

# **ADAMS COUNTY COMMUNITY CORRECTIONS BOARD**

## **BY-LAWS**

### **ARTICLE I**

#### **PURPOSE AND PROCEEDINGS**

##### **Section One**

The Adams County Community Corrections Board, hereinafter referred to as "The Board", has been established pursuant to the authority of §17-27-103 (2), C.R.S., as amended, to oversee all community corrections facilities and programs in the County of Adams, State of Colorado, including community services programs, and to advise the Board of County Commissioners for the County of Adams, State of Colorado on matters relating to community corrections facilities and programs and such other related issues as may be referred to it by the Board of County Commissioners for the County of Adams, State of Colorado.

##### **Section Two**

The Board shall promulgate such policies, standards and procedures for the conduct of community corrections facilities and programs in Addams County as it deems appropriate. Such promulgation shall be by a vote of the majority of those members of the board attending any meeting of the Board where a quorum has been declared.

##### **Section Three**

The Board shall require the submission of budgetary and operational reports from all community corrections facilities and programs, including community services programs, on a quarterly basis and shall review such reports along with all policies, standards and procedures promulgated by the Board on a quarterly basis. The Board shall have the authority to waive this quarterly report and review policy if deemed appropriate by the Board; provided, however, that the Board shall require such reports and conduct such reviews at least once annually. Nothing in this section shall limit the Board's authority to request such reports or to conduct such reviews more frequently than on a quarterly basis if deemed necessary by the Board.

##### **Section Four**

The Board shall annually review any contract in existence or proposed involving services to offenders to be provided by any community corrections facility or program established in Adams County and shall advise the Board of County Commissioners of Adams County and the Chief Judge of the Seventeenth Judicial District of its findings and recommendations as promptly as practicable.

## **Section Five**

The Board shall advise the Board of County Commissioners of Adams County regarding the desirability of creating, contracting with, or participating in additional community corrections programs in the County of Adams, State of Colorado and shall investigate any proposal for the establishment of a new community corrections facility or program in said county, reporting the Board's findings to the Board of County Commissioners of Adams County.

## **ARTICLE II**

### **BOARD MEMBERSHIP**

#### **Section One**

Membership of the Board shall be as established by the Board and reported by the Board of County Commissioners of Adams County.

#### **Section Two**

There shall be no fewer than seven (7) and no more than thirteen (13) members of the Board. The Board shall consist of at least one representative from each of the following groups, organizations or entities:

- a. One District Court Judge or County Court Judge from the Seventeenth Judicial District.
- b. One representative from the Office of the District Attorney of the Seventeenth Judicial District.
- c. One representative from the Adams County Sheriff's Office.
- d. One parole officer.
- e. One representative from the Office of the Public Defender assigned to the Seventeenth Judicial District.
- f. One representative from the Probation Department of the Seventeenth Judicial District.
- g. At least one, and no more than six, representatives to be deemed at large members of the Board and who need not represent any specific constituency.

- h. At least one representative from any residential community in which any residential placement facility exists.

### **Section Three**

Each board member shall be entitled to one vote. Each board member may designate an alternate to attend any specific meeting and vote by proxy at said meeting. Such designation must be accomplished prior to the beginning of the meeting in question and may be accomplished either orally or in writing to the Chairperson of the Board.

### **Section Four**

The term of service for each board member shall be three (3) years unless otherwise designated by the Board of County Commissioners of Adams County. Board members who resign or leave the Board for whatever reason shall be replaced as soon as possible. The Chairperson of the Board shall recommend candidates to fill such vacancies on the Board to the Board of County Commissioners of Adams County after first having consulted with the remaining members of the Board.

### **Section Five**

Any Board member who misses three (3) consecutive Board meetings without a designated alternate having attended said meetings, shall be subject to removal from the board. Removal shall be by majority vote of those members of the Board attending any meeting at which the matter comes before the Board and at which there is a quorum for conducting business.

## **ARTICLE III**

### **OFFICERS**

#### **Section One**

There shall be a Chairperson and Vice-Chairperson of the Board elected as hereinafter provided. The duties of the Chairperson shall be to preside over the meetings of the Board and to call special meetings or poll the Board as the Chairperson deems necessary and proper.

The Vice-Chairperson shall perform the duties of the Chairperson in the event of the Chairperson's absence or in the event of a vacancy in the position of Chairperson. In the event of a vacancy in the position of Chairperson, the Vice-Chair person shall only fill said vacancy until the Board elects a successor to said position to complete the unexpired term of the vacating Chairperson.

## **Section Two**

The record of minutes of the meetings of the Board and all accounts of the financial matters of the Board shall be kept by the Board's Coordinator who shall be an employee of the County of Adams, State of Colorado and who shall serve as the ex-officio Secretary and Treasurer to the Board.

## **Section Three**

The Chairperson and Vice-Chairperson shall be elected by the Board from among its membership at the first meeting following the fourth of October of each calendar year to serve for one (1) year.

## **ARTICLE IV**

### **MEETINGS**

#### **Section One**

The Board shall hold regular meetings at least once every calendar month. The time and place for said regular meetings shall be determined by the Chairperson and notice thereof shall be given each member of the Board.

The Board may also be called into special session at such times and dates and at such location as the Chairperson shall deem necessary and appropriate.

#### **Section Two**

The agenda for each Board meeting shall be presented with the notice of regular meetings whenever feasible and may be amended, if necessary, at the commencement of each such meeting.

#### **Section Three**

A quorum necessary for the transaction of business of the Board shall consist of a majority of the members of the Board then serving. The Board may, however, meet and conduct such informal discussions as it pertains to the business of the Board and make such recommendations to a quorum of the Board in the absence of such a quorum and when a quorum of the Board exists, formal action may then be taken on such recommendations. No vote may be taken with respect to such formal action without a quorum of the Board.

#### **Section Four**

All Board meetings shall be open to the public unless otherwise determined by a two-thirds majority of the voting members present.

#### **Section Five**

The Board is empowered to extend whatever operational funds are provided to it by the Board of County Commissioners for Adams County. All expenditures must be authorized, approved, or ratified by a majority vote of the Board. The Coordinator, acting in the capacity of ex officio Treasurer to the Board, shall maintain the financial records of the Board and be responsible for the maintenance of the budgeted funds and is further empowered to make whatever expenditures the Board may authorize, approve or ratify.

### **ARTICLE V**

#### **BY-LAWS**

#### **Section One**

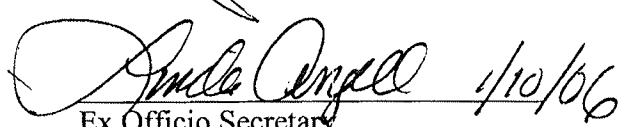
These By-Laws may be amended by two-thirds (2/3) vote of the members of the Board then voting, at any regularly scheduled meeting of the Board if notice of the proposed amendment has been given to the members prior to the meeting.

#### **Section Two**

These By-Laws shall be in effect upon approval of the Board, with such approval acknowledged by the dated signatures of the Chairperson and ex officio Secretary of the Board.

DATED THIS 10 day of January of, 2006.

  
Chairperson

 1/10/06  
Ex Officio Secretary

**Revised September 6, 2005**