

**STEARNS COUNTY  
COMMUNITY CORRECTIONS ADVISORY BOARD (CCAB)  
BYLAWS**

**PREAMBLE**

*WHEREAS*, pursuant to the authority set forth in Minnesota Statutes, Chapter 401, the Stearns County Board of Commissioners, hereinafter referred to as "County Board", has appointed the Community Corrections Advisory Board, hereinafter referred to as "CCAB", to exercise those functions, powers and duties described in Minnesota Statutes, Section 401.08.

*NOW, THEREFORE BE IT RESOLVED*, that the CCAB hereby adopts these Bylaws to govern the exercise of its functions, powers and duties.

**ARTICLE I: Functions, Powers and Duties**

The functions, powers and duties of the CCAB shall be:

- a. To serve in an advisory capacity to the County Board.
- b. To actively participate in the formulation of the comprehensive plan for the development, implementation, and operation of the correctional program and services for Stearns County and to make a formal recommendation to the County Board at least annually concerning the comprehensive plan and its implementation during the ensuing year.

**ARTICLE II: Appointment of Membership**

*Section I: Membership*

Membership on the CCAB shall be as specified by County Board resolution. Per County Board resolution, the CCAB has (14) members represented by the County Board, law enforcement, prosecution, judiciary, education, corrections, ethnic minorities, social services, lay citizens, and the public defender's office.

Application for membership on the CCAB shall be solicited from the citizenry of Stearns County, from representative groups within the county and Commissioner Districts. Individuals seeking appointment to the Stearns County Community Corrections Advisory Board complete an online application on the Stearns County public website. (<http://www.co.stearns.mn.us>)

Members of the CCAB need to be residents of Stearns County, or need to represent providers located in and/or provide services in Stearns County. Should a member of the CCAB move out of the county during an appointed term, he/she may complete the current term. Applicants who have been convicted of crimes which resulted or could have resulted in incarceration must have been discharged from supervision for at least one year prior to their application and provide such other competent evidence of their fitness to perform the duties of an Advisory Board member as may be requested. Verification of this requirement shall be conducted by staff of the Community

Corrections Division and applicants for appointment to the Advisory Board shall furnish such proof of identification as may be required to complete verification. All applications received shall be reviewed by the CCAB who shall forward recommended appointments to the County Board.

*Section II: Length of Term*

All members of the CCAB shall serve for terms of three calendar years. Appointments are made by the Stearns County Board in January of each year. The CCAB shall make recommendations to the County Board for the reappointment of any member who's term has expired. No member may be appointed to serve more than three consecutive terms.

*Section III: Vacancies*

Appointments to vacancies occurring as a result of expiration of term in office, resignation, death, or disqualification, shall be made in such a way so as to maintain the membership composition set out in Article II, Section I. Appointment of any new member to a vacancy described under this section shall be made pursuant to the recruitment and selection process set forth in Section I of this Article.

*Section IV: Attendance*

If at any time a member misses three regularly scheduled meetings in a twelve month period, that fact may be made known by the CCAB Chair to the County Board for its action.

**ARTICLE III: Selection of Officers**

*Section I: Officers*

The officers of the CCAB shall be Chair and Vice-Chair. Per County Board resolution, County staff will fulfill the duties of Secretary to the CCAB. Only the following representatives are eligible to be Chair or Vice-Chair.

- A. Lay Citizens
- B. Ethnic Minorities
- C. Education
- D. Social Services

Under no circumstances shall an employee or appointed or elected official of a county be eligible for the offices of Chair or Vice-Chair.

*Section II: Elections*

The election of officers shall take place at the first meeting of the CCAB held each year. All officers shall hold office for one year or until their successors have been

elected and assumed office. Election of officers shall be by a majority vote of a quorum of the CCAB. No member may serve more than two consecutive terms as Chair.

*Section III: Duties*

The Chair shall have such powers and duties as may be described by custom or parliamentary procedure for the office. The Chair shall perform duties as may be set by the County Board from time-to-time.

The Vice-Chair in the absence of, or disability of the Chair shall carry out the responsibilities of the Chair. In addition, the Vice-Chair shall perform such duties as may be assigned by the Chair.

**ARTICLE IV: Meetings**

*Section I: Meetings*

The meetings of the CCAB shall be called by the Chair of the CCAB and shall be held at least four times a year. Meetings shall be held at a time and place designated by the Chair of the CCAB. Meetings shall be conducted in accordance with the current edition of Robert's Rules of Order. In the event of a conflict between Robert's Rules of Order and these Bylaws, the Bylaws shall govern.

