

**By-Laws of the San Diego County  
Community Corrections Partnership**  
(Adopted: Month, Day, Year)

ARTICLE I

NAME

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

ARTICLE II

AUTHORIZATION

This committee is authorized pursuant to Penal Code Section 1230 and 1230.1.

ARTICLE III

PURPOSE

The purpose of the San Diego County Community Corrections Partnership shall be to:

- Advise the Chief Probation Officer regarding the Community Corrections Program pursuant to the Community Corrections Incentive Act (Penal Code Section 1230).
- Recommend a local plan for the implementation of the 2011 Public Safety Realignment Act [Penal Code Section 1230.1(a)].

ARTICLE IV

MEMBERSHIP

Per statute, the membership of the Community Corrections Full Partnership is comprised of:

- Chief Probation Officer—Chair
- Presiding Judge of the Superior Court or their designee
- A County Supervisor or the Chief Administrative Officer for the County or a designee of the Board of Supervisors
- The District Attorney
- The Sheriff
- The Public Defender
- A Chief of Police (as selected by San Diego County Chief's and Sheriff Association)
- The head of the County's Health and Human Services Agency
- The head of the County's Office of Education
- A representative from a community-based organization (CBO) with experience in successfully providing rehabilitative services to persons who have been convicted of a criminal offense

- An individual who represents the interest of victims/victim advocate

## ARTICLE V

### TERM OF MEMBERSHIP

The term for a representative from a community-based organization shall be for a full fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). There is nothing to preclude a representative from serving more than one term. A memo of interest must be submitted to the Chief Probation Officer by the end of the fiscal year, so the selection may be made at the August Executive Committee CCP Meeting.

The term for a representative from the San Diego County Chiefs' and Sheriff's Association (SDCCSA) shall be for a full fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). 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 selection may be made at the August Executive Committee CCP Meeting.

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

## ARTICLE VI

### EXECUTIVE COMMITTEE OF THE CCP

#### Section A: Purpose

The purpose of the Executive Committee of the CCP is to approve the realignment plan developed by the CCP prior to its submission to the Board of Supervisors. The Executive Committee of the CCP is responsible for voting on all matters appearing before the CCP.

#### Section B: Membership

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

- Chief Probation Officer – Chair
- A Chief of Police
- The Sheriff
- The District Attorney
- The Public Defender
- Presiding Judge of the Superior Court or their designee
- The Director of the Health and Human Services Agency

The constitutional officers of the Executive Committee (the Sheriff and the District Attorney) are the only members who may choose to designate a representative to fill in when they are unable to attend a specific meeting. The Sheriff and/or District Attorney must send a formal request to the Chair of the CCP to identify the designee and set forth what duties and authority they are vesting with the designee. This request must be submitted prior to each meeting in which a designee is being identified. If the request is not received prior to the beginning of the meeting, the designee will sit with the general members and will not be afforded any rights associated with the Executive Committee.

## ARTICLE VII

### CHAIRPERSON

#### Section A: Appointment of Chairperson

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

#### Section B: Duties of Chairperson

The Chairperson shall supervise and direct the CCP activities, affairs, and officers. The Chairperson shall schedule, set the agenda for, and preside over the Full Partnership CCP meetings and the Executive Committee CCP meetings. 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 VIII

### MEETINGS

#### Section A: Brown Act

The Full Partnership CCP and Executive Committee CCP meetings shall be governed by the Brown Act. Notice of the meetings for the Full Partnership CCP and Executive Committee CCP shall be posted as required by the Brown Act and will 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 and will take place at a County office or facility.

#### Section B: Public Comment

Public comment will be limited to two minutes. The Executive Committee may consider matters not on the agenda under the public comment section 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, make a brief announcement or report on the activities of a member, refer a matter to staff, or place a matter of business on a future agenda. The Executive Committee may also consider action on items not appearing on the agenda pursuant to the provisions of Government Code Section 54954.2. The Chairperson has the discretion to extend the time based on the complexity of the issue or to lessen the time if there are a large number of speakers.

#### Section C: Joint Full Partnership/Executive Committee CCP Meetings

There is a Joint Full Partnership/Executive Committee meeting scheduled in the months of February and August.

#### Section D: Subcommittee Meetings

The Executive Committee may designate subcommittees on an as needed basis. These subcommittees may include members of the Full Partnership CCP, as well as non-CCP members. Subcommittees may be subject to the provision of the Brown Act.

#### Section E: Rescheduling Meetings

The Chairperson may reschedule the date, time, or location of meetings with the concurrence of the members of the Executive Committee.

#### Section F: Special Meetings

A Special Meeting may be called at any time by the Chairperson, upon written notice, specifying the general nature of the business proposed. Notice must be given as required by the Brown Act.

#### Section G: Meeting Materials

A link to all meeting materials will be sent to the Full Partnership 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 IX

### 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. Executive Committee members shall only be allowed to abstain from voting if there is a stated conflict of interest or if they are not present for the discussion. The reason for the abstention shall be explicitly stated for the record. The member with the conflict of interest shall, after announcing his or her conflict, recuse themselves from any further public or nonpublic conduct which in any way relates to the decision at hand. (If a public matter, the member with the conflict shall join the public. If a nonpublic vote, the member with a conflict shall leave the room.) 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 X

### CONFLICT OF INTEREST

The Full Partnership and 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 shall annually complete the Statement of Economic Interests (California Form 700) as required by the California Fair Political Practices Commission. The Chair of the CCP will notify each member when it is due. Executive Committee members shall abstain from participating in discussions and voting which involve their agency, company, or department, or in which they have a personal financial interest.

## ARTICLE XI

### 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 for thirty (30) days.

DRAFT