

**CODE OF BY-LAWS
OF THE COMMUNITY CORRECTIONS ADVISORY BOARD
OF
MONROE COUNTY, INDIANA**

APPROVED as REVISED January 27, 2020 at Community Corrections Advisory Board Meeting

ARTICLE I: ESTABLISHMENT, PURPOSE, MISSION

Section 1: Establishment of Community Corrections Programs. Indiana Code Title 11, Article 12: COMMUNITY CORRECTIONS, establishes Community Corrections programs in Indiana.

IC 11-12-1 Chapter 1. Locally and Regionally Operated Community Corrections

IC 11-12-1-1 "Community corrections program" defined

Sec. 1. As used in this article, "community corrections program" means a community based program that provides preventive services, services to offenders, services to persons charged with a crime or an act of delinquency, services to persons diverted from the criminal or delinquency process, services to persons sentenced to imprisonment, or services to victims of crime or delinquency, and is operated under a community corrections plan of a county and funded at least in part by the state subsidy provided in IC 11-12-2. (1991)

IC 11-12-1-2 Establishment; purpose

Sec. 2. Notwithstanding any other law, a county or any combination of counties may establish and operate a community corrections advisory board for the purpose of coordinating or operating community corrections programs. The county, in consultation with the advisory board, shall coordinate or operate community corrections programs for any of the following: (1) The prevention of crime or delinquency. (2) Persons sentenced to imprisonment in a county or local penal facility other than a state owned or operated facility. (3) Committed offenders. (4) Persons ordered to participate in community corrections programs as a condition of probation. (1997)

Section 2: Purpose of Monroe County Community Corrections Advisory Board.

Pursuant to IC 11-12-2-3, the Monroe County Community Corrections Advisory Board was established for the purpose of assisting in the coordination of the Community Corrections Program. The Monroe County Community Corrections Advisory Board was established on November 8, 1982, by resolution 82-16 of the Monroe County Board of Commissioners.

The community corrections advisory board is defined in the **MONROE COUNTY CODE CHAPTER 421-1 COMMUNITY CORRECTIONS ADVISORY BOARD:** A Community Corrections Advisory Board, consisting of such members as mandated in IC 11-12-2-2(a) for such terms as mandated in IC 11-12-2-2(c), is established.

Section 3: Mission.

To promote a safer community by intervening in the lives of offenders, holding them accountable, and serving as a catalyst for positive change.

ARTICLE II: FUNDING

Section 1: Funds. Pursuant to IC 11-12-2-2 (f), the Monroe County Commissioners and County Council shall provide necessary assistance and appropriations to the Community Corrections Advisory Board.

IC 11-12-2-2 (f) Community corrections advisory board; membership; terms; combined advisory board; officers; quorum; assistance and appropriations

The county executive and county fiscal body shall provide necessary assistance and appropriations to the community corrections advisory board established for that county. Appropriations required under this subsection are limited to amounts received from the following sources: (1) Department grants. (2) User fees. (3) Other funds as contained within an approved plan. Additional funds may be appropriated as determined by the county executive and county fiscal body. (2017)

Section 2: Community Corrections Grant Funding from the Indiana Department of Correction.

Pursuant to IC 11-12-2-4 a county or group of counties, or a court or a group of courts, seeking financial aid from the Indiana Department of Correction (DOC), must apply to the commissioner of the DOC in a manner and form prescribed by the commissioner. If the application is for a community corrections program, the application must include a community corrections plan that has been approved by the community corrections advisory board and the county executive or, in a county having a consolidated city, by the city-county council. If the application is for a court supervised recidivism reduction program, a probation department, a pretrial diversion program, or a jail treatment program, the application must include information required by the DOC. If the application is from a county (not including a court) and the county operates a community corrections program, the application must be approved by the community corrections advisory board. (2018)

Section 3: Maintaining Eligibility for Funding.

