

**WASHTENAW COUNTY/CITY OF ANN ARBOR  
COMMUNITY CORRECTIONS ADVISORY BOARD**

**BY-LAWS**

**ARTICLE I - NAME AND LOCATION OF DOCUMENTS**

Section 1.     Name

The name of the board shall be the Washtenaw County/City of Ann Arbor Community Corrections Advisory Board, hereinafter referred to as WCCCAB.

Section 2.     Location of Documents

All documents prepared by or on behalf of the WCCCAB and requiring formal action by the Washtenaw County Board of Commissioners and Ann Arbor City Council shall be filed with the Washtenaw County Clerk's Office.

**ARTICLE II – MISSION, PURPOSE, AND SPECIFIC DUTIES**

Section 1.     Mission

The WCCCAB has a mission to design, implement, monitor, assess and evaluate community corrections programs in Washtenaw County with the following objectives:

- a.) to provide appropriate alternative sanctioning options for offenders
- b.) to address the unique needs of the local offender population
- c.) to reduce the likelihood of recidivism
- d.) to target at-risk population groups such as, but not limited to pretrial offenders, domestic violence, drug addicted, mental health and gender specific offenders and provide appropriate programming designed to address these risk/need factors

The WCCCAB will seek to accomplish its objectives in a manner consistent with public safety concerns.

Section 2.     Purpose

The WCCCAB is a city-county advisory board established under the Community Corrections Act, PA 511 of 1988 (MCL 791.401 et seq.). The purpose of the WCCCAB shall be to formulate a comprehensive plan for development, implementation and operation of community corrections services in Washtenaw County/City of Ann Arbor and to develop a plan for the administration, monitoring and control of the community corrections services under the comprehensive plan. The WCCCAB, or designated sub-committee, is authorized to formulate and revise the comprehensive plan and prepare annual applications for renewal of funds as required by the Office of Community Alternatives and the Michigan Department of Corrections. The comprehensive plan and/or applications for funds shall be approved by the WCCCAB and are subject to the review and approval of the Washtenaw County Board of Commissioners and Ann Arbor City Council.

Section 3. Specific Duties

- a.) Develop a comprehensive Community Corrections Plan including monitoring activities, recommend improvements, perform annual evaluations and prepare an annual report for submission to the Washtenaw County Board of Commissioners and Ann Arbor City Council.
- b.) Provide management of the implementation of the Community Corrections Plan
  - i.) Develop a process for receiving and selecting program proposals.
  - ii.) Develop a system for data analysis for evaluation and reporting purposes.
  - iii.) Develop program policies and procedures for the WCCCAB operation and locally funded programs.
  - iv.) Enter into contracts for services as identified in the Comprehensive Corrections Plan.
  - v.) Develop safeguards to prevent unnecessary duplication of public and private services.
  - vi.) Encourage local planning and activities and support greater interagency coordination.
- c.) Monitor programs and operations for compliance with Office of Community Alternatives standards.
- d.) Facilitate the coordinated implementation and functioning of all aspects of the County's criminal justice alternative sanctioning programs.
- e.) Serve as the forum for the discussion of, and the development of, solutions to issues facing the County's criminal justice alternative sanctioning system.

**ARTICLE III - MEETINGS**

Section 1. Regular Meetings

- a.) The WCCCAB shall conduct regularly scheduled meetings at least quarterly. Consistent with the Open Meetings Act MCL § 15.265, the entire schedule of regular meetings for the upcoming fiscal year shall be posted within 10 days after the schedule is approved at the Annual Meeting. A change in the schedule of regular meetings must be approved by the WCCCAB, and notice of the change shall be posted within three (3) days after the meeting at which the change is approved.
- b.) Public notice of committee meetings shall be posted at least eighteen (18) hours prior to the scheduled starting time.
- c.) Public notice of all meetings shall be posted at the County Clerk's Office.
- d.) The Chair may cancel a meeting if there is no business on the agenda or if it is clear that a quorum will not be present. The Chair may also cancel a meeting due to weather, emergency, or other circumstances that may substantially limit the ability of members of the WCCCAB or the public to attend. The Chair shall give notice of cancellation to members of the WCCCAB and to support staff at least two (2) hours prior to the scheduled meeting time, where practicable. The Chair shall post public notice of the cancellation as soon as practicable. The Chair may reschedule cancelled

meetings with the WCCCAB's consent. Public notice for rescheduled meetings shall be posted at least eighteen (18) hours prior to the scheduled starting time.

