

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**COMMUNITY CORRECTIONS ADVISORY BOARD-APPROVE AMENDED BYLAWS**

**BE IT RESOLVED**, that the Allegan County Board of Commissioners hereby approves the amended by-laws of the Allegan County Corrections Advisory Board, as attached; and

**BE IT FURTHER RESOLVED**, that these attached by-laws supersede any previously established by-laws.


Moved by Commissioner Storey, seconded by Commissioner Dugan to amend article IV - #1 - G to read, "A representative from at least one, but not more than three of the following service areas: mental health, public health, substance abuse, employment training or community alternative program." Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Moved by Commissioner Black, seconded by Commissioner Storey to approve the amended by-laws for the Community Corrections Advisory Board as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Moved by Commissioner Dugan, seconded by Commissioner Storey to give Administrator Rob Sarro the authority to designate the office space per Article VII. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

Moved by Commissioner Thiele, seconded by Commissioner Dugan amend Article IX - last sentence to read "Proposed amendments approved by the Advisory Board shall then be forwarded to the BOC for approval or rejection." Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

ATTEST, A TRUE COPY



\_\_\_\_\_, Clerk-Register

APPROVED: March 22, 2018

cc: Admin. - Finance - Human Resources

**BYLAWS**

**ALLEGAN COUNTY COMMUNITY CORRECTIONS**

**ADVISORY BOARD**

(As amended March 22, 2018)

**ARTICLE I-NAME**

The name of the organization shall be henceforth referred to in this document as the Allegan County Community Corrections Advisory Board (ACCCAB).

**ARTICLE II-LEGAL BASIS**

The ACCCAB was created by the Allegan County Board of Commissioners (BOC) on March 1, 2003, pursuant to the Community Corrections Act.

**ARTICLE III-PURPOSE**

1. The purpose of the ACCCAB is as follows:
  - A). Develop and recommend for approval of the BOC a comprehensive corrections plan, monitor that plan, recommend improvements and modifications, perform evaluations of the programs and activities in that plan, and prepare an annual report.
  - B). Recommend policies and procedures for programs supported through the Comprehensive Corrections Plan (CCP).
  - C). Promote the development and maintenance of a system for data collection and analysis which will provide information and reports as may be required by the State Office of Community Corrections (henceforth referred to as OCC) the ACCCAB, and the BOC.
  - D). Monitor policies and programs supported through the comprehensive community corrections plan to ensure compliance with program and financial management standards adopted by the State OCC and Allegan County.
  - E). Develop and recommend to the BOC, Bylaws which set forth membership criteria and responsibilities as set forth in the Community Corrections Act and which detail the structure and authority of the ACCCAB.

- F). Develop an ongoing public education and information program to educate the general public regarding the Community Corrections Act.
- G). Determine the possible sources of funding for the program activity specified in the CCP.
- H). Prepare and recommend to the BOC or relevant subcommittee thereof, contracts for the contractual services or direct services as identified in the CCP.
- I). Recommend to the BOC the organizational structure for the administration and management of the community corrections functions.
- J). Submit an annual budget recommendation to the BOC and the State Office of Community Corrections pursuant to County Policy and consistent with the schedules, objective and prioritizes articulated within the CCP as well as the guidelines and instructions provided by the OCC.

**ARTICLE IV-MEMBERSHIP**

1. The membership of the ACCCAB shall consist of individuals as specified in the Public Act 511 of 1988 and listed below:
  - A). County Sheriff (or designee)
  - B). Chief of a Police Department (or designee)
  - C). Judge of the Circuit Court (or designee)
  - D). Judge of the District Court (or designee)
  - E). Judge of the Probate Court (or designee)
  - F). A County Commissioner
  - G). A representative from at least one, but not more than three of the following service areas: mental health, public health, substance abuse, employment and training or community alternative program.
  - H). County Prosecuting Attorney (or designee)

I). Criminal Defense Attorney

J). A representative of the business community

K). A representative of the communications media

L). A Circuit Court Probation Agent or a District Court Probation Officer

M). A representative of the applicable workforce investment board.

