
BY-LAWS

**MARQUETTE COUNTY
COMMUNITY CORRECTIONS ADVISORY BOARD**

I. Title and Scope

- A. Throughout these by-laws "Advisory Board" means the Marquette County Community Corrections Advisory Board (CCAB) created by the Marquette County Board of Commissioners pursuant to Sections 6, 7, and 8 of the Community Corrections Act (PA 511 of 1988 as amended).
- B. The jurisdictional area of the Advisory Board is the County of Marquette, Michigan.

II. Authority and Mission

- A. The Advisory Board shall be constituted and exercise the authority granted to it by the resolution adopted by the Marquette County Board of Commissioners on July 18, 1989.
- B. It is the mission of the Advisory Board to act as the principal planning, policy and program development body for community corrections programs in Marquette County. The purpose of the mission is to achieve the goal of Community Corrections Act to:

Reduce the number of admissions to state prison and jails of non-violent offenders, and improve the appropriate utilization of jail facilities without a demonstrable increase to the risk of public safety and within the context of effective, community-based programming (PA511, Section 8.4).

The Advisory Board will carry out this mission through advice and recommendation to the County Board of Commissioners. Specific tasks of the Advisory Board include:

1. Develop a comprehensive community corrections plan, monitor the plan, recommend improvements and modifications, perform annual evaluations of the programs and activities in that plan, and prepare an annual report.
2. Provide for the management of the Community Corrections Plan.

3. Develop a process for receipt of proposals, a proposal review and selection criteria which present no conflicting interest with the CCAB, County Commission or the Office of Community Corrections (OCC) or local programs under consideration.
4. Establish a system for data analysis as required by the OCC and provide information and monthly reports as required by the OCC.
5. Comply with minimum standards, program and fiscal monitoring system adopted by the State CCB.
6. Develop a system for evaluating and monitoring the effectiveness of the community corrections programs in accordance with guidelines developed by the State CCB.
7. Adopt program policies and procedures for the CCAB and the local programs.
8. Develop an ongoing public education and information program and implement public information activities which inform and educate the general public regarding the need for diversion of nonviolent offenders from confinement and the benefits these programs bring to the local community.
9. Determine the possible sources of funding of the program activities specified in the comprehensive plan.
10. Regularly monitor activities under the comprehensive plan for compliance with OCC operating standards and initiate corrective actions in cases of noncompliance.
11. Respond to requests by OCC and ensure that any required corrective actions are taken.
12. Develop safeguards to prevent duplication of existing public and private services to meet the needs of clients.
13. Encourage local planning activities in order to promote greater interagency coordination and more effective program development.
14. At the direction of the County Board of Commissioners, enter into contracts for services or provide services identified in the community corrections plan.

III. Membership

- A. The membership of the Advisory Board shall consist of 13 members to be appointed by the Marquette County Board of Commissioners. Appointments will be made on the following basis and in compliance with PA 511 of 1988, Section 7:

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 judge of the probate court, or his/her designee.
 6. One member shall be a county commissioner or city council person.
 7. One member shall be selected from 1 of the following areas: Mental or public health, substance abuse, employment & training, or community alternative pgms.
 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 either a circuit court probation agent or a district court probation officer.
 13. One member shall be a representative of the general public.
- B. If a vacancy occurs in an unexpired term, the Marquette County Board of Commissioners shall be notified of such vacancy, and a replacement shall be appointed to complete the unexpired term, in accordance with Board policy.
- C. Member's Absence - Whenever a member of the Advisory Board fails to attend four (4) consecutive regular meetings, the chairperson shall submit to such member and to the County Board of Commissioners a written memorandum of such record. The appointing body may hold a public hearing on the matter at which time the member shall have an opportunity to explain the reasons for such absence. The appointing body may thereafter terminate the appointment of such member if it deems necessary. Upon termination, the appointing body shall then appoint a new member to fill the unexpired term.

IV. Officers

- A. The Advisory Board at its annual meeting in January, will elect from its membership a

Chairperson and Vice-Chairperson.

B. The duties of the officers shall be as follows:

1. The Chairperson shall act as the chief executive officer of the Advisory Board and shall transact such business as may rightly pertain to this office. The Chair shall preside at all meetings of the Advisory Board and preserve order and shall decide all questions of order. The Chair shall enforce the provisions of these by-laws and, with approval of the Advisory Board, shall appoint all committees not otherwise provided for and be ex-officio member of all committees. The Chair shall perform such other duties as the Advisory Board may assign.

2. The Vice-Chairperson shall assist the Chairperson in the discharge of the Chair's duties and, during the absence of the Chair, shall perform the duties of the Chairperson. In the event that a vacancy occurs in the office of Chairperson, the Vice-Chairperson shall act as the Chairperson for the unexpired term. Vacancy in the Office of Vice-Chairperson shall be filled at the pleasure of the Commission.

