

BYLAWS  
OF THE SHASTA COUNTY  
COMMUNITY CORRECTIONS PARTNERSHIP

ARTICLE I  
NAME

The name of this committee is the Shasta County Community Corrections Partnership (CCP).

ARTICLE II  
AUTHORITY

This organization is authorized by Penal Code Section 1230; its Executive Committee is authorized by Penal Code Section 1230.1(b).

ARTICLE III  
PURPOSE

1. Pursuant to Penal Code Section 1230.1(a), the CCP is charged with recommending a local plan to the Board of Supervisors for the implementation of the 2011 Public Safety Realignment, as well as overseeing the implementation of the local plan.
2. Pursuant to Penal Code Section 1230.1(b), the Executive Committee of the CCP is charged with voting on the local plan to be recommended to the Board of Supervisors.
3. Pursuant to Penal Code Section 1230.1(d), consistent with local needs and resources, the plan may include recommendation to maximize the effective investment of criminal justice resources in evidence-based correctional sanctions and programs, including, but not limited to, day reporting centers, collaborative courts, residential multiservice centers, mental health treatment programs, electronic and GPS monitoring programs, victim restitution programs, counseling programs, community services programs, education programs, and work training programs.

ARTICLE IV  
MEMBERSHIP

1. Pursuant to Penal Code Section 1230(b)(2), the membership of the CCP includes:
  - a. The Chief Probation Officer (Chair)
  - b. The Presiding Judge of the Superior Court, or his or her designee
  - c. A county supervisor or the chief administrative officer for the county or a designee of the board of supervisors
  - d. The District Attorney
  - e. The Public Defender
  - f. The Sheriff
  - g. A Chief of Police
  - h. The head of the county department of Social Services
  - i. The head of the county department of Mental Health

- j. The head of the county department of Employment
  - k. The head of the county Alcohol and Substance Abuse programs
  - l. The head of the county Office of Education
  - m. A representative from a community based organization with experience in successfully providing rehabilitative services to person who have been convicted of a criminal offense
  - n. An individual who represents the interests of victims
2. Pursuant to Penal Code Section 1230.1(b), the membership of the CCP Executive Committee includes:
- a. The Chief Probation Officer (Chair)
  - b. A Chief of Police
  - c. The Sheriff
  - d. The District Attorney
  - e. The Public Defender
  - f. The Presiding Judge of the Superior Court, or designee
  - g. One of the following: the head of the department of social services, the head of the county mental health programs, or the head of the county alcohol and substance abuse programs (as listed in subparagraph (G), (H), or (J) of paragraph (2) of subdivision (b) of Section 1230), as designated by the Board of Supervisors. [Note: The Director of the County Health and Human Services Agency has been designated to fulfill this requirement pursuant to Shasta County Board of Supervisors action on July 26, 2011.]
3. Position vacancies:
- a. Specific identified members will be replaced with the individual hired to fill the same role (i.e. the Sheriff, District Attorney, etc.).
  - b. The member representing a county supervisor or the chief administrative officer for the county will be designated by the Board of Supervisors.
  - c. Members identified in Section 1. m. and n. will be selected through a recruitment process administered by the Chair or designee and voted on by the CCP Executive Committee.

## ARTICLE V CHAIR

Pursuant to Penal Code Section 1230 and 1230.1, the Chief Probation Officer shall serve as Chair of both the CCP and the CCP Executive Committee. The Chair shall preside at all meetings. The Chair shall have the ability to call meetings and set meeting agendas.

## ARTICLE VI MEETINGS AND PROCEDURES

The CCP and CCP Executive Committee meetings shall be governed by the Brown Act (Act) and all meetings shall be open to the public in accordance with the provisions of the Act.

1. Regular Meetings

Regular meetings shall be set by the Executive Committee at the first meeting of the Calendar Year. Notices and Agendas will be posted in accordance with the provisions of the Act.

2. Special Meetings

A special meeting may be called at any time by the Chair, or by a majority of the members of the Executive Committee, specifying the general nature of the business proposed. An agenda and notice will be posted in accordance with the provisions of the Act.

