

**SACRAMENTO COUNTY
COMMUNITY CORRECTIONS PARTNERSHIP ADVISORY BOARD
BYLAWS**

ARTICLE I: NAME

The name of this board is the Sacramento County Community Corrections Partnership Advisory Board and will be referred to as the CCP Advisory Board in the following bylaws.

ARTICLE II: AUTHORITY

AB 109 (chaptered Fiscal Year 2010-11 on April 4, 2011 and AB 117 chaptered Fiscal Year 2010-11 on June 30, 2011), which added Penal Code Section 1230.1 to require the local Community Corrections Partnership (CCP) develop and recommend a plan to the County Board of Supervisors regarding public safety realignment to maximize the effective investment of criminal justice resources. To achieve the overarching goal of having an advisory body for the CCP that provides ongoing data collection, evaluation and analysis, as well as, input from local agency and community stakeholders, including formerly incarcerated individuals, to meet needs for annual AB 109 Plan updates, the CCP Advisory Workgroup was established by the Sacramento County CCP on February 4, 2021. The CCP approved an AB 109 Plan Update on May 6, 2021 that renamed the CCP Advisory Workgroup, the CCP Advisory Board.

ARTICLE III: PURPOSE

The CCP Advisory Board is responsible for conducting analysis and making recommendations to the CCP regarding required annual AB 109 Plan updates that incorporate further findings and input from local agency and community stakeholders, including formerly incarcerated individuals, align the AB 109 Plan format and content with Board of State and Community Corrections (BSCC) recommendations, and ensure County Board of Supervisors approval of the updated AB 109 Plan for consideration during the budget process each fiscal year.

ARTICLE IV: MEMBERS

CCP Advisory Board members will include local agency stakeholders and community representatives. One local stakeholder member will be designated by each of the seven (7) CCP Executive Committee members. Four (4) community members will be selected through a public application process that is determined by a vote of the Community Corrections Partnership.

ARTICLE V: MEETINGS

Section A: Regular Meetings

The CCP Advisory Board will meet on a monthly basis, at a consistent hour, day, and in a place and/or forum available to the public for participation, as determined by a vote of the CCP Advisory Board. Public notification of meetings shall be provided at least seventy-two (72) hours prior to the meeting.

Section B: Designees

Designees to the CCP Advisory Board must be identified in writing to the CCP Advisory Board Chair and staff.

Section C: Quorum

A quorum is no less than a simple majority of the membership of the CCP Advisory Board. Authorized designees can be counted toward a quorum at CCP Advisory Board meetings only in the absence of the principal member.

ARTICLE VI: MISCELLANEOUS

Section A: Brown Act

The CCP Advisory Board is subject to provisions of the Brown Act and must adhere to all requirements.

Section B: Convening Special Meetings

The Chair of the CCP Advisory Board may convene a special meeting. Written notice must be served at least 24 hours in advance. Only items included in the written notice may be discussed or considered.

Section C: Ethics Training and Conflict of Interest

CCP Advisory Board members are required to participate in ethics training every two years and Court members are required to participate in ethics training every three years. All members shall provide proof of ethics training completion to CCP Advisory Board staff, who will maintain a list of members and completion dates for ethics training and remind members when training is due. Members of the CCP Advisory Board shall abstain from voting on any issue in which the member has a financial interest as defined in Section 87103 of the Government Code.

Section D: Public Comment

The CCP Advisory Board welcomes and encourages public participation in meetings. When it appears there are several members of the public wishing to address the CCP Advisory Board on a specific item, at the outset of the item, the Chair of the CCP Advisory Board will announce the maximum amount of time that will be allowed for presentation of testimony. Matters under the jurisdiction of the CCP Advisory Board and not on the posted agenda may be addressed by the general public following completion of the regular agenda and any off agenda matters under consideration.

ARTICLE VII: CHAIR

Section A: Officers

The officers of the CCP Advisory Board include a Chair and Vice Chair, each of whom must be a member of the CCP Advisory Board.

Section B: Election of Officers

Election of officers will take place in September. The CCP Advisory Board staff will solicit nominations and present a list of candidates in September each calendar year. The CCP Advisory Board elects its officers during each September meeting of the calendar year. Additional nominations for officers may also be made by CCP Advisory Board members at the election meeting. The term of office is to begin the first meeting of the calendar year.

Section C: Terms of Office

Officers serve for one year and may run for re-election at the annual election. The Chair may serve a maximum of two consecutive years. The Chair may serve more than two one-year consecutive terms after a break in service of one full term.

Section D: Presiding Officer

The Chair is the presiding officer at regular and special meetings of the CCP Advisory Board.

Section E: Officer Succession

In the absence of the Chair, the Vice Chair presides at regular and special meetings of the CCP Advisory Board. In case of a vacancy in the office of Chair, the Vice Chair automatically assumes this office until the next election of officers. In the event all officers are absent, the CCP Advisory Board members shall designate a member to act as temporary Chair, or a majority of CCP Advisory Board members present will elect a temporary Chair.

Section F: Officer Vacancy

Should a vacancy occur in one or both officer positions, and after the required succession of officers has taken place, then a special election to fill the vacated positions will be held at the next regular meeting that a quorum is present. Such specially elected officers will fill the designated vacancies until the annual election during the last meeting of the calendar year, and are eligible for election into the offices they are filling, or into other offices, at that time.

ARTICLE XI: VOTING

Each CCP member has one vote. Authorized designees may vote on behalf of a member only in the absence of the principal member and if they have been identified by the member in written correspondence addressed to the Chair and staff. Action may be taken by a majority vote of those present and by not less than a majority of the quorum.

ARTICLE XI: PARLIAMENTARY AUTHORITY

Roberts' Rules of Order, revised, governs all CCP meetings except in instances of conflict between the rules of order and the bylaws of the CCP or provision of law.

ARTICLE XII: AMENDMENT OF BYLAWS

Proposed amendments to the bylaws are to be included on the agenda of a regularly scheduled CCP Advisory Board meeting. If approved, any action in response to the proposed change in the CCP Advisory Board bylaws becomes effective immediately.