

**El Dorado County  
Community Corrections Partnership (CCP)**

**Bylaws- PROPOSED UPDATE 6/25/14**

***Adopted March 31, 2014***

**Article I- Purpose**

The purpose of the Community Corrections Partnership (“Partnership”) is: 1) to advise the Probation Department on the development and implementation of a Community Corrections Program, as defined in the Community Corrections Performance Act of 2009 (California Penal Code Sections 1228-1233.7); and 2) to recommend a local Implementation Plan to the Board of Supervisors for the implementation of the 2011 Public Safety Realignment, as defined in Section 1230.1 of the Penal Code.

**Article II- Membership**

- A. Composition: The Partnership shall consist of 11 members, composed of Executive Committee, Standing, and Appointed members as follows, compliant with Penal Code Subsection 1230(b)(2):

*Executive Committee:*

1. Chief Probation Officer (Chair)
2. Presiding Judge of the Superior Court (or Designee)
3. District Attorney
4. Chief of Police- City of Placerville
5. Sheriff
6. Public Defender
7. Head of the County Health and Human Services Agency

*Standing Members:*

8. Chief of Police- City of South Lake Tahoe
9. Head of the County Office of Education
10. County Chief Administrative Officer

*Appointed Members:*

11. Community Based Organization Representative

- B. Executive Committee: The Executive Committee will serve as the voting body of the Partnership, in accordance with State law, and will vote on the local Implementation

Plan and related recommended budget for the Community Corrections Special Revenue Fund for the implementation of 2011 Public Safety Realignment.

- C. Chair: The Chief Probation Officer of the County shall serve as the Chairperson of the Partnership, in accordance with State law. Should the Chief Probation Officer be unable to attend a meeting, the Chief's designee shall attend in his or her place pursuant to Section D, below. If the designee attends on behalf of the Chief of Probation, the designee shall assume the duties of Chairperson for that meeting.
- D. Alternates or Designees: All Partnership members, including Executive Committee members, may appoint a designee to attend meetings and provide input on Partnership matters. The designee must be appointed formally by their corresponding Partnership member at a Partnership meeting through an agenda item. Designees for Executive Committee members will have the ability to vote, including on implementation plans and related budgetary recommendations. Any time the voting member is present, the designee does not have voting authority.

### Article III- Structure and Meetings

- A. Regular Meetings: Regular meetings of the Partnership, Executive Committee, and other standing committees shall be held at least quarterly based on a schedule adopted by the Partnership and that schedule may be amended as needed. In addition, regularly scheduled meetings may be cancelled by a majority vote of the Partnership or, for lack of business or a quorum, by the Chair.
- B. Special Meetings: Special meetings of the Partnership, Executive Committee, or any other committees may be called by the Chair at any time. Such meetings shall be called in accordance with the provisions of the Brown Act regarding member and public notice.
- C. Committees: Ad hoc committees may be formed to deal with a specific need or issue as approved by the Partnership. When their objectives are met, they will be disbanded. The Chair will appoint at least one but not more than two Executive Committee member(s) to head each ad hoc committee. Ad hoc committees may include up to three voting Partnership members, non-voting Partnership members, staff and citizens as appropriate for the task at hand.

**Standing subcommittees may be created by vote of the Partnership Executive Committee. The Chairperson of a Standing Committee and up to two additional members will be appointed from Executive Committee members or their alternates**

**annually by a vote of the Executive Committee. Standing subcommittees shall be governed by the Brown Act and all meetings shall be open to the public. Each Standing Committee shall report to the Partnership on a regular basis.**

- D. Quorum: A quorum of the Partnership, Executive Committee, or any other committee shall be a majority of the members, or their alternates. A “majority” of the members means a majority of the authorized members, or their alternates, whether or not all of the positions have been filled. No action shall be taken unless a majority of the members are present.
- E. Voting: Each member of the Executive Committee has one vote and a majority vote of the members present is needed to pass a motion. **The Partnership shall use simplified parliamentary procedures ('Rosenberg's Rules of Order') to conduct business.**
- F. Setting the Agenda: The Chairperson shall designate items on the agenda. A call for requested agenda items shall go out to the Partnership members at least three weeks prior to the scheduled meeting, with requests submitted no later than two weeks before the scheduled meeting.
- G. Order of Business: The regular order of business of the Partnership and Executive Committee shall be:
  - a. Call to order
  - b. Public comment on unagendized items
  - c. Approve Record of Action from prior meeting
  - d. Committee staff report
  - e. Consideration and action on agenda items
  - f. Adjournment
- H. Public Access: All meetings of the Partnership and Executive Committee shall be open and accessible to the general public in accordance with the Brown Act. Opportunity for public comment will be included in each agenda item. The Chair may set in advance a reasonable time limit for public comments if necessary to facilitate the business of the Partnership.

## **Article V- Changes to Bylaws**

These by-laws may be adopted, amended, or repealed by a majority vote of the Executive Committee within the limitations of the Brown Act.