

**BY-LAWS  
OF  
EATON COUNTY COMMUNITY CORRECTIONS  
ADVISORY BOARD**

Adopted: November 16, 2022

**EATON COUNTY  
COMMUNITY CORRECTIONS ADVISORY BOARD  
BY-LAWS**

**PREAMBLE:**

The Eaton County Board of Commissioners has appointed the Community Corrections Advisory Board, referred to as "CCAB", to exercise the functions, powers and duties described in the Michigan Community Corrections PA 511 Act of 1988.

The CCAB adopts these By-Laws 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) Develop a comprehensive community corrections plan, monitor the plan, recommend improvements and modifications, perform annual evaluations of the program and activities in that plan, and prepare an annual report.
- (b) Provide for the management of the Community Corrections Plan.
- (c) Develop a process for receipt of proposals, a proposal review and selection criteria which present no conflicting interest with the CCAB, County Commission or Office of Community Alternatives or local programs under consideration.
- (d) Establish a system for data analysis as required by the Office of Community Alternatives and provide information and reports as required by the Office of Community Alternatives.
- (e) Comply with minimum standards, program, and fiscal monitoring system adopted by the State Community Corrections Board.
- (f) Develop a system for evaluating and monitoring the effectiveness of the community corrections programs in accordance to the guidelines developed by the State Community Corrections Board.
- (g) Adopt program policies and procedures for the operation of the CCAB and local programs.
- (h) Maintain and review by-laws, subject to approval by the County Board, which set forth membership criteria set forth in the Community Corrections Act and detail the purpose, structure and expectations of the CCAB
- (i) Develop an on-going public education and information program and implement public information activities, which inform and educate the general public regarding the need for diversion of qualified offenders from confinement and the benefits these programs bring to the community.
- (j) Determine the possible sources for funding of the program activity specified in the comprehensive plan.
- (k) Recommend to the County Board that contracts be entered into for services or provide services directly as identified in the comprehensive plan.

- (l) Regularly monitor activities under the comprehensive plan for compliance with the Office of Community Alternatives operating standards and initiate corrective actions in cases of noncompliance.
- (m) Respond to requests by the Office of Community Alternatives and ensure that any required corrective actions are taken.
- (n) Develop safeguards to prevent duplication of existing public and private services to meet the needs of clients.
- (o) Encourage local planning activities in order to promote greater interagency coordination and more effective program development.
- (p) The CCAB shall not be responsible for determinations of individual offender eligibility or termination.

## **ARTICLE II            MEMBERSHIP**

### Section 1: Appointment of Membership

The CCAB will represent a cross section of Corrections, Business, Labor, Governmental Political Bodies, and Community Agencies. All appointments shall be made by the County Board of Commissioners, with the advice and recommendations of the CCAB. The CCAB shall consist of members who fill the following roles:

- (a) Eaton County Sheriff, or designee
- (b) Charlotte Police Department Chief of Police, or designee
- (c) Circuit Court Judge, or designee
- (d) District Court Judge, or designee
- (e) Probate Court Judge, or designee
- (f) Eaton County Commissioner
- (g) At least one and not more than three members selected from the following service areas: mental health, public health, substance abuse, employment and training, or community alternative programs
- (h) Eaton County Prosecutor, or designee
- (i) Criminal Defense Attorney, or designee
- (j) Business Community Representative
- (k) Communications Media Representative
- (l) Circuit Court Probation Agent or District Court Probation Officer
- (m) Workforce Investment Board Representative
- (n) Representative from the General Public

## Section 2: Length of Term

All members of the CCAB shall serve for a term of two years from the date of their appointment and shall remain in office until their successors are duly appointed. There is no limitation to the number of terms served by a member.

## Section 3: Vacancies

Vacancies occurring as a result of expiration of term in office, resignation, death or disqualification, shall be filled by the County Board of Commissioners for the remainder of the term.

## Section 4: Attendance

Any member who cannot attend a regularly scheduled CCAB meeting, may appoint a designee.

# **ARTICLE III                    SELECTION OF OFFICERS**

## Section 1: Officers

The officers for the CCAB are the Chairperson, Vice Chairperson, and such other officers as the board from time to time may determine and elect. The duties of the secretary shall be fulfilled by the county's Community Corrections Manager.

## Section 2: Elections

The election of officers shall take place at the first meeting of the CCAB held during the calendar year. All officers shall hold office for two years or until their successor has been elected and assumed office. Election of officers shall be by a majority vote of a quorum of the CCAB.

## Section 3: Duties

The chairperson shall have such powers and duties as may be described by custom parliamentary law for the office. The chairperson shall perform duties as may be set by the board from time to time.

The vice-chairperson, in the absence or disability of the chairperson, will preside at meetings and take over other duties of the chairperson as necessary. In addition, the vice-chairperson shall perform such duties as may be assigned by the chairperson or the CCAB.

# **ARTICLE IV                    MEETINGS**

## Section 1: Regular Meetings

The regular meetings of the CCAB shall be held at least two (2) times a year at a date, time and place designated by the CCAB.

## Section 2: Special Meetings

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

## Section 3: Quorum

A quorum shall consist of the majority of CCAB members for the transaction of business. A majority vote of the quorum shall be sufficient for the adoption of any motion except to amend these by-laws.

Section 4: Open Meetings

All meetings of the CCAB or its sub-committees shall be open to the public. The dates of the regular meetings of the CCAB and of the meetings of any standing committees will be on file in the office of the County Clerk and posted on the Eaton County website.

**ARTICLE V LOCATION**

Section 1: Address

The business location and mailing address for the Eaton County Community Corrections Advisory Board is:

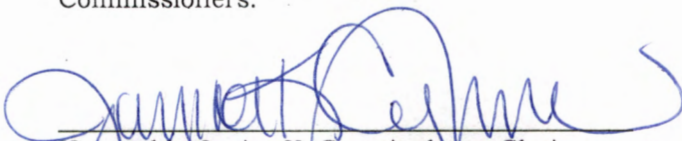
Eaton County Community Corrections  
Eaton County Courthouse  
1045 Independence Blvd.  
Charlotte, Michigan  
48813

**ARTICLE VI ADOPTION OF AND AMENDMENTS TO THE BY-LAWS**


Adoption of the By-Laws shall be upon the 2/3 vote of the CCAB members, and such adoption shall be subject to the approval of the County Board of Commissioners. Proposed changes to the By-Laws of the CCAB may be enacted by a two-thirds vote of the Eaton County Community Corrections Advisory Board at a regularly scheduled or special Board meeting, provided at least fifteen (15) days' notice of the proposed amendments have been given to members of the Board. Proposed amendments approved by the Advisory Board shall then be forwarded to the Board of Commissioners, for final ratification.

**ARTICLE VIII EFFECTIVE DATE**

These By-Laws shall take effect immediately upon approval of the CCAB and the County Board of Commissioners.

  
\_\_\_\_\_  
Honorable Janice K. Cunningham, Chairperson  
Community Corrections Advisory Board

Date: 11/22/2022

  
\_\_\_\_\_  
Jeremy Whittum, Chairperson  
Eaton County Board of Commissioners

Date: 12/18/2022

  
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Diana Bosworth, Eaton County Clerk/Register of Deeds

Date: 11/16/2022