

**BY-LAWS RULES CONCERNING CONDUCT OF PROCEEDINGS
FOR THE COMMUNITY CORRECTIONS
ADVISORY BOARD**

SECTION I

NAME: The 28th Judicial District Community Corrections and 28th District Adult and Juvenile Board

SECTION II

- OBJECTIVE:
- A. Study the local Criminal Justice System;
 - B. Recommend a comprehensive plan to the 28th District County Commission's;
 - C. Evaluate the comprehensive plan.

All action taken by the Advisory Board is advisory in nature and subject to final approval by the Saline County Board of Commission.

SECTION III

MEMBERSHIP: Members of the board shall consist of positions stated by Kansas Statues and persons appointed in compliance with current Kansas Statutes.

Membership of the Board shall consist of the following:

| Appointed by: | Representing: |
|---|---------------------------------------|
| Saline County Sheriff | Law Enforcement |
| Salina Chief of Police | Law Enforcement |
| Saline County Attorney | Prosecution |
| 28 th Jud. Dist. Chief Judge | Judiciary |
| 28 th Jud. Dist. Chief Judge | Court Services Chief |
| Saline County Commission | Education |
| Saline County Commission | General Public (<i>6 positions</i>) |
| Salina City Commission | General Public (<i>3 positions</i>) |
| Ottawa County Commission | General Public (<i>4 positions</i>) |
| Ottawa County Commission | County Attorney |
| Saline County Commission | Mental Health |
| Saline County Commission | Judiciary |

The Chairperson or appointee of the Saline County Commission shall be an ex-officio member of the Advisory Board.

D. Vacancies

All members appointed shall remain in office for a term of two years until successors are duly appointed. All members can serve two consecutive terms unless otherwise approved to continue membership. All vacancies shall be filled for the unexpired term in the manner that the position was originally filled.

SECTION IV

OFFICERS:

The officers for the Community Corrections board shall consist of the following: one chairperson, and three board-appointed sub-committee members.

E. Term of Office for Officers

Officers shall be elected by the Board for two-year terms unless removed according to these rules and regulations and/or the officer request permission from the Board to vacate the office.

F. Vacancies of Officers

Upon a vacancy occurring with one of the elected officers of this Board, the Board shall elect new officers to fill the vacancy as needed.

G. Duties of Officers

1. Chairperson: The Chairperson or designee shall preside at sessions of the Board. Further, the Chairperson or designee shall coordinate activities of the Board and be an ex-officio member of all committees. Chairperson shall be empowered to appoint committee chairpersons with approval and consent of the Board. The Chairperson shall set the agenda items for each Board meeting along with the Community Corrections Director, and conduct in an orderly fashion the meeting of the Board.
2. Sub-Committee Members: The Sub-Committee shall meet once a month to review all agency statistical information, review all board agenda items, and make recommendations to the full-board at by-monthly meetings.
3. Other Officers: Other officers may be elected by the Board as needed, with duties specified at the time of election of such officers.

The support staff of Community Corrections shall provide all normal secretary functions of the Board including all minutes, correspondence and attendance.

SECTION V

QUORUMS: A quorum shall consist of half of the 22 member list or 12. No votes held at meetings will be passed without quorum or 12 members present to vote. Board members who represent agencies by statutory requirement are allowed to designate one member from his/her agency to attend the board meetings when the original member is unable to attend.

SECTION VI

MEETINGS: Meetings of the Advisory Board shall be held at least quarterly at a date, time, and location set certain.

A. Agenda

A list of items to be covered at regularly scheduled Advisory Board Meetings shall be provided seven calendar days in advance of the meeting.

B. Special Meetings

Meetings may at any time be called and set by the Chairperson who will advise all Board members, Director, County Administrator and news media of the time, date and place of this special meeting 48-hours in advance of said meeting. In addition, any three members of the Advisory Board can request a special meeting to be set. The Board members shall request the special meeting in writing to be delivered to the Chairperson. Upon receipt of said written notice, Chairperson shall set time, date, and place of said meeting and further shall cause notice of said meeting to be delivered to all Board members and the news media 48-hours in advance of said meeting.

SECTION VII

ATTENDANCE: All members of the Community Corrections Advisory Board are requested to be in attendance at all regularly convened meetings of the Board.

A. Missed Board Meetings

Board members are required to advise the staff of Community Corrections 24-hours in advance of regularly scheduled meetings their inability to attend said Board meeting. If any non-statutory required Board member has been absent from three regularly scheduled meetings, the Board may upon motion and vote taken of the Board present find a vacancy does exist and request the termination of the absent Board member from the Board. Upon such a vote, the Chairperson shall request the original appointing authority to fill the vacancy of the terminated Board member. In addition, the Chairperson shall instruct the Secretary to send written notice to the terminated Board member of the vote and his/her termination from the Board.

SECTION VIII

OPEN MEETINGS: All meetings and proceedings of the Advisory Board, and any committee or subcommittee of the Board shall be open to the public and the news media.

SECTION IX

AMENDMENT: Amendment to these rules and regulations may be proposed by two or more Board members. The two or more Board members shall prepare in writing the proposed amendment which shall be signed by the Board members proposing the amendment and then presented to the Board Chairperson. The Board Chairperson shall then notice the entire Board of the proposed amendment with at least 14-day prior notice of any Board meeting before voting may occur on amending the rules. For the rules to be amended, 2/3 vote of the Board members attending the meeting are required.

SECTION X

MINUTES: Secretary of the Board shall supply draft copies of the minutes of every Board meeting to the Saline County Commissioners and Advisory Board members within seven days of the meeting being conducted. Upon the calling of a special meeting, as allowed in these rules, the Chairperson may present to the Chairman of the County Commissioners an oral report concerning the nature and circumstances of the specially called meeting if deemed appropriate.