

**By-Laws of the San Diego County
Community Corrections Partnership Executive Committee**
(Adopted: October 26, 2022)

ARTICLE I

NAME

The name of this committee shall be THE SAN DIEGO COUNTY COMMUNITY CORRECTIONS (CCP) PARTNERSHIP EXECUTIVE COMMITTEE (Executive Committee).

ARTICLE II

AUTHORIZATION

This committee is authorized pursuant to Penal Code Section 1230.1.

ARTICLE III

PURPOSE

The purpose of the San Diego County Executive Committee shall be to:

- Approve the realignment plan and subsequent updates prior to its submission for approval by the Board of Supervisors [Penal Code Section 1230.1(a)].
- The Executive Committee is responsible for voting on all matters appearing before the CCP.

ARTICLE IV

MEMBERSHIP

Per statute, the voting members of the CCP who comprise the Executive Committee consist of:

- Chief Probation Officer – Chairperson
- Presiding Judge of the Superior Court or their designee
- The District Attorney
- The Sheriff
- The Public Defender
- A Chief of Police (as selected by San Diego County Chief's and Sheriff Association)
- The Director of the Health and Human Services Agency

Any member that has deputies may authorize a deputy to attend in their place. Those agencies without deputies can only send a designee as allowed by law. Any agency sending a deputy must alert the Chairperson in advance of sending a deputy to act on their behalf.

ARTICLE V

TERM OF MEMBERSHIP

The term for a representative from the San Diego County Chiefs' and Sheriff's Association (SDCCSA) shall be for a full fiscal year (July 1st through June 30th). There is nothing to preclude a representative from serving more than one term. The SDCCSA will nominate a representative by the end of the fiscal year, so the appointment may be made at the first CCP meeting of the next fiscal year.

The remaining members of the CCP hold their positions as long as they hold that office. Upon their departure, their successor will hold the position.

ARTICLE VI

CHAIRPERSON

Section A: Appointment of Chairperson

In accordance with Section 1230 of the Penal Code, the Chief Probation Officer shall serve as the Executive Committee Chairperson. In the Chief Probation Officer's absence, the Assistant Chief Probation Officer will preside over the meetings. In the absence of both the Chief Probation Officer and the Assistant Chief Probation Officer, the Sheriff will preside over the meetings.

Section B: Duties of Chairperson

The Chairperson shall supervise and direct the Executive Committee activities, affairs, and officers. The Chairperson shall schedule, set the agenda for, and preside over meetings of the Executive Committee. The Chairperson shall decide all questions of order and procedure, subject to appeal by any member of the Executive Committee. The Chairperson may discuss and vote upon any matter as a member of the Executive Committee without relinquishing the chair; however, the Chairperson may not make the motion or second the motion without relinquishing the chair. The Chairperson shall be responsible for signing all documents as authorized by the Executive Committee.

ARTICLE VII

MEETINGS

Section A: Brown Act

The Executive Committee meetings shall be governed by the Brown Act. Notice of the meetings for the Executive Committee shall be posted by the Clerk of the Board of Supervisors as well as by the Probation Department at the location of the meeting. All meetings shall be open to the public, except where closed session is authorized by law, and will take place at a County office or facility.

Section B: Public Comment

Public comment will be limited to two minutes per speaker. The Executive Committee may only consider matters not on the agenda to the extent permitted by the Brown Act. The only action that may be taken on these items is to receive and file documents related to the matter, ask questions of the staff or the public

for clarification, make a brief announcement or report on the activities of a member, provide a reference to staff or other resources for factual information, or place a matter of business on a future agenda. The Chairperson has the discretion to extend the time for public comment based on the complexity of the issue or to lessen the time if there are a large number of speakers.

Section C: Rescheduling Meetings

The Chairperson may reschedule the date, time, or location of meetings in compliance with the Brown Act.

Section D: Special Meetings

A Special Meeting may be called at any time by the Chairperson, in compliance with the Brown Act.

Section F: Meeting Materials

A link to all meeting materials will be sent to the CCP email distribution list prior to the meeting. Additionally, a sufficient number of hard copies will be made available for the public at the time and place of each meeting.

ARTICLE VIII

MEETING PROCEDURES

Section A: Quorum

Four (4) members shall constitute a quorum of the Executive Committee.

Section B: Voting

Decisions of the Executive Committee shall be reached through majority voting, which is defined as the majority of the eligible voting members present. The Executive Committee shall use Robert's Rules of Order to conduct business. Voting will not be allowed by proxy and may only be conducted in-person. If the vote is a tie, that vote shall constitute denial of the request.

Section C: Setting the Agenda

The Chairperson shall designate items on the agenda. Any member wishing to place items on the agenda shall request inclusion on the agenda by contacting the Chairperson no later than 96 hours prior to the next scheduled meeting.

ARTICLE IX

CONFLICT OF INTEREST

The Executive Committee members shall comply with all conflict-of-interest laws, including but not limited to Government Code Sections 1090 et. Seq. and the California Political Reform Act (Government Code Sections 87100 et. Seq.)

All members of the Executive Committee who do not hold a position specified in Government Code section 87200 shall annually complete the Statement of Economic Interests (California FPPC Form 700) as required by the California Fair Political Practices Commission. The Chairperson of the CCP will notify each member when it is due.

ARTICLE X

AMENDMENT OF BY-LAWS

The By-Laws may be adopted, amended, or repealed by a majority vote of the Executive Committee after written proposal for such action has been in the hands of the Executive Committee no less than thirty (30) days after the proposed change has been introduced at a meeting of the Executive Committee.