

By-Laws of the Wyandotte County Juvenile Corrections Advisory Board 29th Judicial District

Article I – Name

The name of this board shall be the Wyandotte County Juvenile Corrections Advisory Board.

Article II – Purpose

Pursuant to K.S.A. 75-7046 the board shall:

1. Actively participate in the continuing formulation of the comprehensive plan for the development, implementation and operation of juvenile correctional services as described in K.S.A. 75-7038.
2. Make formal recommendations to the Unified Government of Wyandotte County/Kansas City, Kansas *at least annually* concerning the comprehensive plan and its implementation and continuing operation.
3. Advise the Unified Government on any and all matters touching upon Juvenile Corrections.

The Juvenile Corrections Advisory Board hereby commits to provide advocacy to improve community education and integration of juvenile justice services for Wyandotte County, as part of its stated purpose.

Article III – Board Membership

Section 1 – Members

The board shall be composed of 12 or more members who shall be representative of law enforcement, prosecution, the judiciary, education, corrections, ethnic minorities, the social services and the general public appointed pursuant to the statutory requirements of K.S.A. 75-7044 et seq. (See Appendix A). At least two members of the juvenile corrections advisory board shall be representative of ethnic minorities and no more than 2/3 of the members of each board shall be members of the same gender.

Section 2 – Terms and Vacancies

a. Pursuant to K.S.A. 75-7045 (a) members of the board appointed under section 1 shall serve staggered terms of three years beginning July 1 expiring on June 30, and shall rotate in accordance with the schedule published in Appendix B.

Section 3 – Meetings

The board shall hold monthly regular meetings at a time and place to be determined by the board. Additional and special meetings may be called by the Chair at any time. Notice of additional or special meetings shall be given orally or in writing to each member at least 48 hours before the day of the meeting.

By-Laws of the Wyandotte County Juvenile Corrections Advisory Board 29th Judicial District

Pursuant to K.S.A. 75-7045 (b) all proceeding of the Juvenile Corrections Advisory Board, any committee or subcommittee of the board shall be open to the public in accordance with and subject to the provisions of K.S.A. 75-4317 to 75-4320 inclusive and amendments thereto. The records of the board shall be open to public inspection at all times.

Section 4 – Quorum

The presence of a majority of board members (8 members) will constitute a quorum at any meeting. A quorum must be present at any meeting at which official board action is taken.

Section 5 – Procedures

Roberts Rules of order shall be the authority for all questions of procedures at any meeting of the board.

Section 6 – Voting

Pursuant to K.S.A. 75-7045 (b) all votes of members of the board shall be recorded and shall become matters of public record. Votes on any matters before the board shall require a simple majority for passage.

Section 7 – Proxies

Each member of the board may in writing designate a proxy who may attend meetings and cast votes in place of the appointed member.

Section 8 – Attendance

If any board member/proxy fails to attend two regular meeting in a state fiscal year and fails to send a proxy to such meetings, the Chair will consult with the board member in writing of the intention to continue serving. If any board member/proxy fails to attend three regular meetings in a state fiscal year and fails to send a proxy, the position will be considered vacant and filled as specified in Section 2.

Section 9 – Proceedings and Records Open; Votes Recorded

- a. All proceedings of the board and any committee or subcommittee of the board shall be open to the public pursuant to K.S.A. 75-7045 and amendments thereto.
- b. All votes of members of the board shall be recorded and shall become matters of public record.
- c. All other records of the board shall be open to public inspection pursuant to K.S.A 45-215 et seq., the Open Records Act, unless disclosure is or may be restricted under state or federal law.

By-Laws of the Wyandotte County Juvenile Corrections Advisory Board 29th Judicial District

Article IV – Officers

Section 1 – Elected Officers

Officers of the board will consist of a Chair, Vice Chair, and Secretary. The officers will be nominated and elected in July to a term of one year. No term limits for officers shall apply.

Section 2 – Duties of elected officers

a). Chair

The chair shall preside at all meetings of the Board; shall appoint Committee Chairs, and shall in consultation with the committee chairs appoint committee members; shall serve as ex officio member of all committee; shall call special meetings as necessary; and shall exercise leadership in the successful prosecution of the purposes of the board; may vote on all matters of the board at general meetings.

b). Vice Chair

The Vice Chair shall perform the duties of the Chair when the Chair is absent or unable to serve; and shall perform special duties as requested by the Chair.

c). Secretary

The Secretary shall be responsible for recording minutes and other records of the business conducted by the Board; and shall be arbiter/parliamentarian. The recording of minutes may be delegated to the staff.

Article V – Committees

a) The board may establish such standing or ad hoc and advisory committees it deems necessary to carry out the functions and purposes of the board.

b) Each committee will be chaired by a member of the board. Additional members of any committee may be appointed from the community at large.

c) A Nominating Committee shall be appointed in June with the charge to propose a slate of officers at the July meeting.

Article VI – Amendments

Amendments to by-laws require one month's written notice. A simple majority of the full board is required to amend these by-laws.