In order to remain eligible to receive financial aid, the Community Corrections Advisory Board shall ensure that the Monroe County Community Corrections Program remains in compliance with its community corrections plan and meets minimum standards adopted by the Indiana Department of Correction (DOC).

IC 11-12-2-6 Eligibility for financial aid; requirement of compliance

To remain eligible for financial aid under this chapter, a county must comply with its community corrections plan and the rules and minimum standards adopted by the department under section 5 of this chapter. If the commissioner determines that there are reasonable grounds to believe that a county is not complying with its plan, the rules, or the minimum standards, he shall, after giving at least thirty (30) days written notice to the board of county commissioners or city-county council, the community corrections advisory board, and the chief administrator of the program, conduct a hearing under IC 4-21.5-3 to ascertain whether compliance has been achieved. Upon a finding of noncompliance, the commissioner may suspend any part of the financial aid until compliance is achieved. (1987).

Section 4: Advisory Board Oversight of Community Corrections Fund.

The Community Corrections Advisory Board shall administer the local Community Corrections fund in accordance with all DOC rules and in compliance with Indiana law. The Advisory Board will review recommendations from the program director for utilization of user fees and determine the most appropriate use of user fees, subject to Department of Correction approval (*DOC special condition for grant*).

IC 11-12-2-12. Community corrections funds established

(a) A community corrections fund is established in each community having a community corrections program. The fund shall be administered by the community corrections advisory board in accordance with rules adopted by the department under subsection (c). The expenses of administering the fund shall be paid from money in the fund. Money in the fund at the end of a fiscal year does not revert to any other fund. The fund consists of fees deposited under subsection (b). Money in the fund may be used only for the provision of community corrections program services, including services allowed under IC 11-12-2-5(b)(3).

(b) In addition to user fees collected under IC 31-40, IC 35-38-2-1, or any other user fee collected from a participant in a community corrections program by an agency or program, a community corrections program may collect from a participant a user fee assessed in accordance with rules adopted under subsection (c). Community corrections user fees collected under this section shall be deposited into the community corrections fund established by this section.

(c) The department shall adopt rules under IC 4-22-2 governing the following: (1) The maximum amount that a community corrections program or a court may assess as a user fee under subsection (b) or IC 35-38-2.5-6. (2) Administration by community corrections advisory boards of community corrections funds and the community corrections home detention fund, including criteria for expenditures from the funds. (1997)

ARTICLE III: POWERS AND DUTIES

Section 1: Statutory Powers and Duties of Community Corrections Advisory Boards.

Indiana statute outlines various powers and duties for Community Corrections advisory boards. The Monroe County Community Corrections Advisory will operate in compliance with all Indiana laws and Indiana Department of Correction regulations.

IC 11-12-2-3 Community corrections advisory board; duties

(a) A community corrections advisory board shall:

(1) formulate:

(A) the community corrections plan and the application for financial aid required by section 4 of this chapter; and

(B) the forensic diversion program plan under [IC 11-12-3.7](#);

(2) observe and coordinate community corrections programs in the county;

(3) make an annual report to the county fiscal body, county executive, or, in a county having a consolidated city, the city-county council, containing an evaluation of the effectiveness of programs receiving financial aid under this chapter and recommendations for improvement, modification, or discontinuance of these programs;

(4) ensure that programs receiving financial aid under this chapter comply with the standards adopted by the department under section 5 of this chapter; and

(5) recommend to the county executive or, in a county having a consolidated city, to the city-county council, the approval or disapproval of contracts with units of local government or nongovernmental agencies that desire to participate in the community corrections plan.

Before recommending approval of a contract, the advisory board must determine that a program is capable of meeting the standards adopted by the department under section 5 of this chapter.

(b) A community corrections advisory board shall do the following:

(1) Adopt bylaws for the conduct of its own business.

(2) Hold a regular meeting at least one (1) time every three (3) months and at other times as needed to conduct all necessary business.

Dates of regular meetings shall be established at the first meeting of each year.

(3) Comply with the public meeting and notice requirements under [IC 5-14-1.5](#).

