

BY-LAWS
OF
UNIFIED GOVERNMENT
DEPARTMENT OF COMMUNITY CORRECTIONS
ADVISORY COMMITTEE

ARTICLE I

The name of this group shall be the Unified Government Department of Community Corrections Advisory Committee.

ARTICLE II

Purpose

Section 1.

This committee is appointed for the purpose of determining the feasibility of implementation of a community corrections plan for Wyandotte County. The comprehensive plan should provide a framework within which all corrections programs operating within the County can be coordinated to best serve the interests of the residents. In addition to preparing a comprehensive plan on an annual basis, the Advisory Committee will be responsible for the following functions:

- A. Evaluating the success of all existing correctional programs.
 - 1. Make recommendations on all existing programs and recommendations for future correctional programs.
- B. Evaluating the cost/benefit of all correctional programs.
- C. Recommending changes in the current program structure to improve the cost/benefits.
- D. Determining gaps in current services, providing for program planning to fill these gaps.

- E. Assuring sufficient coordination and planning to minimize duplication of services among correctional programs.
- F. Preparing and updating the comprehensive plan at least annually and at other times when deemed necessary.

Section 2.

The members of the Corrections Advisory Committee will be appointed as provided by K.S.A. 75-5297.

Section 3.

Membership shall consist of no more than twelve (12) members selected as provided by K.S.A. 75-5297.

Section 4.

Length of term: Members of the Community Corrections Advisory Committee shall serve a term of two (2) years as designated by K.S.A. 75-5297.

ARTICLE III

Officers

Section 1.

Officers: the officers of the Committee are the chairperson, the vice chairperson, and such other officers as the committee, from time to time, may determine and elect.

Section 2.

Qualifications: The Advisory Committee shall elect the chairperson from its members. The vice chairperson shall be elected from among members of the Advisory Committee.

Section 3.

Elections: The election of officers shall take place at the annual meeting of the Committee held the first Tuesday in October of each year. All officers shall hold office for one (1) year or until their successors have been elected and assumed office.

Section 4.

Vacancies: A vacancy in any office of the Committee shall be filled for the unexpired term by election of the Committee membership at any meeting of the Committee. Termination of membership on the Advisory Committee results in automatic vacating of any office of the Committee the member holds.

Section 5.

Duties: The chairperson shall have such powers and duties as may be prescribed by custom or parliamentary law for the office. The chairperson shall perform such duties as may be set by the Committee from time to time. The chairperson shall submit at the annual meeting a report of the activities of the Committee. The vice chairperson, in the absence or disability of the chairperson, shall carry out the responsibilities of the chairperson.

ARTICLE IV

Committees

Section 1.

Committee Appointment: The chairperson of the board subject to approval by the board shall appoint Committees.

Section 2.

Chairman: The chairman of each committee shall be a member of the Unified Government Department of Community Corrections Advisory Board.

ARTICLE V

Meetings

Section 1.

Notices: A notice of each meeting of the Committee, whether regular or special, shall be given orally or in writing by the Director to each representative of the Committee not less than four (4) days prior to the date set for the meeting. The Program Director or designee shall give public notice for all meetings.

Section 2.

Special meetings: the chairperson of the Committee may call special meetings of the Committee.

Section 3.

Executive Sessions: Board members may meet in executive sessions, excluding the press and public, to discuss matters made known to the public and press prior to the executive session, providing the matters discussed in said meeting are disclosed to the press and public following the said meeting.

Section 4.

Quorum: Six (6) members of the Committee shall constitute a quorum for the transaction of business. A majority vote of the quorum shall be sufficient for the adoption of any motion except to amend these by-laws.

Section 5.

Annual meeting: The annual meeting of the Committee shall be held the first Tuesday in October.

Section 6.

In the event any regular meeting falls on a legal holiday that meeting will be held the following Tuesday.

Section 7.

All meetings of the Advisory Committee shall be open to the public. The news media will be notified at least four (4) days prior to the date of each meeting.

Section 8.

Regular meetings shall be held at least once a month on a day designated in the standing rules.

Section 9.

Committee members can cast a vote by proxy. This shall be accomplished by letter, telephone or in person through the program Director and/or the Chairperson of the committee.

ARTICLE VI

By-Laws

Section 1.

A copy of all proposed amendments to these By-Laws shall be mailed by the Program Director to each member of the Committee at least ten (10) days prior to the date at which action is to be taken on the amendment.

Section 2.

An affirmative vote by eight (8) members of the Committee shall be necessary to amend these by-laws.

Section 3.

Committee members can cast a vote by proxy. This shall be accomplished by letter, telephone or in person through the program Director and/or the Chairperson of the committee.