- e.) The WCCCAB shall arrange to keep minutes of all regular and special meetings of the WCCCAB, which shall be a record of the WCCCAB's consideration and actions, and which shall include at a minimum a list of those members present and not present at each meeting; identifying information, where given, of all persons appearing before the WCCCAB; a copy of each resolution or other matter acted upon by the WCCCAB and a description of the outcome of each action. The minutes shall be filed in the Washtenaw County Clerk's Office and shall be a public record.
- f.) All meetings of the WCCCAB and its committees shall be open to the public and conducted in accordance with the Michigan Open Meetings Act (PA 267 of 1976), as amended. Closed sessions may be called for purposes listed in the Open Meetings Act.
- g.) Public comment shall be allowed at all meetings. An individual may speak for up to three (3) minutes on any item open for public comment. The Chair may extend an individual's speaking time in his/her discretion. Public comment on non-agenda items may be limited in the Chair's discretion.
- h.) The Annual Meeting of the WCCCAB shall be held in compliance with Washtenaw County policy number 95-0003 and shall occur between September 14<sup>th</sup> and October 16<sup>th</sup> of each year. At the Annual Meeting, staff shall present the implementation plan for the fiscal year beginning October 1<sup>st</sup> of said year and present the final report closing the preceding year.
- i.) The Organizational Meeting shall be the first regular meeting of the WCCCAB of the calendar year, held in January/February of each year. At the Organizational Meeting, the WCCCAB shall accept nominations from the nominating committee to the office positions as defined in these by-laws.

## Section 2. Special Meetings

If a special meeting is called, the WCCCAB shall be notified as soon as practicable and public notice shall be posted at least eighteen (18) hours prior to the special meeting. Special meetings may be called by the Chair or Vice-Chair or by a majority of the members of the WCCCAB. The purpose of the special meeting shall be stated in the public notice for that meeting. At the special meeting, the WCCCAB may not conduct any business beyond the specific purpose stated in the public notice, except by unanimous consent of the voting members present.

## Section 3. Voting

Each voting member of the WCCCAB shall have one (1) vote. The action of a majority of the WCCCAB present at any meeting at which there is a quorum shall be the action of the whole WCCCAB, except as otherwise provided in these by-laws. All votes of members of the WCCCAB shall be recorded and shall become matters of public record.

## Section 4. Quorum

No official business shall be conducted without a quorum. The quorum shall constitute no less than one half of the WCCCAB membership plus one (1).

## **ARTICLE IV – MEMBERSHIP AND COMMITTEES**

### Section 1.        WCCCAB Members

The WCCCAB shall consist of no less than fourteen (14) statutorily mandated members pursuant to Section 7(1) of Public Act 511 of 1988 (MCL 791.407). The members of the WCCCAB shall be appointed by the Washtenaw County Board of Commissioners and the Ann Arbor City Council and shall include the following:

1. One member shall be a county sheriff, or his/her designee
2. One member shall be a police chief of the City of Ann Arbor, or another city, 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 a judge of the probate court, or his/her designee
6. One member shall be a Washtenaw County Commissioner
7. One member shall be a City of Ann Arbor Councilperson
8. One member shall be selected from the 1 of following service areas: mental health, public health, substance abuse, employment and training or community alternative programs
9. One member shall be a Washtenaw County prosecuting attorney, or his/her designee
10. One member shall be a criminal defense attorney
11. One member shall be from the business community
12. One member shall be from the communications media
13. One member shall be either a circuit court probation agent or a district court probation officer
14. One member shall be a representative of the general public

The WCCCAB reserves the right to recommend the addition of not more than seven (7) temporary/ex-officio (non-voting) members to expand and enhance the information available to the WCCCAB. Such temporary/ex-officio appointments shall be made pursuant to the Washtenaw County Board of Commissioners' appointment policies and procedures. The terms of temporary/ex-officio members shall be consistent with the Washtenaw County Board of Commissioners' policies for the appointment and tenure of ex-officio board members.

### Section 2.        Standing Committees

The WCCCAB requires the establishment of two (2) standing committees to enhance the delivery of services and provide oversight of activities under the community corrections comprehensive plan. These committees are as follows:

- I. Executive Committee:  
Comprised of the Chair and Vice-Chair. The Chair of the WCCCAB shall serve as Chair of this committee and may appoint a Secretary.

Mission:

To review issues of personnel, finance and matters relative to litigation (if necessary). To make recommendations to the full WCCCAB at regular meetings or special meetings per the by-laws.

Meeting Schedule:

When/if needed.

- II. Personnel Committee:  
Comprised of the Chair, Vice-Chair and one at-large member of the WCCCAB (selected by the WCCCAB). The Chair of the WCCCAB shall serve as the Chair of this committee.

Mission:

To review the WCCCAB management staff and hiring decisions (including participating in interview panels) for purposes of selecting the Director of Washtenaw County Community Corrections. To make recommendations to the Washtenaw County Office of the Sheriff concerning such decisions.

Meeting Schedule:

When/if needed.

### Section 3. Ad Hoc Committees

The Chair of the WCCCAB may, at any time, appoint members to serve on ad-hoc committees to address special concerns and/or needs. Ad-Hoc Committees will be effective for a term to be determined by the Chair.

The Director of Washtenaw County Community Corrections serves as staff to the WCCCAB and all committees established by the WCCCAB.

### Section 4. Written Appointment

Only those statutory appointments named in the act with allowance for a designee may assign a designee to serve in cases of his/her absence. No designee shall participate as a voting member unless the designee has been duly appointed in writing in accordance with the Community Corrections Act, PA 511 of 1988. Designees are allowed, per Act 511 of 1988, for the Sheriff, Chief of Police, Prosecutor, and Circuit and District and Probate Court Judges only.