(c) A community corrections advisory board may contain an office as designated by the county executive or, in a county having a consolidated city, by the city-county council.

(d) Notwithstanding subsection (a)(4), the standards applied to a court alcohol and drug program or a problem solving court that provides services to a forensic diversion program under [IC 11-12-3.7](#) must be the standards established under [IC 12-23-14](#) or [IC 33-23-16](#). (2010)

Section 2: Community Corrections Plan.

The Monroe County Community Corrections Advisory Board shall actively participate in the formulation of the local Community Corrections plan and application for financial aid.

The Monroe County Community Corrections Program submits an annual application for financial aid that includes all of the statutorily prescribed elements of a community corrections plan (IC 11-12-2-4). Therefore, the annual application for financial aid serves as Monroe County's community corrections plan.

The community corrections plan (annual application for financial aid) shall must be approved by the Community Corrections Advisory Board and the County Executive and shall include the following elements:

IC 11-12-2-4 Community corrections advisory board; application for financial aid; collaboration with probation, pretrial diversion, or jail treatment program

(1) a description of each program for which financial aid is sought;

(2) the purpose, objective, administrative structure, staffing, and duration of the program;

(3) a method to evaluate each component of the program to determine the overall use of department approved best practices for the program;

(4) the program's total operating budget, including all other sources of anticipated income;

(5) the amount of community involvement and client participation in the program;

(6) the location and description of facilities that will be used in the program;

(7) the manner in which counties that jointly apply for financial aid under this chapter will operate a coordinated community corrections program; and

(8) a plan of collaboration among the probation department, including the community corrections program, and any other local criminal justice agency that receives funding from the department for the provision of community supervision for adult offenders.

Counties are encouraged to include the courts, prosecuting attorneys, public defenders, and sheriffs when addressing the needs of the local criminal justice population. The community supervision collaboration plan must be submitted to the department and the office of judicial administration annually and must include:

- (A) a description of the evidence based services provided to felony offenders by the community corrections program and the probation department;
- (B) the manner in which the community corrections program and the probation department intend to reduce the duplication of services to offenders under community supervision;
- (C) the manner in which the community corrections program and the probation department intend to coordinate operations and collaborate on the supervision of adult felony offenders;
- (D) the eligibility criteria established for community based services provided to adult felony offenders;
- (E) the criteria for using the community corrections program as an intermediate sanction for an offender's violation of probation conditions;
- (F) a description of how financial aid from the department, program fees, and probation user fees will be used to provide services to adult felony offenders; and
- (G) documentary evidence of compliance with department rules for community corrections programs and judicial conference of Indiana standards for probation departments.
 - i) department rules for community corrections programs;
 - (ii) judicial conference of Indiana standards for probation departments and problem solving courts;
 - (iii) prosecuting attorneys council of Indiana diversion and deferral guidelines;
 - (iv) Indiana jail standards; and
 - (v) division of mental health and addiction standards for jail treatment programs...(2018)

Section 3: Forensic Diversion Plan.

The Monroe County Community Corrections Advisory Board shall participate in the formulation of the local Forensic Diversion plan under IC 11-12-3.7.

