

**DRAFT**

## **El Dorado County Community Corrections Partnership Administrative Procedures**

These Administrative Procedures are designed to provide a general framework for coordination of the El Dorado County Community Corrections Partnership (CCP). They may be amended from time to time as appropriate. The last update to these Administrative Procedures was completed on June 25, 2014.

### **General Coordination**

#### ***Brown Act Compliance***

The CCP is subject to the open meeting requirements of the Brown Act. All members should be aware of the general requirements of the Brown Act. A guide to the Brown Act can be found on the League of California Cities Open Government website at <http://www.cacities.org/Resources/Open-Government>.

For administrative purposes, the following specific tenets of the Brown Act should be kept in mind:

- Appointed bodies, such as the CCP, are subject to the Brown Act. Standing committees (such as an ongoing subcommittee), even with less than a quorum of the appointed body participating, are also subject to the Brown Act.
- A temporary advisory committee composed solely of less than a quorum of the legislative body that serves a limited or single purpose, that is not perpetual, and that will be dissolved once its specific task is completed is not subject to the Brown Act.
- Regular meetings of the CCP or CCP Executive Committee must be noticed 72 hours in advance.
- Special meetings must be noticed 24 hours in advance.
- Agendas should contain enough information for action items to provide a reasonable description of the action to be taken.
- The CCP and CCP Executive Committee **cannot** take action on any items not properly noticed and agendized.
- Members should be reminded that communication regarding CCP action items outside of noticed meetings should be limited as required by the Brown Act. Of specific notice should be requirements regarding prohibited communication, including discussions of CCP business among a quorum of members and 'serial meetings' that result in discussion of CCP business with input from a quorum of members in succession.

#### ***Member Communication***

Communication to the CCP or CCP Executive Committee should generally come through the CCP Chair or coordinating staffer to assist with keeping communication at reasonable levels and communication between members conforming to Brown Act requirements.

### ***CCP materials storage and retention***

CCP related materials including meeting agendas with related attachments, minutes, staff reports, special projects and research, and member and public correspondence shall be retained by the Probation Department in a dedicated set of CCP folders. Members can request past materials through either the Chair or coordinating staffer. In addition, all CCP and CCP Executive Committee meeting agendas with related attachments and minutes will be inputted into the County's publicly available LegiStar legislative tracking system. Past meeting materials stored in the LegiStar system can be found [here](#).

### ***Changes to Administrative Procedures***

CCP staff may make minor amendments or updates, such as to meeting set up or the materials storage area, to these procedures without bringing the changes to the CCP Executive Committee for review. Revisions will be forwarded to the CCP as they are made. However, major amendments, such as a change to the process for bringing forward agenda items, shall be brought to the Executive Committee for review. A current copy of these procedures shall be kept in the CCP files and provided to members upon request and when they are appointed to the CCP.

## **Meeting Coordination**

### ***Setting the agenda***

Agendas shall be set by the Chair, taking into consideration all requests from CCP members.

### ***Request for items to be placed on agenda***

To ensure action items are agendized appropriately, CCP members wishing to include an item on an upcoming meeting agenda should contact both the Chair and coordinating staffer with the following information:

- Description of the requested action or informational item.
- Any supporting documentation.
- Whether the item is time sensitive.

The Chair will then direct the coordinating staffer to include the item on the next agenda for CCP Executive Committee consideration.

### ***Process for Submitting Budget Change Requests***

From time to time, departments receiving funding from the Community Corrections Subaccount may wish to move funding from one approved line item to another, or request additional funding for realignment related activities. Similar to agenda item requests, CCP members should forward budget change requests to the Chair and coordinating staffer with the following information:

- Description of the requested budget change, including identification of what categories funds are to be moved to and from, or if additional funding is requested.
- How the request meets the goals and objectives of the CCP.
- Any supporting documentation.

- Whether the funding request is time sensitive.

The Chair will then direct the coordinating staffer to include the budget change request on the next agenda for CCP Executive Committee consideration.

### *Notification of attendance or substitution of designee*

To determine if a quorum will be available to conduct CCP business, members are asked to notify the Chair and coordinating staffer if neither they nor their designee can attend a scheduled meeting.

### *Meetings of the CCP and CCP Executive Committee*

Generally the CCP and CCP Executive Committee will meet four times a year jointly. But, the Chair can call a special meeting as needed.

### *Meeting set up*

Meeting room set up shall generally be done in the following manner, space allowed:

- Semi-circle of tables with chairs along the outside at one end for CCP members, with Executive Committee members at center for voting purposes.
- Minute-taker and coordinating staff should either be at meeting table or a side table to provide support to CCP during discussions.
- Place cards for each member.
- Audience seating facing the CCP tables for staff and the public.
- Additional agendas and materials available on side table.
- Sign in sheet (voluntary) on side table.

### *Rosenberg's Rules of Order*

Meetings will be conducted in accordance with Rosenberg's Rules of Order, which are attached to these Administrative Procedures for reference. These Rules provide the framework for establishing a quorum, the role of the Chair, format for agenda item discussion, making motions, debate, public comment, and general courtesy and decorum expectations. A copy of Rosenberg's Rules of Order should be provided to each new member of the CCP and be available for reference at all meetings.

### *Convening subcommittee meetings*

Convening subcommittee meetings, either ad hoc or standing, is left to the CCP Executive Committee member appointed as the subcommittee sponsor. The sponsor may work with the CCP coordination staffer to send out meeting requests and coordinate member schedules.

### *Follow up items*

CCP members or staff assigned a role in undertaking meeting actions or furthering policy direction are responsible for following up and reporting on those items as appropriate.

**Attachments:** Rosenberg's Rules of Order