and Co-Chair for the Council.

Section 6 – Chairperson and Co-Chairperson additional responsibilities:

- Set agenda for meetings and chair meetings;
- Act as moderator to ensure members' timely accomplishment of tasks and duties;
- Maintain the focus and attention of the Council and/or sub-committee(s) on required goals and objectives; and,
- Represent the PEACE Council in an official capacity in pertinent public forums.

ARTICLE III – MEETINGS OF MEMBERS

Section 1 – Regular meetings: A regular semi-annual meeting schedule shall be determined by the Council majority upon the first meeting hosted by the PEACE office. These meetings may be held at the PEACE office, or as decided by the Council. Attendance is a must, unless a valid reason for absence is submitted to the Chair and Co-Chair. In this case, a proxy may attend in the Council member's behalf. At the request of the membership majority or due to uncontrollable circumstances, the Chair and Co-Chair may determine an alternate meeting date and time. Should the meeting be rescheduled, members will be informed accordingly.



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Section 2 – Special meetings: Special meetings may be called by the Chair or a simple majority of members.

Section 3 – Notice of meetings: Notice of each meeting shall be given to each member, by email or by facsimile services followed by personal phone calls, not less than three days prior to the meeting. Members, however, will be made aware of the next meeting at the end of regular meetings. In addition, the next scheduled meeting will be notated in minutes of the meeting.

Section 4 – Quorum: The members present at any properly announced meeting shall constitute a quorum.

Section 5 – Voting: All issues to be voted on shall be decided by a simple majority of members or their designated alternates, in which one vote by each official member representative takes place. Voting may be completed in-person, virtual or online during the meeting, via phone call facilitated by PEACE staff or electronic vote via email ballot facilitated by PEACE staff.

ARTICLE IV – SUB-COMMITTEE

Section 1 – Sub-Committee formation: PEACE members may create sub-committees as needed. Each member of PEACE Council shall be a member of one or more sub-committee(s) of their choice, identified upon appointment or as a sub-committee is established.

Section 2 – Standing sub-committees: There shall be three standing sub-committees of PEACE.

- **Evidence-Based Programs, Policies and Protocols:** This sub-committee shall be responsible for making recommendations to the whole body on culturally appropriate, evidence-based programs that will effectively address the priorities as identified by the State Epidemiological Outcomes Workgroup and reflected in the Guam Strategic Plan for Substance Misuse Prevention and Mental Health Promotion (2020-2024); particularly goals and objectives under this identified key area of work: *alcohol, tobacco and other drug misuse prevention*. This sub-committee shall serve as the review panel for interventions selected by Prevention Partners/Sub-grantees of GBHWC Prevention and Training Branch.
- **Sustainability:** This sub-committee shall oversee the goals and objectives under these identified key areas of work in the Guam Strategic Plan for Substance Misuse Prevention and Mental Health Promotion (2020-2024): *sustainability of the prevention system*, and *community outreach and empowerment*. This includes exploring other possible funding streams that may be used to support Prevention activities after the expiration of its discretionary grants from SAMHSA or other federal funding sources.
- **Suicide Prevention Task Force:** This sub-committee shall oversee the goals and objectives under these identified key areas of work in the Guam Strategic Plan for Substance Misuse Prevention and Mental Health Promotion (2020-2024): *suicide prevention and mental health promotion*. This includes promoting the strategic use and dissemination of epidemiological data for informing and guiding Guam's suicide prevention and behavioral health promotion policy and program development, decision-making, resource allocation and capacity building.



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Section 3 – Sub-Committee Chairperson: The chairperson of each sub-committee shall be elected by a simple majority vote of the members of the respective sub-committee.

Section 4 – Sub-Committee meetings: Meetings of sub-committees shall be held according to sub-committee needs. Members of the sub-committee shall determine meeting dates, times, and location by consensus.

Section 5 – Standard Operating Procedures. Sub-committees shall be guided by the PEACE Standard Operating Procedures (SOP), which in part will require the PEACE Staff to provide administrative assistance to the sub-committees under the leadership of the sub-committee Chair.

Section 6 – Ad-Hoc Workgroups. The standing committees may establish ad-hoc workgroups to support the short-term planning needs of any sub-committee.

Section 7 – Sub-committee meetings: The Chairperson and members of the sub-committee shall identify the frequency of their sub-committee meetings.

ARTICLE V – PEACE STAFF

Section 1 – PEACE staff: PEACE staff are the staff members of the Guam Behavioral Health and Wellness Center (GBHWC) Prevention and Training Branch. The PEACE staff has day-to-day responsibilities carrying out PEACE goals and policies. PEACE staff will attend all PEACE meetings, maintain PEACE meeting minutes, and carry out the duties as described in their respective job description. PEACE staff will also be responsible for providing Council members with the agenda at least one (1) week prior to the meeting date.

ARTICLE VI – AMENDMENTS

Section 1 – Amendments: These bylaws may be amended, when necessary, by a simple majority vote of the whole body. Proposed amendments must be submitted to the Chairperson and Co-Chairperson and sent out with regular announcements by PEACE staff.

CERTIFICATION

These bylaws were approved at a meeting of the whole by a simple majority vote on August 3, 2022.

J. Peter Roberto
Chairperson

Victor Camacho
Co-Chairperson