- (a) An advisory board shall develop a forensic diversion plan to provide an adult who:
 - (1) has an intellectual disability, a developmental disability, an autism spectrum disorder, a mental illness, an addictive disorder, or a combination of those conditions; and
 - (2) has been charged with a crime that is not a violent crime;an opportunity, pre-conviction or post-conviction, to receive community treatment and other services addressing intellectual disabilities, developmental disabilities, autism spectrum disorders, mental health, and addictions instead of or in addition to incarceration.
- (b) The forensic diversion plan may include any combination of the following program components:
 - (1) Pre-conviction diversion for adults with mental illness.
 - (2) Pre-conviction diversion for adults with addictive disorders.
 - (3) Pre-conviction diversion for adults with developmental disabilities.
 - (4) Pre-conviction diversion for adults with intellectual disabilities.
 - (5) Pre-conviction diversion for individuals with an autism spectrum disorder.
 - (6) Post-conviction diversion for adults with mental illness.
 - (7) Post-conviction diversion for adults with addictive disorders.
 - (8) Post-conviction diversion for adults with intellectual disabilities.
 - (9) Post-conviction diversion for adults with developmental disabilities.
 - (10) Post-conviction diversion for individuals with an autism spectrum disorder.
- (c) In developing a plan, the advisory board must consider the ability of existing programs and resources within the community, including:
 - (1) a problem solving court established under IC 33-23-16;
 - (2) a court alcohol and drug program certified under IC 12-23-14-13;
 - (3) treatment providers certified by the division of mental health and addiction under IC 12-23-1-6 or IC 12-21-2-3(5); and
 - (4) other public and private agencies.
- (d) Development of a forensic diversion program plan under this chapter or IC 11-12-2-3 does not require implementation of a forensic diversion program.
- (e) The advisory board may:
 - (1) operate the program;
 - (2) contract with existing public or private agencies to operate one (1) or more components of the program; or
 - (3) take any combination of actions under subdivisions (1) or (2).
- (f) Any treatment services provided under the forensic diversion program:
 - (1) for addictions must be provided by an entity that is certified by the division of mental health and addiction under IC 12-23-1-6; or
 - (2) for mental health must be provided by an entity that is:
 - (A) certified by the division of mental health and addiction under IC 12-21-2-3(5);
 - (B) accredited by an accrediting body approved by the division of mental health and addiction; or
 - (C) licensed to provide mental health services under IC 25. (2015)

Section 4: Observation of Operations.

The Advisory Board shall observe the operations of Community Corrections in Monroe County. The Community Corrections Director shall be responsible for the day-to-day coordination and operation of the local Community Corrections program.

Section 5: Annual Report.

The Advisory Board shall make an annual report to the Monroe Circuit Court Board of Judges, Monroe County Board of Commissioners and the Indiana Department of Correction containing an evaluation of the effectiveness of the local Community Corrections program components and recommendations as to improvements, modification or discontinuance of these program components.

Section 6: Compliance With Standards.

The Advisory Board shall ensure that the Monroe County Community Corrections program remains in compliance with standards adopted by the DOC. The Advisory Board will encourage cooperation with DOC officials and coordinate activities as needed. Applicable statutory standards applied to a court alcohol and drug program or problem solving court must comply with these standards for services provided to the forensic diversion program.

Section 7: Recommendations to the Board of Commissioners.

The Advisory Board shall make recommendations for the approval or disapproval of contracts with units of local government or non-governmental agencies that desire to participate in the Community Corrections plan.

Section 8: Adopt Bylaws.

The Advisory Board shall adopt bylaws for the conduct of its own business.

Section 9: Hold Regular Meetings.

The Advisory Board shall hold a regular meeting at least one (1) time every three (3) months and at other times as needed to conduct all necessary business.

Section 10: Written Meeting Minutes.

The Advisory Board will cause written minutes to be recorded and will provide the DOC a copy by the tenth working day following the end of each quarter (*DOC special condition for grant*).

Section 11: Community Corrections Director Selection.

The Monroe County Community Corrections Program is a division of the Monroe Circuit Court Probation Department. The Community Corrections Director also serves as the Assistant Chief Probation Officer and per Indiana law (IC 11-13-1-1) “probation officers shall serve at the pleasure of the appointing court and are directly responsible to and subject to the orders of the court.” The Community Corrections Director serves under the Monroe Circuit Court Board of Judges and is directly supervised by the Chief Probation Officer. The Director is selected through the Monroe Circuit Court rules and procedures for the hiring of Court personnel. The Advisory Board shall make recommendations to the Board of Judges regarding appointment of a Community Corrections Director.

Section 12: Community Corrections Director Removal.