3. Quorum and Voting Procedure

- a. A simple majority of the committee members of the CCP shall constitute a quorum for the transaction of business at any CCP meeting.
- b. A simple majority of the CCP Executive Committee shall constitute a quorum for the transaction of business at any CCP Executive Committee meeting.
- c. Decisions shall be reached through majority voting, which is defined as a majority of the quorum members present. Members must be physically present to vote.
- d. A “majority” of the members means a majority of the authorized members whether or not all of the positions have been filled. No action shall be taken unless a majority of the members are present.
- e. The CCP and CCP Executive Committee shall use parliamentary procedures (the current editions of Robert’s Rules of Order) to conduct business.

4. Setting the Agenda

- a. The Chair shall designate items on the agenda.
- b. The Chair or designee shall at minimum contact committee members at least one week prior to the scheduled meeting to solicit requests for agenda items.
- c. Anyone wishing to provide input shall request inclusion on the agenda by contacting the Chair no later than one week prior to the scheduled meeting.
- d. Only items listed under “ACTION ITEMS” on the CCP or CCP Executive Committee agendas may be voted on by the applicable body.

5. Public Comments

- a. The CCP and CCP Executive Committee welcomes and encourages public participation in the meetings.
- b. The “Public Comment” period pursuant to the agenda is when members of the public will have the opportunity to address the Committee on any issue within the jurisdiction of the Committee. Speakers will be limited to three minutes.

- c. In addition, members of the public will have the opportunity to address the Committee on a particular action item on the agenda prior to the time that the action item is heard. Speakers will be limited to three minutes for each action item.
- d. The Chair has the discretion to extend or reduce the time based on the complexity of the issue and/or the number of speakers requesting to speak.
- e. The Chair has the discretion to allow public input during the meeting at any time other than during “Public Comment” and “Action Items” for a time period at the discretion of the Chair.

## ARTICLE VII BUDGET

### 1. Budget

- a. The Chair is responsible for the development and oversight of the annual operating budget funded by AB109 revenue.
- b. In December of each year, the chair will solicit budget requests for the subsequent budget year from the CCP Executive Committee members. All budget requests must be submitted to the Chair or designee in writing at least one week prior to the January meeting and include what will be funded, a budget justification, and a specific dollar amount.
- c. The Chair will submit the requests to the CCP Executive Committee at the meeting held in January for consideration.
- d. The Chair will compile the approved requests and submit the budget along with recommended revenue distribution methodology to the CCP Executive Committee at the meeting held in February for a vote.
- e. Should a budget not be approved at the February meeting, a special meeting(s) will be scheduled to ensure a final budget is approved prior to the County budget deadlines.
- f. The CCP Executive Committee-approved expenditures and estimated revenue will be included in department budgets submitted via the County budget process to the Board of Supervisors.
- g. The Chair will provide regular budget updates to the CCP Executive Committee.

### 2. Additional Funding Requests

- a. CCP Executive Committee members may submit requests outside of the annual budget process as a request to the Chair for an agenda action item.
- b. Requests for additional funding must be submitted in advance and in writing and include what will be funded, a budget justification, and a specific dollar amount.

- c. The CCP Executive Committee member requesting the additional funding will present the request at the meeting.
- d. Approval of requests for additional funding shall require a supermajority vote of the CCP Executive Committee (5/7 vote).

#### ARTICLE VIII WORKGROUPS

The CCP Executive Committee may designate workgroups, on an as-needed basis. These workgroups may include CCP members, as well as non-CCP members. Workgroups may be subject to provisions of the Brown Act.

#### ARTICLE IX CONFLICT OF INTEREST

1. CCP and CCP Executive Committee members shall not participate in making any governmental decision in which they have a financial interest.
2. Any member with a disqualifying conflict of interest must, in compliance with the Political Reform Act:
  - a. Publically state the nature of the conflict in sufficient detail to be understood by the public;
  - b. Recuse himself/herself from discussing and voting on the item; and
  - c. Leave the room until the item has concluded.
3. The member may be allowed to address the CCP as a member of the public. Said disclosure shall be noted in the official CCP minutes. The member must also comply with all other applicable conflict of interest laws.

#### ARTICLE X AMENDMENTS

These Bylaws may be adopted, altered, amended, or repealed by a majority vote of the CCP Executive Committee within the limitations imposed by the Brown Act.

DULY PASSED AND ADOPTED this 18<sup>th</sup> day of July, 2018 by a majority vote of the CCP Executive Committee as reflected in the minutes of the meeting.

  
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Tracie Neal, Chief Probation Officer