### Section 5. WCCCAB Terms

Members of the WCCCAB shall serve for terms of two (2) years from the date of their appointment at the first regular meeting in January, except in initial constitution of the WCCCAB wherein terms are staggered, and shall remain in office after their terms expire until their successors are duly appointed. WCCCAB members can be re-appointed to no more than two (2) consecutive terms with the exception of the statutorily mandated official appointments which are County Commissioner, City Councilmember, Sheriff, Prosecutor, Judiciary, and Chief of Police. An appointment to fill an unexpired term shall be considered one (1) term for the purpose of re-appointment limitations. The WCCCAB shall elect its own officers as provided in Article V.

Section 6. Absence

Anticipated absences from regular meetings should be reported to the Director of Washtenaw County Community Corrections in advance of the regular meeting. More than three (3) consecutive absences may constitute grounds for removal from the WCCCAB. Removal of a member may be recommended to the appointing bodies by a majority of the WCCCAB voting members at the next meeting after the member has accrued more than three (3) consecutive absences.

Section 7. Compensation

There shall be no compensation to any WCCCAB members unless approved by the WCCCAB under Washtenaw County Financial Policies and Procedures.

Section 8. Resignation

Resignation from the WCCCAB shall be by written letter and submitted to the WCCCAB Chair and to the Washtenaw County Board of Commissioners and the Ann Arbor City Council.

Section 9. Vacancies

Vacancies of the WCCCAB shall be filled by appointment by the Washtenaw County Board of Commissioners and Ann Arbor City Council. Such appointments shall be made so that the WCCCAB will be in compliance with Washtenaw County and City of Ann Arbor appointment policies.

**ARTICLE V - OFFICERS**

Section 1. Permanent Officers and Elected Officers

The Washtenaw County Commissioner representative to the WCCCAB shall serve as permanent Chair of the WCCCAB. The office of Vice-Chair will be elected by majority vote. The office of Secretary will be appointed by the Chair of the WCCCAB on an as needed basis.

Section 2. Qualification

Elected officers shall be members of the WCCCAB.

Section 3. Term of Office

The term of office for elected officers shall be one (1) year and after the expiration of such term until successors are duly elected.

Section 4.       Resignation

Resignation from office shall be submitted in writing to the WCCCAB. A copy of such notice shall be forwarded to the Washtenaw County Board of Commissioners and the Ann Arbor City Council.

Section 5.       Vacancies

Vacancies of elected offices will be filled by a special election conducted by the WCCCAB for the remaining term of that office. Notification of newly appointed officers shall be provided to the Washtenaw County Board of Commissioners and the Ann Arbor City Council.

Section 6.       Chair

The Chair will preside at all WCCCAB meetings and will create such committees as deemed necessary and make appointments to those committees.

Section 7.       Vice-Chair

The Vice-Chair will assume the duties of the Chair in his/her absence.

Section 8.       Secretary

The Secretary will be responsible for taking and recording the minutes of the WCCCAB meetings. This position will be appointed as needed by the Chair of the WCCCAB.

Section 9.       Fiscal Agent

Washtenaw County will be the fiscal agent for the WCCCAB. All grants, contracts and financial proceedings will conform to the policies and requirements of Washtenaw County, the City of Ann Arbor and the State of Michigan, consistent with the Community Corrections Act, PA 511 of 1988.

**ARTICLE VI - CONFLICTS OF INTEREST**

Section 1.       General

A WCCCAB member shall not participate in discussion nor vote on a contract or funding decision that may result in a financial benefit to the member or to a non-governmental entity that the member represents. If such a situation arises, that member must declare a "Conflict of Interest" to the WCCCAB and recuse him or herself. However, that member may be available to the WCCCAB to answer questions which are raised by other WCCCAB members.

Whenever possible, effort will be made to reduce the situation where non-governmental contractors of service are current WCCCAB members.

**ARTICLE VII - PARLIAMENTARY AUTHORITY**

Section 1.       Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall guide the WCCCAB; however parliamentary procedure shall be flexible and may be adjusted in the Chair's discretion to best serve the needs of the WCCCAB. Nevertheless, no procedure shall be adopted that is

inconsistent with these bylaws. The WCCCAB, at its Organizational Meeting shall appoint a Parliamentarian to be selected from the Ex-Officio Membership.

Section 2. The WCCCAB shall not adopt or follow any operating rules, regulations, or guidelines not expressly prescribed by these bylaws.

#### **ARTICLE VIII – AMENDMENT OF BY-LAWS**

Section 1. General

These by-laws may be recommended to be adopted, amended, repealed, or added to by a two-thirds (2/3) vote of the WCCCAB at any regular or special meeting of the members, if notice of the proposed adoption, amendment, repeal or addition is contained in the notice of the meeting. Recommendations shall be submitted to the Washtenaw County Board of Commissioners and Ann Arbor City Council for approval.