Indiana law [IC 11-12-2-3.5 (a)] states that a Community Corrections director “may be removed for cause by a majority vote of the community corrections advisory board, subject to the approval of the county executive or, in a county having a consolidated city, of the city-county council.” However, the Monroe County Community Corrections Program is a division of the Monroe Circuit Court and the director is a probation officer appointed by the Court. Therefore, the Advisory Board may make recommendations to the Board of Judges regarding removal of the Community Corrections director, however, the Monroe Circuit Court Board of Judges shall make the determination for removal of the Community Corrections Director.

Section 13: Personnel Policies, Procedures, and Salary Classifications.

In Monroe County, the Personnel Advisory Committee to the Monroe County Council, known as PAC, makes recommendations to the full Monroe County Council regarding salaries for County employees. The Community Corrections Advisory Board makes salary recommendations to the Monroe Circuit Court Board of Judges and to PAC for the consideration of the full Monroe County Council.

IC 11-12-2-3.5 Community corrections advisory board; appointment of director; employees

(b)The community corrections advisory board may establish personnel policies, procedures, and salary classification schedules for its employees. Employees of a community corrections program are county employees. The policies, procedures, and schedules established under this subsection may not be inconsistent with those established for other county employees. (2015)

ARTICLE IV: MEMBERSHIP

Section 1. Nominations, Appointments, Term of Office and Vacancies.

Pursuant to IC 11-12-2-2, the Monroe County Community Corrections Advisory Board is composed of the following members:

IC 11-12-2-2 Community corrections advisory board; membership; terms; combined advisory board; officers; quorum; assistance and appropriations

(a) To qualify for financial aid under this chapter, a county must establish a community corrections advisory board by resolution of the county executive or, in a county having a consolidated city, by the city-county council. A community corrections advisory board consists of:

- (1) the county sheriff or the sheriff's designee;
- (2) the prosecuting attorney or the prosecuting attorney's designee;
- (3) the executive of the most populous municipality in the county or the executive's designee;
- (4) two (2) judges having criminal jurisdiction, if available, appointed by the circuit court judge or the judges' designees;
- (5) one (1) judge having juvenile jurisdiction, appointed by the circuit court judge;
- (6) one (1) public defender or the public defender's designee, if available, or one (1) attorney with a substantial criminal defense practice appointed by the county executive or, in a county having a consolidated city, by the city-county council;
- (7) one (1) victim, or victim advocate if available, appointed by the county executive or, in a county having a consolidated city, by the city-county council;
- (8) one (1) ex-offender, if available, appointed by the county executive or, in a county having a consolidated city, by the city-county council;
- (9) the director of the local office of the department of child services or the director's designee;
- (10) a representative from a juvenile correctional facility or juvenile detention center in the county, but if no facility exists, one (1) mental health representative chosen by the judge described in subdivision (5);

(11) a representative from the Juvenile Detention Alternatives Initiative, but if no program exists, a representative from the court appointed special advocate program in the county or guardian ad litem program in the county; and

(12) the following members appointed by the county executive or, in a county having a consolidated city, by the city-county council:

(A) One (1) member of the county fiscal body or the member's designee.

(B) One (1) probation officer.

(C) One (1) juvenile probation officer.

(D) One (1) educational administrator.

(E) One (1) representative of a private correctional agency, if such an agency exists in the county.

(F) One (1) mental health administrator, or, if there is none available in the county, one (1) psychiatrist, psychologist, or physician.

(G) Four (4) lay persons, at least one (1) of whom must be a member of a minority race if a racial minority resides in the county and a member of that minority is willing to serve.

(b) Designees of officials designated under subsection (a)(1) through (a)(6), (a)(9), and (a)(12)(A) serve at the pleasure of the designating official.

(c) Members of the advisory board appointed by the county executive or, in a county having a consolidated city, by the city-county council, shall be appointed for a term of four (4) years. The criminal defense attorney, the ex-offender, and the victim or victim advocate shall be appointed for a term of four (4) years. Other members serve only while holding the office or position held at the time of appointment. The circuit court judge may fill the position of the judge having juvenile court jurisdiction by self appointment if the circuit court judge is otherwise qualified. A vacancy occurring before the expiration of the term of office shall be filled in the same manner as original appointments for the unexpired term. Members may be reappointed.