2. Selection of members: Selection of new or additional Board members will be by the Board of Commissioners as provided by statute.
3. Designees: Members authorized by statute to have a designee shall do so in writing and forward a copy to the BOC. The designee shall be considered the ACCCAB member serving in place of the BOC's appointment for the full duration of the term unless the designation is changed or withdrawn in writing.
4. Length of Service: The terms of appointments shall be two years. Terms will run from January 1 to December 31.
5. Vacancy: The BOC shall be notified in writing of any vacancies. The BOC will notice these positions and appoint a member to carry out the remainder of the existing term.
6. Executive, and Other Committees: The Board by a majority vote, may elect from among its members an Executive Committee of up to four members, which shall include the offices of chairperson, vice-chairperson, secretary/treasurer and one other member as designated by the Board. Members of the Executive Committee shall hold offices for one year or until their successors are elected. Other committees (or advisory committees) may be established by a majority vote of the Board members as needed.
7. Quorum: A majority of the membership shall constitute a quorum to conduct business for all meetings of the ACCCAB.
8. Termination: A member requesting to resign from the ACCCAB shall do so in writing to the BOC. The ACCCAB may, by a majority vote, request the removal of any member for reasons of malfeasance of duty, or conflict of interest. This request shall be forwarded to the Board of Commissioners for approval or rejection.
9. Conflict of Interest: An ACCCAB member shall not benefit financially from Board membership. If a Board member of his/her agency is being considered for a contract or funding by the Board, that member must declare that he/she is in conflict of interest and may not participate in discussions or voting concerning that contract or funding decisions about which there is a conflict of interest. However, that member shall be

available to the Advisory Board to answer questions that may be raised by other Board members.

#### **ARTICLE V-OPEN MEETINGS ACT**

All meetings of the Allegan County Community Corrections Advisory Board are subject to the Michigan Open Meetings Act, MCLA 15.261 et seq. Among the requirements, this act stipulates that public notice be posted for all board meetings. This notice shall be posted at the County Courthouse and the County Website.

#### **ARTICLE VI-MEETINGS**

Meetings shall be scheduled bi-monthly, in the months of January, March, May, July, September, and November, or on an as-needed basis at 12:00 noon. Special meetings may also be held at any time as called by the Chairperson or any other person designated by the Chairperson. Reasonable advance notice shall be communicated to Board Members. Public notice shall be posted at the Courthouse and the County Website.

#### **ARTICLE VII-LOCATION**

The principal Community Corrections Office shall be located in office space designated by the BOC.

#### **ARTICLE VIII-OFFICES**

The Board shall elect a Chairperson, Vice-Chairperson, and a Secretary-Treasurer. Elections shall be held once annually at the July meeting or the corresponding date established by the Chairperson.

1. Chairperson: The Chairperson shall arrange for and preside over the meetings of the Board and perform such duties as normally pertain to the Office.
2. Vice-Chairperson: The Vice Chairperson shall preside over Board meetings in the absence of the Chairperson and perform such other duties as may be delegated by the Chairperson.
3. Secretary: Responsibilities of the Secretary shall include preparation and distribution of the meeting agenda, posting notice of meetings, recording and distributing minutes of the meetings, and the administrative duties as normally pertain to this Office. Alternatively the Secretary may assign those duties to a recording secretary who may be considered an ex-officio member of the board for the purposes of attending meetings, taking notes, preparing minutes, posting meeting notices, etc. In the absence of the President or Vice President, the Secretary may preside over the meetings.

4. Community Corrections Administrator/Treasurer: Responsibilities of the Community Corrections Administrator/Treasurer shall include reviewing all financial records and reports, presentation of budget proposals and financial reports to the board and other duties as normally pertain to this office. (Related budget proposals and program and financial reports shall be compiled by program staff as assigned.)

#### **ARTICLE IX-AMENDMENTS TO BYLAWS**

Proposed changes in the Bylaws of the ACCCAB may be enacted by a two-thirds vote of the ACCCAB at a regularly scheduled or special Board meeting, provided at least fifteen (15) days notice of the proposed amendments have been given to the members of the Board. Proposed amendments approved by the Advisory Board shall then be forwarded to the BOC, for approval or rejection.

#### **ARTICLE X-EFFECTIVE DATE**

These Bylaws shall become effective after adoption by the BOC.