

**SACRAMENTO COUNTY
COMMUNITY CORRECTIONS PARTNERSHIP ADVISORY BOARD
BYLAWS**

Bylaws Adopted October 2021/Amended April 2025

ARTICLE I: NAME

The name of this board is the Sacramento County Community Corrections Partnership Advisory Board and will be referred to as the CCPAB in the following bylaws.

ARTICLE II: AUTHORITY

AB 109 (chaptered Fiscal Year 2010-11 on April 4, 2011 and AB 117 chaptered Fiscal Year 2010-11 on June 30, 2011), which added Penal Code Section 1230.1 to require the local Community Corrections Partnership (CCP) develop and recommend a plan to the County Board of Supervisors regarding public safety realignment to maximize the effective investment of criminal justice resources. On February 4, 2021, the CCP established an advisory board to help in the process of analyzing data that assists the CCP in developing the AB 109 Public Safety Realignment Plan (AB 109 Plan).

ARTICLE III: PURPOSE

Section A: Mission

The CCPAB is responsible for providing ongoing data collection, evaluation, and analysis, as well as input from local agency and community stakeholders, including formerly incarcerated individuals, to meet needs for AB 109 Plan updates due to the Board of State and Community Corrections (BSCC) each December. The CCPAB advises the CCP about data findings and provides recommendations regarding AB 109 Plan updates, which include public safety realignment funding priorities for the County. The CCPAB also assists the CCP with ensuring the community is informed about progress on implementation of the AB 109 Plan for Sacramento County.

ARTICLE IV: MEMBERSHIP

CCPAB members will include local agency stakeholders and community representatives. One local stakeholder member will be designated by each of the seven (7) CCP Executive Committee members. Four (4) community members will be selected through a public application process that is determined by a vote of the Community Corrections Partnership. Community members who are crime survivors or have lived experience with the justice system (experience being arrested, convicted, or

incarcerated for any length of time) are encouraged to apply. The public application process will include a written application and brief interview.

ARTICLE V: MEMBER APPOINTMENTS AND TERMS OF OFFICE

Section A: Terms

Community members will serve two-year terms. Terms will be staggered, with two members appointed in October of even years and two members appointed in October of odd years. Members may seek reappointment from the CCP at the conclusion of their terms through participation in the public application process.

Section B: Attendance

The position of any CCPAB member who fails to attend, in succession, three or more regular meetings of the CCPAB shall automatically become vacant.

Section C: Vacancies

CCPAB members wishing to resign shall communicate directly in writing to the CCPAB Chair and staff. Staff shall advise the CCP of any membership vacancy which may occur. In the event of a vacancy, the CCP may appoint a community member to the CCPAB to serve the remainder of the established term.

For vacancies occurring between established application process timelines, staff shall publicly post and accept applications for a minimum of a 14-day period and conduct brief interviews with interested applicants. Applications and any additional materials will be provided to the CCP in advance of its next scheduled meeting.

Section D: Compensation

Members shall serve without compensation for their service on the CCPAB.

Section E: Designees

Designees to the CCP Advisory Board must be identified in writing to the CCPAB Chair and staff. Non-CCP agency designees must be approved by the CCP.

ARTICLE VI: MEETINGS

Section A: Regular Meetings

The CCPAB will meet on a monthly basis, at a consistent hour, day, and in a place and/or forum available to the public for participation, as determined by a vote of the CCPAB. Public notification of meetings shall be provided at least seventy-two (72) hours prior to the meeting.

Section B: Quorum

Six (6) members of the CCPAB must be present to constitute a quorum for the conduct of business. Authorized designees can be counted toward a quorum at CCPAB meetings only in the absence of the principal member.

Section C: Voting

Each CCPAB member has one vote. Authorized designees may vote on behalf of a member only in the absence of the principal member and if they have been identified by the member in written correspondence addressed to the Chair and staff. Action may be taken by a majority vote of those present and by not less than a majority of the quorum.

Members must be present in person at meetings to vote unless provided otherwise by law. Where a quorum is present, action may be taken only by a majority vote of members at the meeting. A tie vote on a motion means the motion did not pass, in which case a motion for reconsideration is allowed.

Section D: Order of Business

Generally, the order of business for regular CCPAB meetings shall be:

1. Call to Order and Roll Call
2. Consideration and Approval of Consent Calendar
 - a. Members may request that any matter be removed from the consent calendar and a separate vote taken.
 - b. All matters remaining on the consent calendar shall be approved by a single action, such single action to have the effect of individual action on each matter.
 - c. If consent calendar items are removed, they shall be discussed immediately after adoption of the balance of the consent calendar.
3. Informational, Discussion, and Action Items
4. Member Reports
 - a. Member reports should be limited to brief announcements and actions or activities undertaken on behalf of the CCPAB.
5. Staff Comments
6. Non-Agenda public comment
7. Adjournment

ARTICLE VII: OFFICERS

Section A: Officers

The officers of the CCPAB include a Chair and Vice Chair, each of whom must be a member of the CCPAB. The Chair of the CCPAB must be a

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Community Member; the Vice Chair may be filled by an Agency Representative.