(d) Two (2) or more counties, by resolution of their county executives or, in a county having a consolidated city, by the city-county council, may combine to apply for financial aid under this chapter. If counties so combine, the counties may establish one (1) community corrections advisory board to serve these counties. This board must contain the representation prescribed in subsection (a), but the members may come from the participating counties as determined by agreement of the county executives or, in a county having a consolidated city, by the city-county council. (2017).

Section 2: Election of Board Officials.

Pursuant to IC 11-12-2-2 (e):

(e) The members of the community corrections advisory board shall, within thirty (30) days after the last initial appointment is made, meet and elect one (1) member as chairman and another as vice chairman and appoint a secretary-treasurer who need not be a member." (2017)

ARTICLE V: MEETINGS

Section 1. Regular Meetings.

The Advisory Board shall hold regular meetings, with a minimum of four (4) meetings per year, unless otherwise designated by the Board. The agenda shall include minutes of the previous Board meeting. It shall include reports and information needed for Board action upon old and new business, for keeping the Board informed about the work of the Monroe County Community Corrections program. Pursuant to IC 11-12-2-3 (b):

IC 11-12-2-3 Community corrections advisory board; duties

(b) A community corrections advisory board shall do the following:

(1) Adopt bylaws for the conduct of its own business.

(2) Hold a regular meeting at least one (1) time every three (3) months and at other times as needed to conduct all necessary business. Dates of regular meetings shall be established at the first meeting of each year. (2010)

Section 2. Notice of Regular Meetings.

Written notice stating the place, day and hour of regular Advisory Board meetings shall be delivered at such address as appears upon the records of the Advisory Board at least ten (10) days before the date of such meeting. The Community Corrections Director shall be responsible for advertising and posting notice of Advisory Board meetings in compliance with IC 5-14-1.5 public meeting and notice requirements under Indiana law.

Section 3. Special Meetings.

Special meetings of the Advisory Board shall be called upon the request of the Chairperson and two (2) other members of the Board or upon request of any five (5) members of the Board. A minimum of twenty-four (24) hours notice is required for any special meeting. The notice for the special meeting shall state the matters to be considered at such meeting and no other business shall be transacted.

Section 4. Voting Rights.

Each member of the Board shall have one (1) vote on any resolution or other matter to come before the board. The total number of votes shall not exceed the total number of board members (including designees) present at the time of vote (*DOC special condition for grant*).

Section 5. Designees.

Pursuant to IC 11-12-2-2, only the following members of the Community Corrections Advisory Board may send a designee to an Advisory Board meeting and retain voting rights for purposes of conducting business. Designees of these officials serve at the pleasure of the designating official.

- (1) the county sheriff;
- (2) the prosecuting attorney;
- (3) the director of the local office of the department of child services;
- (4) the executive of the most populous municipality in the county;
- (5) two (2) judges having criminal jurisdiction;
- (6) public defender; and
- (7) member of the county fiscal body.

Section 6. Quorum.

A quorum shall not be less than a majority of at least six (6) members present, and the affirmative votes of at least five (5) members, but not less than a majority of the members present, are required for the board to take action. Pursuant to IC 11-12-2-2 (e):

IC 11-12-2-2 Community corrections advisory board; membership; terms; combined advisory board; officers; quorum; assistance and appropriations

(e) the members of the community corrections advisory board shall, within thirty (30) days after the last initial appointment is made, meet and elect one (1) member as chairman and another as vice chairman and appoint a secretary-treasurer who need not be a member. A majority of the members of a community corrections advisory board may provide for a number of members that is:

- (1) less than a majority of the members; and
- (2) at least six (6);

to constitute a quorum for purposes of transacting business. The affirmative votes of at least five (5) members, but not less than a majority of the members present, are required for the board to take action. A vacancy in the membership does not impair the right of a quorum to transact business. (2017)

Section 7. Attendance.

