



## CONTRA COSTA COUNTY COMMUNITY CORRECTIONS PARTNERSHIP

### BYLAWS

(adopted by the Board of Supervisors on \_\_\_, 2021)

#### Article I – Purpose

The purpose of the Community Corrections Partnership (“Partnership”) is: (1) to advise the Probation Department on the development and implementation of a “Community Corrections Program,” as provided for in the Community Corrections Performance Act of 2009 (California Penal Code Sections 1228 through 1233.7); and (2) to recommend a “local plan” to the Board of Supervisors for the implementation of the 2011 Public Safety Realignment, as provided for in Section 1230.1 of the Penal Code.

#### Article II – Membership

- A. Composition: The Partnership shall consist of 14 members, composed of ex-officio and appointed members with the following composition, pursuant to Penal Code § 1230(b)(2) *et seq*:

*Ex-Officio Members:*

1. Chief Probation Officer (Chair)
2. Presiding Judge (or designee)
3. District Attorney
4. Public Defender
5. Sheriff
6. Head of the County department of social services
7. Head of the County department of mental health
8. Head of the County department of employment
9. Head of the County alcohol and substance abuse programs
10. Head of the County Office of Education

*Appointed Members (appointed by the Board of Supervisors):*

11. County Supervisor, CAO, or a designee of the BOS
12. Chief of Police
13. CBO representative with experience in rehabilitative services for criminal offenders
14. Victims’ representative

- B. Terms of Office: *Ex-Officio* members shall serve during their terms of office, except that the Presiding Judge’s designee, if any, shall serve at the pleasure of the Presiding Judge. The term for appointed members shall be one year beginning on January 1 and ending on December 31.
- C. Resignation: Any appointed member may resign by giving written notice to the Clerk of the Board of Supervisors.

- D. Vacancies: The Partnership shall comply with the system for new appointments, resignations, and replacements for Appointed Members as specified by the Contra Costa County Board of Supervisors. Whenever an unscheduled vacancy occurs, the Board of Supervisors will fill the vacancy pursuant to Government Code Section 54974. The term for the incoming member will be to fill the vacancy for the remainder of the original term.
- E. Alternates: A member of the Partnership may be represented by an alternate if the member is: (1) a County (or other public entity) officer; and (2) authorized to appoint deputies, pursuant to Government Code Section 24101.

### **Article III. – Structure**

- A. Officers: In accordance with State law, the Chief Probation Officer shall serve as the Chair of the Partnership.
- B. Executive Committee: The Community Corrections Partnership Executive Committee shall consist of the following:
  - (1) Chief Probation Officer
  - (2) District Attorney
  - (3) Sheriff
  - (4) Chief of Police
  - (5) Public Defender
  - (6) Presiding Judge of the Superior Court, or designee
  - (7) The head of either the County department of social services, mental health, or alcohol and drug services (as designated by the Board of Supervisors)

In accordance with State law, the role of the Executive Committee shall be to vote on the local plan for the implementation of the 2011 Public Safety Realignment.

- C. Other Committees: The Partnership may establish committees on either a permanent (standing) or temporary (ad hoc) basis to address specific issues or concerns. Currently, the Partnership has established the following committees:
  - (1) Community Advisory Board (CAB): To advise the Partnership on the implementation of the 2011 Realignment Plan. 12 Members representative of the community.
  - (2) Quality Assurance Committee (QAC): To advise the Partnership on the quality of services being delivered to the AB 109 population. 3 Members (2 Members from the Partnership and the CAB Chair, or designee.

### **Article IV. – Meetings**

- A. Regular Meetings: Regular meetings of the Partnership, Executive Committee and other standing committees shall be held at least quarterly based on a schedule adopted by the Partnership and that schedule may be changed or augmented as needed. In addition, regularly

scheduled meetings may be canceled by a majority vote of the Partnership or, for lack of business or a quorum, by the Chair.

- B. Special Meetings: Special meetings of the Partnership, Executive Committee or any other committees may be called by the Chair at any time. Such meetings shall be called in accordance with the provisions of the Brown Act and the Contra Costa County Better Government Ordinance regarding member and public notice.
- C. Quorum: A quorum of the Partnership, Executive Committee, or any other committee shall be a majority of the members, or their alternates. A “majority” of the members means a majority of the authorized members, or their alternates, whether or not all of the positions have been filled. No action shall be taken unless a majority of the members are present.
- D. Voting: Each member of the Partnership, Executive Committee or any other committees has one vote and a majority vote of the members present is needed to pass a motion. In accordance with State law, only members of the Executive Committee may vote on the Plan or any Plan amendment, including budgetary items that affect the Plan budget. Should there not be sufficient authorized members present to constitute a quorum of the Executive Committee for the purpose of a vote on a Plan amendment or budgetary matter, there can be no action on that matter.
- E. Conflict of Interest: As a general rule, no member shall participate as a member in any discussion or voting if doing so would constitute a conflict of interest.
- F. Meeting Procedure: The Chair will preside at all meetings and proceed with the business of the Partnership in a manner prescribed in these bylaws. The Chair will also decide questions of parliamentary procedure as needed.
- G. Order of Business: The regular order of business of the Partnership, Executive Committee or any other standing committee shall be:
  - 1. Call to order
  - 2. Public comment on unagendized items
  - 3. Approve Record of Action from prior meeting
  - 4. Consideration and action on agenda items
  - 5. Adjournment
- H. Public Access: All meetings of the Partnership, Executive Committee and any other standing committees, shall be open and accessible to the general public in accordance with the Ralph M. Brown Act and the Contra Costa County Better Government Ordinance. Opportunity for public comment will be included in each agenda item. In the interest of facilitating the business of the Partnership, Executive Committee or standing committee, the Chair may set in advance of the presentation of public input reasonable time limits for oral presentation.

#### **Article V. – Administration**

The Partnership and its Executive Committee shall obtain staff support from the County Administrator's Office. All other standing committees of the Partnership shall obtain staff support from the Probation Department. The staff will be responsible for the compilation and distribution of Partnership and committee meeting notices and agendas. All records shall be maintained by appropriate staff.

Members of the Partnership shall serve without compensation and shall not receive reimbursement for any expenses incurred while conducting official business.

#### **Article VI. – Changes to Bylaws**

The provisions of these Bylaws may be altered, amended or repealed by the Partnership, within the limitations imposed by the Brown Act, the Contra Costa County Better Government Ordinance and the policies of the Contra Costa County Board of Supervisors. No such alteration, amendment or repeal shall be effective unless and until the change has been approved by the Board of Supervisors.