

BYLAWS OF THE

ARAPAHOE COUNTY COMMUNITY CORRECTIONS BOARD

ARTICLE I - NAME

Section 1 - The name of the entity shall be the Arapahoe County Community Corrections Board, hereinafter referred to as "the Board".

Section 2 - The principle office of the program shall be located in the County of Arapahoe, State of Colorado, at such place as the Board of Directors may determine from time to time.

ARTICLE II - PURPOSE

Section 1 - As authorized under Title 17, Article 27 of the 1993 Colorado Revised Statutes, 1986 Repl. Vol., as amended, which was then repealed and reenacted, with amendments (Sec. 17-27-101 et. Seq.) and Arapahoe County Resolution Number 861-81.

- 1) Operate as a functional board responsible for establishing and/or reviewing standards, policies and procedures of all community corrections programs, facilities, and contracts under the authority of the Arapahoe County Board of County Commissioners.
- 2) Establish acceptance criteria, and screen prospective community corrections clients. The Board is responsible for the acceptance, rejection, or rejection after acceptance, of all community corrections clients.
- 3) Require implementation of the rules, regulations and standards as set forth by the Division of Criminal Justice of the Colorado Department of Public Safety.
- 4) Provide coordination between criminal justice, community services, business, labor, and education and other appropriate agencies in establishing and furthering the goals of local community corrections.
- 5) Recommend Contracts with the Division of Criminal Justice of the Colorado Department of Public Safety to the Arapahoe County Board of County Commissioners for execution concerning the operation of the Arapahoe County Community Corrections Program.
- 6) Authorize disbursement of funds appropriated to or received by the Board for Community Corrections activities.

- 7) Serve as the central planning agency for suggestions, ideas, and formulation of proposals concerning the future of Community Corrections in Arapahoe County.
- 8) Further all purposes of sentencing and improve public safety by reducing the incidence of future crime through design and implementation of research-based policies, programs, and standards.
- 9) Develop, use and revise as necessary a structured, research-based decision making process for acceptance or rejection of offenders.

ARTICLE III - AUTHORITY

Section 1 - The Board will operate under the procedures set forth under Title 17, Article 27 of the 1993 Colorado Revised Statutes, 1986 Repl. Vol., as amended, which was then repealed and reenacted, with amendments (Sec. 17-27-101 et. Seq.), which states that, "The governing Board of any unit of local government may establish...a corrections board". "...the governing board may delegate to such corrections board any powers necessary to accomplish the purposes of this article."

Section 2 - The Board evolves from the approval of the Arapahoe County Board of County Commissioners pursuant to Resolution 861-81 and all amendments thereto. The Arapahoe County Board of County Commissioners has final authority over all budgets and contracts of the Board.

Section 3 - An annual report shall be submitted by the Board to the Arapahoe County Board of County Commissioners and the public.

ARTICLE IV - FISCAL YEAR

Section 1 - The fiscal year of the Board shall be the twelve (12) months beginning the first day of July and ending the last day of June.

ARTICLE V - BOARD MEMBERS

Section 1 - Composition - The affairs and business of the program shall be managed and conducted by the Board which shall consist of not less than (11) nor more than twenty (20) members, the exact number to be as the Board members may determine from time to time and with concurrence by the Arapahoe County Board of County

Commissioners. Such appointments shall be made by Resolution of the Arapahoe County Board of County Commissioners.

The following persons are appointed to serve personally or through their properly designated representatives:

- 1) The Chief Judge for the Eighteenth Judicial District.
- 2) The District Attorney for the Eighteenth Judicial District.
- 3) The Office Head of the Arapahoe Office of the Public Defender.
- 4) The Chief Probation Officer for the Eighteenth Judicial District.
- 5) The Arapahoe County Sheriff.
- 6) The Director of Community Resources for Arapahoe County.
- 7) The Chief Executive Officer of the Aurora Community Mental Health Center, Inc.
- 8) The Chief Executive Officer of AllHealth Network.
- 9) The Douglas County Sheriff.
- 10) A person appointed by the City Council of the City of Aurora.
- 11) A person appointed by the City Council of the City of Littleton.

In addition, up to nine (9) other persons may also be appointed by the Arapahoe County Board of County Commissioners to serve on the Board as citizen members.

Section 2 - Appointed Representatives - A roll call will be taken at each meeting to establish voting members present.

Section 3 - Term - Board members shall serve at the pleasure of the Arapahoe County Board of County Commissioners and may be removed with or without good cause shown by action of the Arapahoe County Board of County Commissioners. Citizen members shall be eligible to serve three (3) consecutive three (3) year terms. The Arapahoe County Board of County Commissioners may choose to extend term limits of citizen members.

Section 4 - Meetings - The Board shall meet at the time and place as shall be called by the Chair or any five (5) members by five (5) days written notice unless such notice shall be waived by all members. Notices shall state the time and place of the meeting but need not state the purpose. A majority of members of the Board shall constitute a quorum. Any vote by a majority of the quorum shall be the act of all the Board. If a meeting of the Board has been convened with a quorum in attendance, a quorum shall be deemed

to exist until the conclusion of such meeting. In the absence of a quorum, a majority of the members present may adjourn the meeting from time to time until a quorum be present.

