

**BYLAWS
OF
COMMUNITY CORRECTIONS
ADVISORY BOARD**

ARTICLE I

The name of this group shall be the Sedgwick County Community Corrections (SCCC) Advisory Board.

ARTICLE II

Purpose

Section 1.

This Board was appointed for the purpose of determining the feasibility of implementation of a community corrections plan for Sedgwick County. As a comprehensive plan was deemed feasible, it shall provide a framework within which community corrections programs operating within the County can be coordinated to best serve the interests of the community. The Board shall actively participate in the formulation of comprehensive plans for the development, implementation and operation of corrections services funded through the Community Corrections Act. Furthermore, the SCCC Advisory Board shall make formal recommendations to the Sedgwick County Board of Commissioners at least annually concerning the comprehensive plan and/or the Community Corrections Act grant request, its implementation and operation.

ARTICLE III

Membership

Section 1.

The members of the SCCC Advisory Board will be appointed as provided by KSA 75-5297. Additional members may be added as recommended by the SCCC Advisory Board and approved by the Board of County Commissioners.

Section 2.

Members of the SCCC Advisory Board shall serve a term of two years as designated by KSA 75-5298.

Section 3.

All vacancies on the SCCC Advisory Board shall be filled for unexpired term in the manner that the position was originally filled.

ARTICLE IV **Officers**

Section 1.

The officers of the SCCC Advisory Board shall be elected from among members of the Board and shall be the Chairperson, Vice-Chairperson, Secretary and such other officers as the Board may determine and elect.

Section 2.

The election of officers shall take place on or before the Board meeting in January of each year. All officers shall hold office for one year or until their successors have been elected and assumed office.

Section 3.

The duties of the SCCC Advisory Board officers shall be:

The Chairperson shall have such powers and duties as may be prescribed by custom or parliamentary law for the office. The Chairperson shall, at the annual Board meeting to be held each January, submit a report of all activities of the Board.

The Vice-Chairperson, in the absence of the Chairperson, shall carry out the responsibilities of the Chairperson. The Vice-Chairperson shall assist the Chairperson as needed.

The Secretary shall monitor compliance to the state public meeting requirements. The Secretary shall, in the absence of the Chairperson and Vice-Chairperson, carry out the responsibilities of the Chairperson.

Section 4.

All vacancies of the Board officers shall be filled at the next regular meeting.

ARTICLE V
Meetings

Section 1.

A notice of each scheduled meeting of the Board shall be given orally or in writing by the Secretary, or designee, to each member of the Board not less than four days prior to the date set for the meeting.

Section 2.

The Executive Committee shall consist of the Chairperson, Vice-Chairperson and Secretary and shall meet when convened by the Chairperson or any two of the three Executive Committee members.

Section 3.

Special meetings of the Board may be called by the Chairperson or by 2/3 of the Board members (9 members).

Section 4.

All proceedings of the Advisory Board and any committee or subcommittee of the Board shall be open to the public in accordance with and subject to the provisions of KSA 75-4317 to 75-4320. Notice of the date, time and place of any regular or special meeting of the Board shall be furnished to any person requesting such notice. All votes of Board members and minutes of the meetings shall be recorded and shall become matters of public record and provided to the Kansas Department of Corrections.

Section 5.

Board members may meet in Executive session, excluding the press and public in accordance with KSA 75-4319.

Section 6.

Seven members of the Board shall constitute a quorum for the transaction of business. A majority vote of the quorum shall be sufficient for the adoption of any motion. Board members must be present to vote or participate via conference call as there shall be no proxy.

Section 7.

The annual meeting of the Board shall be held in January of each year.

Section 8.

In the event that any regular meeting falls on a legal holiday, the meeting will be held the following week.

Section 9.

Regular meetings shall be held a minimum of once a month on a day designated.

Section 10.

Actions of the Board in regular or special meetings shall be governed by the Robert's Rules of Order.

Section 11.

If a Board member misses three consecutive, regularly scheduled Board meetings or one-half of the regularly scheduled Board meetings in a 12-month period, the Chairperson shall inform, in writing, the appointing authority and the Board member and shall request that a replacement or designee be named to replace the absent member.

ARTICLE VI
Bylaws

Section 1.

A copy of all proposed amendments to these bylaws shall be mailed by the Secretary to each member of the Board at least ten days prior to the date at which action is to be taken on the amendment.

Section 2.

An affirmative vote by seven members of the Board shall be necessary to amend these bylaws.