

**BYLAWS OF  
SEDGWICK COUNTY JUVENILE CORRECTIONS  
ADVISORY BOARD**

**ARTICLE I**

The Sedgwick County Board of County Commissioners has established that the name of this group shall be Team Justice.

**ARTICLE II**

**Purpose**

Team Justice has been established by the Sedgwick County Board of County Commissioners, as a result of a comprehensive community planning effort related to juvenile justice. The Board will monitor delinquency prevention programs and services related to juvenile offenders, and will make recommendations on how such programs and services can best be delivered. The Board will make recommendations to the Board of County Commissioners on matters of juvenile justice, and will help to keep the needs of juvenile offenders in the hearts and minds of the legislators, government officials, and the entire community.

*KSA 75-7044a.* further identifies that advisory boards established shall annually consider the availability of treatment programs, programs that offer alternatives to incarceration, mental health treatment and risk assessment tools. In addition, the advisory board shall provide to the Kansas Department of Corrections annually, by October 1 of each year, information on costs of programs needed in the judicial district to reduce out of home placement and improve the rate of recidivism. *KSA 75-7046* establishes that juvenile corrections advisory boards shall actively participate in the formulation of the comprehensive plan for the development, implementation and operation of the juvenile correctional services and shall make a formal recommendation to the board of county commissioners at least annually concerning the comprehensive plan and its implementation and operation during the ensuing year.

**ARTICLE III**

**Membership**

**Section 1.**

The members of the Team Justice will be appointed as provided by K.S.A. 75-7044. Additional members may be added as recommended by Team Justice and approved by the Board of County Commissioners.

**Section 2.**

Members of Team Justice shall serve a term of three years as designated by K.S.A. 75-7045.

**Section 3.**

All vacancies on Team Justice shall be filled for the unexpired term in the manner that the position was originally filled.

**ARTICLE IV**  
**Officers**

**Section 1.**

The officers of Team Justice shall be elected from among members of the Board and shall be the Chairperson, Vice-Chairperson, Secretary, one at-large appointment 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 Team Justice officers shall be:

The Chairperson shall have such powers and duties as may be prescribed by custom or parliamentary law for 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. The Secretary shall take, or cause to be taken, the minutes of each public meeting.

**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, Secretary and one at-large board member appointed by the Chairperson. The Executive Committee shall meet when convened by the Chairperson or any two of the four Executive Committee members.

**Section 3.**

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

**Section 4.**

All proceedings of the Board and any committee or subcommittee of the Board shall be open to the public in accordance with and subject to the provisions of K.S.A. 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, shall become matters of public record, shall be maintained by Sedgwick County Division of Corrections, and shall be provided to the Sedgwick County Board of County Commissioners and the Kansas Department of Corrections. Meeting agendas and minutes will be posted on the Sedgwick County web site at [http://www.sedgwickcounty.org/corrections/advisory\\_boards.asp](http://www.sedgwickcounty.org/corrections/advisory_boards.asp).

**Section 5.**

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

**Section 6.**

Nine members of the board shall constitute a quorum for the purpose of voting on action items. A majority vote of the quorum shall be sufficient for the adoption of any motion, except to amend these bylaws, which requires a 2/3 majority vote. Board members or one designated alternative must be present to vote, either in person or by joining the meeting via teleconference. When a quorum does not exist and an important opportunity would be lost unless acted upon immediately, the board can defer the action item to the Executive Committee for approval, or at their own risk act in the emergency with the hope that their action will be ratified by a later meeting at which a quorum is present.

**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 request that a replacement be named. While designees are identified as temporary voting proxy for the members, ongoing designee attendance does not absolve the board member from the attendance requirements.

**ARTICLE VI**  
**Bylaws**

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

Amended 04/06/2018