*Section II: Special Meetings*

Special meetings of the CCAB may be called by the Chair of the CCAB, or by petition of five members of the CCAB and shall be preceded by at least three (3) days written notification to all members. The Chair shall fix the time and place for all special meetings.

*Section III: Quorum*

A quorum shall consist of the majority of CCAB members for the transaction of business. A majority vote of the members present (if a quorum) shall be sufficient for the adoption of any motion.

*Section IV: Open Meetings*

All meetings of the CCAB or its committees shall be open to the public, unless permitted to be closed by law.

*Section V: Official Minutes*

Per County Board resolution, Stearns County staff shall be responsible for the preparation and maintenance of the minutes of all regularly scheduled or special meetings of the CCAB. Such minutes shall record the time, date and place of the meetings, the attendance of members and guests, the topics of the meeting, motions and

seconds made, the results of all votes conducted, and a narrative of pertinent discussion. A copy of the minutes for each meeting shall be mailed to the CCAB within thirty (30) business days after each meeting. The minutes of each meeting shall be approved at a regularly scheduled meeting of the CCAB. Copies of the approved minutes shall be promptly provided to the County Board.

#### **ARTICLE V: Committees**

The CCAB may establish committees at anytime.

- a. Committees may be established by the CCAB, or its Chair, as the need arises to address special projects, new initiatives, and/or other pertinent issues.
- b. The membership of each committee shall generally reflect the membership of the entire CCAB. Persons who have been adjudicated delinquent or convicted of crimes which resulted or could have resulted in incarceration must have been discharged from supervision for at least one year prior to their application and provide such other competent evidence of their fitness to perform the duties of a committee member as may be requested.
- c. The meetings of each committee shall be open to the public. Each committee shall establish its own meeting schedule.
- d. A quorum shall consist of a majority of the members of each committee. A majority vote of the members present (if a quorum) shall be sufficient for the adoption of any motion.
- e. Any CCAB committee established shall make regular reports to the CCAB.
- f. Committees shall meet as directed by the CCAB. The size of the committee and frequency of meetings will be established by the CCAB or its Chair.

#### **ARTICLE VI: Per Diem**

Per diems for CCAB and committee members shall be set by resolution of the County Board.

#### **ARTICLE VII: Code of Ethics**

CCAB members shall be subject to the Code of ethics set out in Section 33 of the Stearns County Personnel Rules and Policies.

#### **ARTICLE VIII: Amendment of Bylaws**

These Bylaws may be amended at any regular or special meeting if the proposed amendment is in written form and provided to all members present.

#### **ARTICLE IX: Effective Dates**

These Bylaws and any amendments approved by the CCAB shall be effective only when approved by the County Board.

**ARTICLE X: Severability**

It is hereby declared the intention of the CCAB that the provisions of these Bylaws shall be severable in accordance with the following: Should any provision of these Bylaws be held unconstitutional, contrary to statute, or void by order of a Court of competent jurisdiction, such order shall not affect any other provisions of these Bylaws not specifically included in said order.

**ARTICLE XI: Location**

The business location of the Stearns County Community Corrections Advisory Board is:

*Stearns County Administration Center  
705 Courthouse Square  
St. Cloud, Minnesota 56303*

Amended and adopted by the Stearns County Community Corrections Advisory Board on January 8, 2009.

/S/ \_\_\_\_\_  
Roland Froyen, Chair  
Community Corrections Advisory Board

Amended Bylaws approved by the Stearns County Board of Commissioners on \_\_\_\_\_.

/S/ \_\_\_\_\_  
Mark K. Sakry, Chair  
Stearns County Board of Commissioners

/S/ \_\_\_\_\_  
Randy Schreifels, County Auditor/Treasurer  
Clerk to the County Board

**ADOPTED/AMENDED BY CCAB**

- March 17, 1994
- February 12, 1997
- July 9, 1997
- January 14, 1998
- August 12, 1998
- June 14, 2000
- October 13, 2004
- February 12, 2009

**APPROVED BY COUNTY BOARD**

- April 5, 1994
- March 11, 1997
- August 19, 1997
- January 27, 1998
- October 6, 1998
- July 25, 2000
- January 18, 2005
- April 20, 2010