

A RESOLUTION ADOPTING THE AMENDED BYLAWS OF THE WASHTENAW COUNTY/CITY OF ANN ARBOR COMMUNITY CORRECTIONS ADVISORY BOARD

WASHTENAW COUNTY BOARD OF COMMISSIONERS

March 10, 1999

WHEREAS, on August 6, 1989, resolution 89-0219, the Washtenaw County Board of Commissioners in conjunction with the City of Ann Arbor established a Washtenaw County/City of Ann Arbor Community Corrections Advisory Board pursuant to PA 511 of 1988; and

WHEREAS, amended bylaws were drafted and approved by the Washtenaw County/City of Ann Arbor Community Corrections Advisory Board in March, 1999; and

WHEREAS, this amendment is reflected in Article II, Meetings. Section 3 Voting. And

WHEREAS, the amendment removes "the Action of a majority of the Washtenaw County/City of Ann Arbor Community Corrections Advisory Board present" and adds "A minimum of eight approving votes..."; and

WHEREAS, the City of Ann Arbor has approved the amended bylaws on February 16, 1999 (R 72-2-99); and

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby approves the Washtenaw County/City of Ann Arbor Community Corrections Advisory Board bylaws as attached hereto and made a part hereof.

**WASHTENAW COUNTY/CITY OF ANN ARBOR  
COMMUNITY CORRECTIONS ADVISORY BOARD**

# **BY-LAWS**

## **ARTICLE I**

### **NAME AND LOCATION**

#### **Section 1. Name**

**The name of this board shall be the Washtenaw County/City of Ann Arbor Community Corrections Advisory Board hereinafter referred to as *WCCCAB*.**

#### **Section 2. Location**

**Location of all documents prepared by or on behalf of the *WCCCAB* and requiring formal action by the Washtenaw County Board of Commissioners and Ann Arbor City Council will be on file with the Washtenaw County Clerk's Office.**

#### ***Section 3. Mission***

***The Washtenaw County/City of Ann Arbor Community Corrections Advisory Board (WCCCAB), has a mission to design, implement, monitor, assess and evaluate community corrections programs in Washtenaw County with the following objectives:***

***a) to provide appropriate alternative sanctioning options for the non-violent offender,***

***b) to address the unique needs of the local offender population,***

***c) to reduce the likelihood of recidivism***

*d) to provide the means to improve the utilization of the county jail, and*

*e) to target at-risk population groups such as youthful offenders, special population groups (gender specific, drug addicted, mental health, etc), domestic violence and pre-trial offenders for programming designed to address their specific criminogenic needs.*

*The WCCCAB will seek to accomplish its objectives in a manner consistent with public safety concerns.*

## **ARTICLE II**

### **PURPOSE**

#### **Section 1. General**

**The purpose of the WCCCAB shall be to formulate a comprehensive plan for development, implementation, and operation of community correctional services in Washtenaw County/City of Ann Arbor and to develop a plan for the administration, monitoring, and control of the community correctional services under the comprehensive plan. The WCCCAB, or designated sub-committee, is authorized to formulate and revise the plan through annual applications for renewal of funds as required by the Office of Community Corrections and Michigan Department of Corrections. The original plan and subsequent applications are subject to the review and approval of Washtenaw County Board of Commissioners and Ann Arbor City Council.**

#### **Section 2. Specific Duties**

**a) Develop a comprehensive community corrections plan, including monitoring activities, recommending improvements, performing annual evaluations, and preparing an annual report for submission to the Washtenaw County Board of Commissioners and Ann Arbor City Council.**

- b) Provide management of the *implementation* of the Community Corrections Plan**
- I) Develop a process for receiving and selecting program proposals.**
  - ii) Develop a system for data analysis for evaluation and reporting purposes.**
  - iii) Develop program policies and procedures for the *WCCCAB* operation and locally funded programs.**
  - iv) Develop on-going public education programs and information activities.**
  - v) Enter into contracts for services as identified in the Comprehensive Corrections Plan.**
  - vi) Develop safeguards to prevent unnecessary duplication of public and private services.**
  - vii) Encourage local planning activities and support greater interagency coordination.**
- c) Monitor programs and operations for compliance with OCC operating standards.**
- d) Facilitate the coordinated implementation and functioning of all aspects of the County's Criminal Justice Alternative Sanctioning programs.***
- e) Serve as the forum for the discussion of and the development of solutions to issues facing the County's Criminal Justice Alternative Sanctioning system.***

## **MEETINGS**

### **Section 1. Regular Meetings**

- a) Regular Meetings of the *WCCCAB* shall be held on a pre-announced schedule, at least *quarterly*, at such time and place as the *WCCCAB* shall determine and designate.**
- b) All proceedings of the *WCCCAB* and any committee or subcommittee of the**

**WCCCAB shall be announced publicly to the media and open to the public in accordance with and subject to the provisions of the "Open Meetings Act, inclusive and acts amendatory thereto.**