Section B: Election of Officers

The CCPAB elects its officers during each October meeting of the calendar year. The CCPAB staff will solicit nominations in advance and present a list of candidates for consideration. Additional nominations for officers may also be made by CCPAB members at the election meeting.

Section C: Terms of Office

Officers serve for one year and may run for re-election at the annual election.

Section D: Presiding Officer

The Chair is the presiding officer at regular and special meetings of the CCPAB. In the absence of the Chair, the Vice Chair presides at regular and special meetings of the CCPAB.

Section E: Officer Succession

In case of a vacancy in the office of Chair, the Vice Chair automatically assumes this office until the next election of officers. In the event all officers are absent, the CCPAB members shall designate a member to act as temporary Chair, or a majority of CCPAB members present will elect a temporary Chair.

Section F: Officer Vacancy

Should a vacancy occur in one or both officer positions, and after the required succession of officers has taken place, then a special election to fill the vacated positions will be held at the next regular meeting that a quorum is present. Such specially elected officers will fill the designated vacancies until the annual election of the calendar year, and are eligible for election into the offices they are filling, or into other offices, at that time.

ARTICLE VIII: MISCELLANEOUS

Section A: Brown Act

The CCPAB is subject to provisions of the Brown Act and must adhere to all requirements.

Section B: Convening Special Meetings

The Chair of the CCPAB may convene a special meeting. Written notice must be served at least 24 hours in advance. Only items included in the written notice may be discussed or considered.

Section C: Ethics Training and Conflict of Interest

CCPAB members are required to participate in ethics training every two years and Court members are required to participate in ethics training every three years. All members shall provide proof of ethics training completion to CCPAB staff, who will maintain a list of members and completion dates for ethics training and remind members when training is due. Members of the CCPAB shall abstain from voting on any issue in which the member has a financial interest as defined in Section 87103 of the Government Code.

Section D: Public Comment

The CCPAB welcomes and encourages public participation in meetings. Matters under the jurisdiction of the CCPAB and not on the posted agenda will be discussed in accordance with the order of the agenda. Speakers should not expect CCPAB members to comment on or respond to comments directly during the meeting. The CCPAB may request County staff to follow up with a speaker or provide additional information after the meeting or at a later date. The time limits for public testimony for agenda matters and on non-agenda matters will be aligned with the time limits used by the Sacramento County Board of Supervisors. The Chair, at their discretion, may increase or decrease the time allocation.

ARTICLE IX: Committees

Section A: Community Engagement Committee

There shall be a Community Engagement Committee comprised of the four (4) Community Members serving on the CCPAB. The Community Engagement Committee will meet quarterly and meetings will take place outside of traditional business hours (Monday through Friday, 8 am – 5 pm). The purpose of this committee is to receive community input on topics of interest related to the criminal justice system in Sacramento County. Each year, the Community Engagement Committee will select a Chair and Vice Chair. The Chair, in collaboration with staff, shall determine the agenda for each Community Engagement Committee meeting. The Committee Chair, or Committee Vice Chair in the Committee Chair's absence, will ensure that the CCPAB is aware of community concerns and areas of interest expressed at Community Engagement Committee meetings and will relay the feedback and information received to the CCPAB. Annually, one Community Engagement Committee meeting shall be used to discuss the draft annual AB 109 Plan update and receive community input. For items and topics related to the County's AB 109 Plan, the Community Engagement Committee may make recommendations to the CCPAB for consideration. The Community Engagement Committee shall comply with the Brown Act in regard to notification of meetings.

Section B: Ad Hoc Committees

The CCPAB may establish ad hoc committees on subjects under the advisory board's jurisdiction. The Chair may appoint the ad hoc committee Chair with concurrence of the CCPAB. Membership on ad hoc committees is limited to members of the CCPAB and cannot exceed 5 members (must be less than a quorum). Ad hoc committees are encouraged to meet and consult with community members and groups in the course of their work. An ad hoc committee is automatically dissolved one year after its first meeting, unless dissolved earlier.

ARTICLE X: PARLIAMENTARY AUTHORITY

Roberts' Rules of Order, revised, governs all CCPAB meetings except in instances of conflict between the rules of order and the bylaws of the CCPAB or provision of law.

ARTICLE XI: AMENDMENT OF BYLAWS

Proposed amendments to the bylaws are to be included on the agenda of a regularly scheduled CCPAB meeting. If approved, any action in response to the proposed change in the CCPAB bylaws becomes effective immediately.