

**Reno County
Community Corrections
Advisory Board
By-Laws**

Article I

Name and Location

Section 1.

The name of this board shall be the Reno County Community Corrections Advisory Board, hereinafter referred to as the Board.

Section 2.

Location of all documents prepared by or on behalf of the Board, and requiring formal action by the Board of County Commissioners for Reno County, will be on file with the County Clerk's office in Reno County.

Article II

Purpose

Section 1.

The purpose of the Board shall be to formulate a comprehensive plan for the development, implementation, and operation of Community Correctional services in Reno County and to develop a plan for the administration, monitoring, and control of the community correctional services under the comprehensive plan. The Board is authorized to formulate the plan and submit such a plan to the County Commissioners of Reno County.

Meetings

Section 1. Regular Meetings

- a. Regular meetings of the Board shall be held on a pre-announced schedule, at least quarterly, at such time and place as the Board shall determine and designate.
- b. All proceedings of the Board and any committee or subcommittee of the Board shall be open to the public and in accordance with K.S.A. 75-4317 et. seq.

Section 2. Special Meetings

If special meetings are called, the Board must be advised at least three (3) days prior to the special meeting. Special meetings may be called by the chairperson, or vice-chairperson, or by a majority of the members of the Board.

Section 3. Quorum

No official business shall be conducted without a quorum. A quorum shall be a simple majority of the Board members.

Section 4. Voting

Each permanent member of the Board shall have one (1) vote. The act of a majority of the Board present at any meetings at which there is a quorum shall be the act of the whole Board, except as otherwise provided by these by-laws. All votes of members of the Board shall be recorded and shall become a matter of record.

Article III

Board Composition

Section 1. Board Members

The Board shall consist of no less than twelve (12) members who shall be representative of law enforcement, prosecution, the judiciary, education, corrections, ethnic minorities, the social services, and the general public and shall be appointed in accordance with K.S.A. 75-5297 (d).

Section 2. Board Terms

Members of the Community Corrections Advisory Board shall serve for terms of two (2) years from and after the date of their appointment during the first regular meeting in January and shall remain in office until their successors are duly appointed.

Section 3. Absence

Absences should be reported to the secretary of the Board in advance of the regularly scheduled meeting. More than Three (3) consecutive unexcused absences may constitute grounds for removal from the Board.

Section 4. Compensation

There shall be no compensation to any Community Corrections Advisory Board members except for Board approved expenses.

Section 5. Resignation

Resignation from the Board shall be by written letter submitted to the Advisory Board Chairperson and to the Board of Reno County Commissioners. The resignation shall be effective upon receipt of such notice by the members of the Board.

Section 6. Vacancies

Vacancies of the Board members shall be filled by appointment by the Reno County Commission or other appointing authority. Such appointments shall be made so that the Board will be in accordance with K.S.A. 75-5297 (d).

Article IV

Officers

Section 1. Elected Officer

The elected officers of the Community Corrections Advisory Board shall consist of: the chairperson, vice-chairperson and secretary.

Sections 2. Qualifications

Elected officers shall be members of the Community Corrections Advisory Board.

Section 3. Term of Office

The term of office for officers shall be one (1) year from the first regular meeting or until successors are duly elected.

Section 4. Resignation

Resignation from office shall be by written letter submitted to the Advisory Board. A copy of such notice shall be forwarded to the County and/or City Commissioners.

Section 5. Officer Vacancies

Vacancies of officers will be filled by a special election conducted by the Community Corrections Advisory Board for the remaining term of office.

Article V

Authority and Duties of Officers

Section 1. Chairpersons

The chairperson will preside at all Board meetings and will create such committees as deemed necessary and make appointments to those committees.

Section 2. Vice-Chairperson

The vice-chairperson will assume the duties of the chairperson in the absence of the chairperson.

Section 3. Secretary

The secretary will be responsible for taking and recording the minutes of the Advisory Board meetings and for sending out notices of the meetings.

Article VI

Parliamentary Authority

Section 1. Parliamentary Authority

Parliamentary Authority shall be regulated by Roberts Rules of Order.

Article VII

Amendments

Section 1. General

These by-laws may be adopted, amended, repealed, or added to by a two-thirds (2/3) vote of the Community Corrections Advisory Board at any regular or special meeting of the members, if notice of the proposed adoption, amendment, repeal, or addition is contained in the notice of the meeting.

Amendment #1:

The elected Officers shall constitute the Executive Committee. The Executive Committee shall have the authority to act as the whole Board in relation to any official business of the Board as determined by the chairperson and the director to require expeditious action. Any action of the Executive Committee shall be by unanimous vote. Each member of the Board as a whole shall be notified in writing within three working days of any action taken by the Executive Committee. Should any Advisory Board member want further review of the action taken by the Executive Committee, they may do so by written request to the Chair to call a special meeting of the full Board within seven (7) working days of their request. All other special meetings of the full Board shall be called in accordance with Article II, Section of these by-laws.

Adopted: 12/13/89
Amended: 4/11/96
Amended: 8/30/07
Amended: 8/6/09

Location: _____ Date: _____

Chairperson

Vice-Chairperson

Secretary