**c) The Annual Meeting of the WCCCAB shall be held in compliance with Washtenaw County policy number 95-0003 and shall occur between September 14 and October 16. The business of the Annual Meeting shall be adoption of the implementation plan for the fiscal year beginning October 1 and approval of the final report closing the preceding fiscal year.**

**d) The Organizational Meeting shall be the first regular meeting of the WCCCAB held in January of each year. The purpose of this meeting will be to accept nominations from the nominating committee to the officer positions as defined in these By-Laws.**

## **Section 2. Special Meetings**

**If special meetings are called, the WCCCAB and public must be advised at least three (3) days prior to the special meeting. Special meetings shall be called by the chairperson or vice-chairperson or by a majority of the members of the WCCCAB and notice of these meetings must appear publicly.**

## **Section 3. Voting**

**Each member of the WCCCAB shall have one (1) vote. A minimum of eight approving votes at any meeting at which there is a quorum, shall be the action of the whole WCCCAB, except as otherwise provided by these Bylaws. All votes of members of the WCCCAB shall be recorded and shall become matters of public record.**

## **Section 4. Quorum**

**No official business shall be conducted without a quorum. The quorum shall constitute no less than one half of the WCCCAB membership plus one (1).**

## ARTICLE III

### WCCCAB COMPOSITION

#### Section 1. WCCCAB Members

The WCCCAB shall consist of no less than fourteen (14) *statutorily mandated members pursuant to Section 7 (1), Page 3, of Enrolled House Bill 4164, Public Act 511 (PA511)* who shall be representative of the following *statutorily mandated*:

- 1. One member shall be a county sheriff, or his/her designee.*
- 2. One member shall be a chief of a city police department, or his/her designee.*
- 3. One member shall be a judge of the circuit court, or his/her designee.*
- 4. One member shall be a judge of the district court, or his/her designee.*
- 5. One member shall be a judge of the probate court, or his/her designee.*
- 6. One member shall be a county commissioner or city councilperson. In the case of a regional advisory board or a city-county advisory board, 1 county commissioner or councilperson from each participating city and county shall serve as a member.*
- 7. One member shall be selected from 1 of the following service areas: mental health, public health, substance abuse, employment, and training, or community alternative programs.*
- 8. One member shall be a county prosecuting attorney or his/her designee.*
- 9. One member shall be a criminal defense attorney.*
- 10. One member shall be from the business community.*
- 11. One member shall be from the communications media.*
- 12. One member shall be a representative of circuit court or district court probation.*
- 13. One member shall be a representative of the general public.*

*The board reserves the right to recommend the addition of not more than 7 , temporary/ex-officio (non-voting) members to expand and enhance the aspect of service provision pursuant to Washtenaw County Board of Commissioner's appointment policies and procedures. The terms of temporary/ex-officio members shall be consistent with Washtenaw County Board of Commissioners' policies for the appointment and tenure of ex-officio board members.*

*The board requires the establishment of three (3) standing committees to enhance the delivery of services and provide oversight to community corrections planned activities. These committees are as follows:*

*I. Executive/Finance Committee:*

*Comprised of the Chair, Vice Chair, Secretary and Treasurer of the full board.*

*Mission:*

*To review issues of personnel, finance and matters relative to litigation (if necessary). To make recommendations to the full board at regularly scheduled meetings of special meetings per the By-Laws.*

*Meeting Schedule:*

*In conjunction with regularly scheduled full board meetings, as required.*

*II. Program and Policy Committee*

*Comprised of four (4) members of the regular board - also may include ex-officio and/or ad-hoc committee members to enhance the mission of community based corrections.*

*Mission:*

*To review existing programs and policies as they compare to progress in each area based on reports submitted to the board by the Community Corrections Manager. To determine the effectiveness of existing programs and make recommendations for changes or modifications based on this review.*

***Meeting Schedule:***

***Every other month - date to be determined based on diversity of schedules of those assigned to this committee.***

***III. Public Education Committee***

***Comprised of the Media Representative to the full board and any other appointments the chair may feel would be beneficial to this cause.***

***Mission:***

***To assist in the development and delivery of the Public Education Plan as it is designed in the FY 94/95 Application and updated with subsequent applications.***

***Meeting Schedule:***

***Every other month - date to be determined based on diversity of schedules of those assigned to this committee.***

***(1)(b) Ad-Hoc Committees***

***The Chair of the WCCCAB, may at any time, appoint members to serve on ad-hoc committees to address special needs and/or concerns. Ad-Hoc Committees will be effective for a term to be determined by the Chair or the Program and Policy Committee and will work with this committee.***

***The Community Corrections Manager serves as staff to all committees established by the WCCCAB.***

**Section 2. Written Appointment**

***Only those statutory appointments named in the act with allowance for a designee, may assign a***

*designee to serve in cases of his/her absence.* No designee shall participate as a voting member unless the designee has been duly appointed in writing in accordance with the Community Corrections Act. Designees are allowed, per Act 511 for the Sheriff, Chief of Police, Prosecutor, and Circuit, District and Probate Court Judges, only.

