



LIVINGSTON COUNTY COMMUNITY CORRECTIONS ADVISORY BOARD

BYLAWS

ARTICLE I

NAME AND LOCATION

Section 1. Name

The name of this board shall be the Livingston County Community Corrections Advisory Board hereinafter referred to as LCCCAB.

Section 2. Location

Location of all documents prepared by or on behalf of the LCCCAB and requiring formal action by the Livingston County Board of Commissioners will be on file with the Livingston County Clerk's Office.

Section 3. Mission

The LCCCAB has a mission to design, implement, monitor, assess and evaluate community corrections programs in Livingston County with the following objectives:

- a) To ensure public safety
- b) To provide appropriate alternative sanctioning options for the non-violent offender,
- c) To address the unique needs of the local offender population,
- d) To reduce the likelihood of recidivism
- e) To provide the means to improve the utilization of the county jail, and
- f) To target at-risk population groups

ARTICLE II

PURPOSE

Section 1. General

The purpose of the LCCCAB shall be to formulate a comprehensive plan for development, implementation, and operation of community correctional services in Livingston County and to develop a plan for the administration, monitoring, and control of the community correctional services under the comprehensive plan. The LCCCAB, is authorized to formulate and revise the plan through annual applications for renewal of funds as required by the Office of Community Corrections (OCC) and Michigan Department of Corrections (MDOC). The original plan and subsequent applications are subject to the review and approval of the Livingston County Board of Commissioners.

Section 2. Specific Duties

- a.) Develop a comprehensive community corrections plan, including monitoring activities, recommending improvements, and performing annual evaluations.
- 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 LCCCAB 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.

MEETINGS

Section 1. Regular Meetings

- a) Regular Meetings of the LCCCAB shall be held on a pre-announced schedule, at least quarterly, and when possible to coincide with quarterly reports to the state, at such time and place as the LCCCAB shall determine and designate.
- b) All proceedings of the LCCCAB 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 of acts amendatory thereto.
- c) Board members may attend a meeting virtually via telephone or video conference, so long as a quorum is physically present at the meeting. Board members who attend virtually shall be counted as being present at the meeting.

Section 2. Special Meetings

If special meetings are called, the LCCCAB 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 LCCCAB and notice of these meetings must appear publicly.

Section 3. Voting

Each member of the LCCCAB shall have one (1) vote. A minimum of five (5) approving votes at any meeting at which there is a quorum shall be the action of the whole LCCCAB except as otherwise provided by these Bylaws. All votes of members of the LCCCAB shall be recorded and shall become matters public record.

Section 4. Quorum

No official business shall be conducted without a quorum. The quorum shall constitute no less than five (5) of the LCCCAB membership.

Section 5. Record Keeping/Public Notice

The Community Corrections Coordinator will be responsible for preparing agendas for all regular LCCCAB meetings, recording meeting minutes and ensuring that proper public notice is given for all meetings and membership appointments to the Board as required by the Open Meetings Act and Public Act 511 (PA511). Meeting minutes will be posted on the County website no later than 30 days after approval of the LCCCAB. Meeting minutes will be made available to the OCC upon their request.

ARTICLE III

LCCCAB COMPOSITION

Section 1. LCCCAB Members

- a) The LCCCAB shall consist of no less than fourteen (14) statutorily mandated members pursuant to Section 7 (1), Page 3, of Enrolled House Bill 4164, PA511, who shall be representative of the following statute of mandated members.
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, no more than 3, 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 who is affiliated with the applicable workforce investment board.
 14. One member of the local clergy.
- b) The Chair of the LCCCAB may 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.

Section 2. Appointment of Designees

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. Designees are allowed, per PA511 for the Sheriff, Chief of Police, Prosecutor, and Circuit, District and Probate Court Judges, only.

Section 3. LCCCAB Terms

Members of the LCCCAB shall serve from the date of their appointment by the Livingston County Board of Commissioners and shall remain in office until their successors are duly appointed. Where a non-statutorily mandated Board Member has served more than two (2)

consecutive years, the CCAB may at its discretion, nominate and recommend a new board member to that position with final approval to the Livingston County Board of Commissioners. The LCCCAB shall elect its own officers.

Section 4. Absence

Absences should be reported to the Community Corrections Coordinator in advance of the regularly scheduled meeting. More than three (3) consecutive absences may constitute removal from the LCCCAB. Removal of a Board member due to excessive absences shall occur only on a vote of a majority of the Board.

Section 5. Compensation

There shall be no compensation to any LCCCAB members.

Section 6. Resignation

Resignation from the LCCCAB shall be by written letter to be submitted to the Advisory Board Chairperson and to the Livingston County Board of Commissioners.

Section 7. Vacancies

Vacancies of the LCCCAB shall be filled by appointment by the Livingston County Board of Commissioners pursuant to the provisions of PA511.

ARTICLE IV

OFFICERS

Section 1. Elected Officers

The elected officers of the LCCCAB shall consist of the Chairperson and Vice-Chairperson.

Section 2. Qualification

Elected officers shall be members of the LCCCAB.

Section 3. Term of Office

The term of office for officers shall be two years from the first regular meeting after their appointment 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 Livingston County Board of Commissioners.

Section 5. Vacancies

Vacancies of offices will be filled by a special election conducted by the LCCCAB for the remaining term of office. Notification of newly appointed officers shall be provided to the Livingston County Board of Commissioners, whom have final approval of appointment.

ARTICLE V

AUTHORITY AND DUTIES OF OFFICERS

Section 1. Chairperson

The Chairperson will preside at all LCCCAB 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.

ARTICLE VI

FISCAL AGENT

Section 1. Fiscal Agent

Livingston County will be the fiscal agent for the LCCCAB. All grants, contracts, and financial proceedings will conform with Livingston County, and State of Michigan PA511 policies and requirements.

CONFLICT OF INTEREST

Section 1. General

LCCCAB members or agencies represented by that member shall not benefit financially from Board membership. If such situation arises that a member must declare a "Conflict of Interest" and not participate in the discussion or vote concerning a contract or funding decision about

which the conflict of interest is related. However, that member may be available to the LCCCAB to answer questions, which are raised by other LCCCAB members. Whenever possible, efforts will be made to reduce the situations where contractors of services are current LCCCAB members.

ARTICLE VII

PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Authority

Parliamentary authority shall be regulated by Robert's Rules of Order.

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 LCCCAB 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 Livingston County Board of Commissioners for approvals. Bylaws should be reviewed at least every two years and revised as necessary. Upon approval of any amendments, the LCCCAB Bylaws shall be presented to OCC.

Adopted:

Livingston County Board of Commissioners

Amended:

Livingston County Community Corrections

Livingston County Board of Commissioners

Attach Resolutions Reflecting Amendment:

Livingston County Board of Commissioners

Resolution Number: