

FLOYD COUNTY COMMUNITY CORRECTIONS
ADVISORY BOARD

BY-LAWS

Originated: 1985

REVISED

April 16, 2012

CODE OF BYLAWS
OF THE
FLOYD COUNTY COMMUNITY CORRECTIONS ADVISORY BOARD

Article I.

Establishment, Responsibilities, Memberships

Section 1. Establishment. The Community Corrections Advisory Board is established by Resolution of the Floyd County Board of Commissioners, which was adopted on the 4th day of September, 1984. The Advisory Board consists of all persons appointed pursuant to Indiana law.

Section 2. Responsibilities. The Advisory Board will:

- (A) Actively participate in the formulation of the Community Corrections plan and applications for financial aid required by Indiana law;
- (B) Observe the operation of Community Corrections in Floyd County;
- (C) Make an annual report to the Floyd County Board of Commissioners containing an evaluation of the effectiveness of the programs receiving financial aid and recommendations as to improvements, modifications, or discontinuance of these programs;
- (D) Make recommendations to programs receiving financial aid concerning compliance with standards adopted by the Department of Corrections, and
- (E) Recommend to the Floyd County board of commissioners the approval or disapproval of contracts with units of local government or non-governmental agencies who desire to participate in the Community Corrections plan.

Section 3. Nominations, Appointments, Terms of Office and Vacancies. The nomination and appointment of Advisory Board members is prescribed by Indiana law. The term of office of each new member of the Advisory Board is prescribed by Indiana law. The filling of vacancies on the Advisory Board is prescribed by Indiana law.

Section 4. Community Corrections Plan Director and Employees.

- (A) The Director of the Community Corrections program shall be appointed by the Advisory Board, subject to the approval of the Floyd County Board of Commissioners. The Director shall be charged with carrying out the functions of the Community Corrections office. Duties shall include the hiring and training of staff, as well as any staff adjustments which shall occur.

- (B) The Advisory Board may establish personnel policies and procedures and salary classification schedules for employees who shall be county employees. The policies, procedures, and schedules may not be inconsistent with those established for other county employees.

Article II.

Meetings

Section 1. Regular Meetings. The Advisory Board shall hold a regular quarterly meeting, with the minimum of four (4) meetings per year, unless otherwise designated by the Board. The dates of regular meetings shall be established at the first meeting of each calendar year. The agenda shall include minutes of the previous Board meeting as well as recent financial reports. It shall include reports and information needed for Board action upon old and new business and for keeping the Board informed about the work of the Floyd County Community Corrections program. All meetings are subject to the "Open Door Law" as defined in the laws of the State of Indiana.

Section 2. Special Meetings. Special meeting of the Advisory Board shall be called upon request of the President and two (2) other members of the Board or upon request of any five (5) members of the Board. A minimum of twenty-four (24) hour notice is required for the meeting and shall state the matters to be considered, and no other business shall be transacted.

Section 3. Notice of Meetings. Written notice stating the place, day and hour of any meeting of Board members and in the case of special meetings or when otherwise required by law, the purpose for which any such meeting is called, shall be delivered or mailed by the secretary of the Board to each member of record, at such address as appears upon the records of the Board and at least ten (10) days before the date of such meeting, on being notified of the place, day, and hour thereof by the officers or persons calling the meeting.

Section 4. Voting Rights. Each member of the Board shall have one (1) vote.

Section 5. Voting by Proxy. A member entitled to vote at any meeting of members may either in person or by proxy.

Section 6. Quorum. A majority of the members of the Board may provide for a number of members that is:

(1) less than a majority of the members; and

(2) at least six (6)

to constitute a quorum for purposes of transacting business.

Section 7. Attendance. Meetings of the Advisory Board are attended by members of the Board, and by the Director of the Floyd County Community Corrections program. Other professional staff members may attend Board meetings and shall attend when items of the agenda deal with their responsibilities. The Advisory Board may invite other persons to attend a regular or special meeting of the Board.

Article III.

Vacancies

Section 1. Vacancies. The Advisory Board shall fill vacancies occurring on the Board in the manner provided for by Indiana law.

Article IV.

Officers and Their Duties

Section 1. Elections. The members of the Advisory Board shall, within thirty (30) days after the last initial appointment is made, meet and election one (1) member as chairman and another as vice chairman and appoint a secretary-treasurer who need not be a member.

Section 2. Officers. The officers of the Advisory Board are a Chairman and Vice Chairman. They are elected by a majority vote of a quorum of the members of the full Advisory Board.

Section 3. Duties of the Chairman. The Chairman presides at all meetings of the Advisory Board. The Chairman shall manage and supervise the programs and personnel through the Director. The Chairman appoints annually the chair-persons of all standing and special committees and, in consultation with chair-persons, appoints members of the committees and has such other powers and duties as this Code of Bylaws or Indiana law may prescribe.

Section 4. Duties of the Vice Chairman. The Vice Chairman shall have all the powers and perform all the duties of the Chairman in his absence. The Vice Chairman shall perform such additional duties as are delegated to him by the Chairman, and shall have such other powers and duties as the Code of Bylaws or Indiana law may prescribe.

Article V.

Standing Committees of the Advisory Board

Section 1. Purpose. There shall be such standing committees of the Advisory Board as are necessary to accomplish the work of the Board.

Section 2. Chair-persons. The Chair Person of all standing committees shall be members of the Advisory Board. They are appointed by the Chairperson to serve for one (1) year, or until their successors are appointed.

Section 3. Members. Members of standing committees must meet the qualifications stated in Article I of the Code of Bylaws of the Advisory Board. They are appointed by the Chairman, after consultation with the Chair=Persons, and serve for one (1) year or until their successors are appointed.

Section 4. Functions. Standing committees are appointed to carry responsibilities related to defined areas of Advisory Board functions and programs.

Article VI.

Special Committees

Such Special Committees as may be required for specific studies or pieces of work, shall be appointed by the Chairman for limited periods of service.

Article VII.

Executive Board

Section 1. Purpose. To facilitate necessary day to day functions of the Floyd County Community Corrections plan to include any necessary fiscal and programmatic decisions.

Section 2. Responsibilities. The Executive Board will:

- (A) Actively participate in monthly or bi-monthly meetings as needed to implement the necessary day to day decision making policies of the Community Corrections plan.
- (B) Make recommendations to the Advisory Board of necessary long range changes.

Section 3. Authority. To take necessary steps to carry out the overall purpose of the Community Corrections plan in those instances where time constraints prohibit a full Board meeting. Any decisions made by the Executive Board will be fully reported during the full Advisory Board for ratification and approval. Additionally, minutes of the Executive Board meeting will be timely sent to the Advisory Board members.

Section 4. Members. Members of the three (3) person Executive Board shall consist of:

- (A) Chairman of the Board
- (B) Vice Chairman of the Board
- (C) Floyd County Judge who is designated by all the Floyd County Judges

Section 5. Quorum. The presence at any Executive Board meeting of a majority of the membership, either in person or by proxy, shall be necessary to constitute a quorum for the purpose of transacting business and a majority vote of the Executive Board members present at the meeting at which a quorum is present shall be the act of the Executive Board, unless a greater number is required by the law or Code of Bylaws.

Section 6. Term of Service. Members of Executive Board shall serve a term of one (1) year or until their successors are appointed.

Section 7. Appointment. Members of the Executive Board shall be appointed at regularly held annual meeting of the full Advisory Board with notice being given at last prior Advisory Board meeting with at least ninety (90) days' notice to all members.