### **Section 3. WCCCAB Terms**

Members of the Community Corrections Advisory Board shall serve for terms of two (2) years from and after the date of their appointment at the first regular meeting in January, except in initial constitution of the Board wherein terms are staggered, and shall remain in office until their successors are duly appointed. *WCCCAB* members can be re-appointed to no more than two consecutive terms with the exception of the *statutorily mandated elected official appointments which are County Commissioner, City Council Member, Sheriff, Prosecutor, Judiciary and Chief of Police.* An appointment to fill an unexpired term shall be considered one term for the purpose of re-appointment limitations. The *WCCCAB* shall elect its own officers.

### **Section 4. Absence**

Absences should be reported to the secretary of the *WCCCAB* in advance of the regularly scheduled meeting. More than three (3) consecutive absences may constitute removal from the *WCCCAB*. Consideration for removal shall be recommended to the Appointing Bodies by a majority of the *WCCCAB* voting members at the next available meeting.

### **Section 5. Compensation**

There shall be no compensation to any Community Corrections Advisory Board members except for *WCCCAB* approved, under Washtenaw County Financial Policies and Procedures, expenses.

### **Section 6. Resignation**

Resignation from the *WCCCAB* shall be by written letter to be submitted to the Advisory Board Chairperson and to the Washtenaw County Board of Commissioners and the City of Ann Arbor.

## **Section 7. Vacancies**

**Vacancies of the WCCCAB shall be filled by appointment by the Washtenaw County Board of Commissioners and the City of Ann Arbor. Such appointments shall be made so that the WCCCAB will be in compliance with Washtenaw County and City of Ann Arbor appointment policies.**

## **ARTICLE IV**

### **OFFICERS**

#### **Section 1. Elected Officers**

**The elected officers of the Community Corrections Advisory Board shall consist of: the Chairperson, Vice-Chairperson, Secretary and *Treasurer*.**

#### **Section 2. Qualification**

**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 to be submitted to the Advisory Board. A copy of such notices shall be forwarded to Washtenaw County Board of Commissioners and City of Ann Arbor.**

### **Section 5. Vacancies**

**Vacancies of offices will be filled by a special election conducted by the Community Corrections Advisory Board for remaining term of office. Notification of newly appointed officers shall be provided to the Washtenaw County Board of Commissioners and the Ann Arbor City Council.**

## **ARTICLE V**

### **AUTHORITY AND DUTIES OF OFFICERS**

#### **Section 1. Chairperson**

**The Chairperson will preside at all *WCCCAB* 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 his/her absence.**

#### **Section 3. Secretary**

**The Secretary will be responsible for taking and recording the minutes of the *WCCCAB* meetings and for sending out notices of the meetings to the area news media.**

## **Section 4. Treasurer**

*The Treasurer shall meet with the Community Corrections Manager every other month to review finances and expenditures versus services delivered to ensure the integrity of the financial management plan.*

## **ARTICLE VI**

### **FISCAL AGENT**

#### **Section 1. Fiscal Agent**

**Washtenaw County will be the fiscal agent for the WCCCAB. All grants, contracts and financial proceedings will conform with Washtenaw County, City of Ann Arbor and State of Michigan PA511 policies and requirements.**

### **CONFLICT OF INTEREST**

#### **Section 1. General**

**WCCCAB members or agencies represented by that member shall not benefit financially from Board membership. If such a situation arises that member must declare a "Conflict of Interest" and not participate in the discussion nor vote concerning a contract or funding decision about which the conflict of interest is related. However, that member may be available to the WCCCAB to answer questions which are raised by other WCCCAB members.**

**Whenever possible, efforts will be made to reduce the situations where contractors of services are current WCCCAB members.**

## **ARTICLE VII**

# **PARLIAMENTARY AUTHORITY**

## **Section 1. Parliamentary Authority**

**Parliamentary authority shall be regulated by Robert's Rules of Order. *The Board, at its Organizational Meeting shall appoint a Parliamentarian to be selected from the Ex-Officio Membership.***

## **ARTICLE VIII**

### **AMENDMENTS**

#### **Section 1. General**

**These Bylaws may be recommended to 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. Recommendations shall be submitted to the Washtenaw County Board of Commissioners and Ann Arbor City Council for approval.**

#### **Adopted:**

**Washtenaw County Board of Commissioners April 4, 1990**

**Ann Arbor City Council June, 1990**

#### **Amended:**

**Washtenaw County/City of Ann Arbor Community Corrections**

**Washtenaw County Board of Commissioners**

**Ann Arbor City Council**

#### **Attach Resolutions reflecting amendment**

**Washtenaw County Board of Commissioners Resolution Number:** \_\_\_\_\_

**Ann Arbor City Council: Resolution Number:** \_\_\_\_\_

[Return to Board of Commissioners March 10, 1999 Agenda](#)