Full Board Meetings - The Board shall meet at least one (1) time per month at the time and place as shall be called by the Chair to consider and vote upon cases referred for acceptance into community corrections placement and to conduct other business.

Review Committee Meetings - The Board may identify cases that may be considered and voted upon by a subcommittee of five (5) Board members. The subcommittee shall be referred to as the Review Committee. The Board shall identify criteria by which cases may be considered and voted upon by the Review Committee. The Board shall from time to time review the criteria by which cases may be considered and voted upon by the Review Committee. The Review Committee shall meet weekly, provided there are cases to be considered and voted upon for acceptance into community corrections placement. The Review Committee shall normally consist of the District Attorney representative, the Public Defender representative, the representative from the Probation Department, and two (2) other members. The Arapahoe County Judicial Services Division and Board will make efforts to have five (5) members present. At least three (3) members must be present at Review Committee to constitute a quorum.

Section 5 - Voting Provisions - The Chair shall have the right to vote and comment on any motion or matter that comes before the Board. When cases are being considered and voted upon for acceptance into community corrections placement, a tie vote shall be for acceptance. When the Board considers policy matters or matters other than votes for acceptance into placement, a tie vote will fail for lack of a majority.

Section 6 - Action Without Meeting - The Board may act without a meeting if two-thirds (2/3) of the members approve such action and said action is duly ratified by members present at the next regular meeting of the Board.

Section 7 - Conduct of Meetings

- 1) Meetings of the Board shall be conducted according to traditional Parliamentary procedures; the Chair will rule on disputes and may be overruled by two-thirds (2/3) vote of those present.

- 2) Agendas for regular meetings will be prepared and distributed to the Board prior to each meeting whenever possible.
- 3) Minutes will be distributed prior to the next regular meeting whenever possible.
- 4) Meetings normally will be conducted in person. Meetings may be conducted by phone or video conference with approval of the Board. There shall be a preference for the use of video and audio when available.

Section 8 - Compensation of Board Members - No Board member and no person from whom the program may receive any property or funds, shall receive, or be lawfully entitled to receive, any pecuniary profit from the operations of the program, and in no event and under no circumstances shall any part of the assets, whether principal, income or accumulations be paid as salary or compensation to, or be distributed to, or inure to the benefit of, any of the members or their successors, or any person of his/her heirs or personal representatives who shall contribute any money or other property to the program; provided, however, that any member may, from time to time, be reimbursed for his/her actual or reasonable expenses incurred in connection with the administration of the affairs of the program. Members shall adhere to the Arapahoe County Code of Ethics as duly adopted by the Arapahoe County Board of County Commissioners.

Section 9 - Any member who has three (3) unexcused absences from regular meetings during a fiscal year may be requested to provide justification to the Board.

ARTICLE VI - OFFICERS

Section 1 - Officers of the Board shall consist of Chair, Vice-Chair and Secretary/Treasurer.

Section 2 - Officers shall serve for one year, though eligible to run for consecutive terms.

Section 3 - Selection of Officers shall be made by the Board at the second regular meeting following the annual appointment of members to the Arapahoe County Community Corrections Board by the Arapahoe County Board of County Commissioners, or each year where a simple majority of those voting shall elect the Officers. Officers shall serve until the new Officers are duly elected.

Section 4 - Officer vacancies due to termination or resignation, shall be filled by a majority vote of the Board; the newly elected

Officer shall serve in that office only the remainder of the term but shall be eligible to then run for a full term in said office.

Section 5 - Duties of the Officers shall be as follows:

- 1) The Chair shall preside at all meetings of the Board.

The Chair shall appoint chairs of all committees and shall serve as an ex-officio member of all committees.

The Chair shall perform other duties designated by the Board.

The Chair shall serve as the official spokesperson for the Board.

- 2) The Vice-Chair shall perform such duties as the Chair and/or the Board may designate. In the absence of the Chair, the Vice-Chair shall perform his/her duties.

- 3) The Secretary/Treasurer shall be responsible for maintaining the minutes of all meetings and aiding in the preparation of the annual budget and reporting on expenditures from that budget on a regular basis.

Section 6 - Administrative Staff - Staffing for the Board is made available through the Judicial Services Division of the Arapahoe County Community Resources Department.

ARTICLE VII - COMMITTEES

The Chair may appoint ad hoc committees as deemed necessary to deal with various matters of Board interest and concern.

ARTICLE VIII - AMENDMENTS

Section 1 - Board members shall be given fifteen (15) days written notice prior to any vote amending these Bylaws.

Section 2 - Amendments to these Bylaws shall take effect when they have been approved by no fewer than two-thirds (2/3) of the Board and thenceforth have received the approval of and acceptance by the Arapahoe County Board of County Commissioners. The Board of County Commissioners has the authority to amend these Bylaws on its own initiative and such amendments will not require the approval of the Community Corrections Board.

The foregoing are the official bylaws of the Arapahoe County Community Corrections Board. Nothing in these Bylaws shall create a contract with a member of the Community Corrections Board.