V. Meetings

A. The Advisory Board will comply with the requirements of the Open Meetings Act (PA 267 of 1976) regarding all meetings held by the Board.

B. At the February meeting each year, an annual report shall be approved, a copy of which shall be made public and a copy forwarded to the Marquette County Board of Commissioners and the OCC.

C. Regular meetings shall be held monthly. The day, time, and meeting place for the monthly meetings for the year and the day, time, and meeting place for the annual meeting for the following year will be set at the annual meeting.

D. The Chairperson may call a special meeting when necessitated to properly discharge the duties of the Advisory Board and shall call special meeting by request of four (4) members of the Commission. This request shall be in writing, shall state clearly the purpose of the meeting and shall be signed by those making such request. Such meetings shall be held in accordance with the same procedures as govern regular meetings. Such special meeting may be held with less than 13 members provided that a quorum is present, and those members who cannot be in attendance have acknowledged receipt of written notice of such special meeting.

E. Quorum: Seven members of the Advisory Board shall constitute a quorum. However, if less than seven (7) members are present, then a meeting may ensue with only items on the posted agenda for discussion and vote.

F. Order of Business of Advisory Board meetings:

1. Call to order
2. Attendance
3. Approval of Agenda
4. Approval of the Minutes
5. Public Comment
6. Communications and Reports
7. Unfinished Business
8. New Business
9. Public Comment
10. Adjournment

H. Voting

1. Every member who shall be present when a question is last stated by the Chair, and no other, shall vote for or against the same, unless the member is immediately, financially interested in the question. The Chairperson must vote on all questions unless the above exception is present, or if his/her decision on the immediate question is appealed by another member.

2. Conflict of interest - An Advisory Board member of the agency represented by that member shall not benefit financially from Board membership. If a Board member or his/her agency is being considered for a contract or other funding by the Board, that member must declare that he/she is in conflict of interest. That member may not participate in discussions or voting concerning that contract or funding decision about which there is a conflict of interest. However, that member may be available to the Board to answer questions that may be raised by other Board members.

3. Cancellation of Meetings - When, due to adverse weather conditions, or by reason of other emergency, there is little prospect of having a quorum of Advisory Board membership present for a scheduled meeting of the Board, the Chairperson, or, in his/her absence, the Vice-Chairperson, following a telephone poll of the membership on the day of such meetings to determine likelihood of such attendance, may elect to cancel such scheduled meeting by telephone message to the membership before 10:00am, on the day of the meeting.

VI. Committees

A. Adhoc: The Chairperson of the Advisory Board will appoint adhoc committees to carry out specified tasks. These tasks will be recommended by vote of the Advisory Board.

- B. Committee of the Whole: The Chairperson of the Advisory Board may convene, or designate another Board member to convene, a meeting of the committee of the whole in order to conduct a public hearing or discuss issues of relevance to the planning board. When meeting as a committee of the whole, the Advisory Board is strictly prohibited from taking any formal final action on any business then before the Board.
- C. Other Appointments: When permitted by state statute and the procedural rules of other organizations, the Chairperson shall be empowered to designate an alternate for her/himself on a temporary basis when the Chairperson is functioning as a member of a Board, commission, or committee by virtue of holding the office of Chairperson of the Advisory Board.

VII. Headquarters

The headquarters of the Advisory Board shall be in the offices assigned to the Advisory Board by the Marquette County Board of Commissioners. All contracts, meeting minutes, plans and grant related materials shall be filed with the County Clerk.

VIII. Action in the Name of the Advisory Board

- A. No member of the Advisory Board shall have the power to bind the Advisory Board, nor act in its behalf, nor use its name, unless official sanction is granted by the Advisory Board at the duly called regular or special meeting.
- B. All authorizations for the expenditure of funds or resolutions obligating the Advisory Board financially shall be approved and submitted by the Advisory Board to the Marquette County Board of Commissioners. Expenditures will be limited to the annually adopted budget.
- C. Once the Advisory Board has been informed that a public hearing has been called, members of the Advisory Board shall not publicly discuss the subject material prior to the designated public hearing.

IX. Amendments to By-Laws

- A. These by-laws may be amended subject to approval of the Marquette County Board of Commissioners only by a majority vote of the entire Advisory Board at any regular meeting of the Commission, provided that the amendment does not conflict with the authority granted the Advisory Board by the Marquette County Board of Commissioners' Resolution establishing the Advisory Board dated July 18, 1989, and provided further that the

amendment has been presented in writing by a member and read at two (2) previous regular meetings of the Commission.

- B. Matters not included in these by-laws shall be governed by Robert's Rules of Order.

X. Effective Date

These by-laws shall take effect immediately on passage by a quorum of the membership of the Commission.

Approved by the Marquette County Community Corrections Advisory Board:
Thursday, January 5, 1995.

Ernest F. Grasso, CCAB Chairperson