By-Laws of the Wyandotte County Juvenile Corrections Advisory Board 29th Judicial District

APPENDIX A

75-7044. Juvenile corrections advisory boards; membership, qualifications, appointment; alternative membership, qualifications and appointment provisions for cooperating counties; use of adult corrections advisory board, when. (a) Subject to the other provisions of this section, each juvenile corrections advisory board established under K.S.A. 75-7038 through 75-7053, and amendments thereto, shall consist of 12 or more members who shall be representative of law enforcement, prosecution, the judiciary, education, corrections, ethnic minorities, the social services and the general public and shall be appointed as follows:

(1) The law enforcement representatives shall be:

(A) The sheriff or, if two or more counties are cooperating, the sheriff selected by the sheriffs of those counties, or the designee of that sheriff; and

(B) the chief of police of the city with the largest population at the time the board is established or, if two or more counties are cooperating, the chief of police selected by the chiefs of police of each city with the largest population in each county at the time the board is established, or the designee of that chief of police, except that for purposes of this paragraph in the case of a county having consolidated law enforcement and not having a sheriff or any chiefs of police, "sheriff" means the law enforcement director and "chief of police of the city with the largest population" or "chief of police" means a law enforcement officer, other than the law enforcement director, appointed by the county law enforcement agency for the purposes of this section;

(2) the prosecution representative shall be the county or district attorney or, if two or more counties are cooperating, a county or district attorney selected by the county and district attorneys of those counties, or the designee of that county or district attorney;

(3) the judiciary representative shall be the judge of the district court of the judicial district, who is assigned the juvenile court docket or the judge who is assigned most juvenile court cases, or if there is more than one judge in the judicial district who is assigned the juvenile court docket, the administrative judge of such judicial district shall appoint one of the judges who is assigned the juvenile court docket, containing the county or group of counties or, if two or more counties in two or more judicial districts are cooperating, the judge of each such judicial district, who is assigned the juvenile court docket or the judge who is assigned most juvenile court cases, or if there is more than one judge in the judicial district who is assigned the juvenile court docket, the administrative judge of such judicial district shall appoint one of the judges who is assigned the juvenile court docket;

(4) the education representative shall be an educational professional appointed by the board of county commissioners of the county or, if two or more counties are cooperating, by the boards of county commissioners of those counties

(5) a court services officer designated by the judge of the district court of the judicial district, who is assigned the juvenile court docket or the judge who is assigned most juvenile court cases, or if there is more than one judge in the judicial district who is assigned the juvenile court docket, the administrative judge of such judicial district shall appoint one of the judges who is assigned the juvenile court

By-Laws of the Wyandotte County Juvenile Corrections Advisory Board 29th Judicial District

docket, containing the county or group of counties or, if counties in two or more judicial districts are cooperating, a court services officer designated by the judges of those judicial districts, who are assigned the juvenile court docket or the judges who are assigned most juvenile court cases;

(6) an executive director of the community mental health center or such director's designee or in the absence of such position, the board of county commissioners of the county shall appoint or, if two or more counties are cooperating, the boards of county commissioners of those counties shall together appoint a representative of mental health service providers for juveniles in such county or counties;

(7) the board of county commissioners of the county shall appoint or, if two or more counties are cooperating, the boards of county commissioners of those counties shall together appoint at least three and no more than six additional members of the juvenile corrections advisory board or, if necessary, additional members so that each county which is not otherwise represented on the board is represented by at least one member of such board;

(8) three members of the juvenile corrections advisory board shall be appointed by cities located within the county or group of cooperating counties as follows:

(A) If there are three or more cities of the first class, the governing body of each of the three cities of the first class having the largest populations shall each appoint one member;

(B) if there are two cities of the first class, the governing body of the larger city of the first class shall appoint two members and the governing body of the smaller city of the first class shall appoint one member;

(C) if there is only one city of the first class, the governing body of such city shall appoint all three members; and

(D) if there are no cities of the first class, the governing body of each of the three cities having the largest populations shall each appoint one member.

(b) If possible, of the members appointed by the boards of county commissioners in accordance with subsection (a)(7) and by the governing bodies of cities in accordance with subsection (a)(8), members shall be representative of one or more of the following:

- (1) Public or private social service agencies;
- (2) ex-offenders;
- (3) the health care professions; and
- (4) the general public.

(A) (c) At least two members of each juvenile corrections advisory board shall be representative of ethnic minorities and no more than 2/3 of the members of each board shall be members of the same gender.

By-Laws of the Wyandotte County Juvenile Corrections Advisory Board 29th Judicial District

APPENDIX B

<u>Appointment</u>	<u>Appointing Authority</u>	<u>Term Ends</u>
1. Police Representative (1) Terry Zeigler	Chief of Police	06-30-2013
2. Prosecution Representative (1) Sheri Courtney	District Attorney	06-30-2013
3. Court Services Representative (1) Regina Scherzer	Juvenile Court Judge	06-30-2013
4. Mental Health Representative (1) Randy Callstrom	Executive Director WCBH	06-30-2013
5. Faith Representative (1) John Huber	UG - BOCC	06-30-2013
6. Commissioner (1) Tom Cooley	UG Mayor-CEO	06-30-2013
7. Sheriff Representative (1) Terri Broadus	Sheriff	06-30-2011
8. Judiciary Representative (1) Judge Daniel Cahill	Child in Need of Care Judge	06-30-2011

**By-Laws of the Wyandotte County
Juvenile Corrections Advisory Board
29th Judicial District**

9 – 11. Education Representatives (3)	District Superintendents	06-30-2012
9. Turner Bill Hatfield		
10. KCK Lisa Garcia		
11. Piper Kerry Cosgrove		
12. Health Care Representative (1) Emily Kates	Health Department Director	06-30-2013
13. City of Bonner Springs (1) Mark Zaretski	Mayor of Bonner Springs	06-30-2012
14. SRS (1) Peggy Kelly	SRS Regional Director	06-30-2013
15. Community Corrections (1) Phil Lockman	Community Corrections Director	06-30-2012
16. At Large (1) Vacant	UG Mayor – CEO	06-30-2012