Meetings of the Advisory Board are attended by members of the Board and by the Director of the Monroe County Community Corrections program. Other professional Community Corrections staff members may attend Board meetings when items on the agenda deal with their job responsibilities. The Advisory Board may invite other persons to attend a regular or special meeting of the Board. The public may attend, but are not entitled to participate and/or comment without the chairperson’s consent.

ARTICLE VI: ABSENCE AND VACANCIES

Section 1. Absence.

Absence of a Board member in person or by designee from three (3) regular meetings in succession shall be considered equivalent to resignation. Said member shall be notified by the Chairperson. The Chairperson, in consultation with the Vice-Chairperson, shall proceed to have the vacancy filled as prescribed by Indiana law.

Section 2. Vacancies.

The Advisory Board shall fill vacancies occurring on the Board in the manner provided for by Indiana Law.

ARTICLE VII: OFFICERS AND THEIR DUTIES

Section 1. Officers.

The officers of the Advisory Board are a Chairperson and a Vice-Chairperson, elected by majority vote of a quorum of the members. They shall serve a two (2) year term. The Secretary/Treasurer will be an existing Community Corrections program staff member.

Section 2. Duties of the Chairperson.

The chairperson presides at all meetings of the Advisory Board. He/she shall manage and supervise all the affairs and personnel of the Advisory Board. He/she appoints annually the chairpersons of all standing and special committees and, in consultation with chairpersons, appoints members of the committees and such other powers and duties as this Code of By-Laws or Indiana law may prescribe.

Section 3. Duties of the Vice-Chairperson.

The Vice-Chairperson shall have all the powers and perform all the duties of the Chairperson in his/her absence. The Vice-Chairperson shall perform such additional duties as are delegated to him/her by the Chairperson.

Section 4. Nominating Committee.

The chairperson of the board shall appoint a nominating committee responsible for preparing a slate of candidates for the offices of Chairperson and Vice-Chairperson. The nominating committee shall distribute the slate of candidates to the entire board at least thirty (30) days in advance of the next board meeting in which elections are on the agenda. Additional nominations may be made by board members upon seven (7) days advance written notice to all board members. Officers of the board shall be elected by majority vote of quorum.

ARTICLE VIII: COMMITTEES OF THE ADVISORY BOARD

Section 1. Purpose.

There shall be such standing committees of the Advisory Board as are necessary to accomplish the work of the Board.

Section 2. Chairpersons.

The Chairpersons of all standing committees shall be members of the Advisory Board. They are appointed by the Chairperson to service for one (1) year, or until their successors are appointed.

Section 3. Members.

Members of standing committees must meet the qualifications stated in Article I, of the Code of By-Laws of the Advisory Board. They are appointed by the Chairperson, after consultation with those appointed. Board members do not regularly serve on more than two (2) standing committees at the same time.

Section 4. Functions.

Standing committees are appointed to carry out responsibilities related to defined areas of the Advisory Board functions and programs.

Section 5. Special Committees.

Such special committees as may be required for specific studies or pieces of work shall be appointed by the Chairperson for limited periods of service.

Section 6. Absence.

Absences of a committee member in person or by designee from three (3) committee meetings in succession shall be considered equivalent to resignation, and the Chairperson, in consultation with the Vice-Chairperson, may proceed to have the vacancy filled.

ARTICLE IX: AMENDMENTS

These By-Laws may be amended by a majority vote of the members of the Board present at any meeting where a quorum is present provided written notice of the amendment(s) was/were given 30 days before such meeting and provided such amendment(s) is/are not contrary to Indiana law.

RECORD OF ADOPTION AND AMENDMENTS OF THESE BY-LAWS ADOPTED AT THE MEETING OF THE MONROE COUNTY COMMUNITY CORRECTIONS ADVISORY BOARD THIS 27th DAY OF JANUARY, 2020.