

**BY-LAWS OF THE  
SEVENTH JUDICIAL DISTRICT  
COMMUNITY CORRECTIONS BOARD**

**ARTICLE I**

Name

**The name of this entity shall be the Seventh Judicial District Community Corrections Board ("Board").**

**ARTICLE II**

Purpose

**As authorized under Article 27 of Title 17 of Colorado Revised Statutes, the purposes of the Board are to:**

- 1) Serve the interest of the community and community corrections programs in the Seventh Judicial District, operate as a functional board under the authority of the County Boards of Commissioners of the six counties of the 7th Judicial District, and establish standards, policies and procedures for all community corrections programs and facilities.**
- 2) Establish acceptance criteria and review all prospective clients who are recommended for placement within a community corrections facility or in an intensive supervision program.**
- 3) Oversee community corrections programs in the implementation of standards as set forth by Seventh Judicial District Community Corrections Board and the State of Colorado Division of Criminal Justice in the Department of Public Safety.**
- 4) Monitor and evaluate community corrections programs and consult with the Chief Judge of the Seventh Judicial District and/or the Boards of Commissioners of the several counties within the Seventh Judicial District in matters regarding changes in or continuation of community corrections policies and procedures.**
- 5) Provide coordination of and facilitate linkage between criminal justice, community services, business, labor, education and other appropriate agencies in establishing the aims and furthering the goals of local community corrections.**
- 6) Function as the official conduit of public funds for all diversion placements by the Seventh Judicial District and transition placements by the Department of Corrections in community corrections programs and facilities.**
- 7) Serve as the central planning agency for the formulation of proposals concerning the future of community corrections in the Seventh Judicial District.**

## ARTICLE III

### Authority

**Section 1.** The Community Corrections Board will operate under the procedures set forth by C.R.S. 17-27-103(2) which states that, “the governing board of any unit of local government may establish a corrections board...the governing board may delegate to such corrections board any powers necessary to accomplish the purposes of this article.”

**Section 2.** The Seventh Judicial District Community Corrections Board evolves from the adoption of Resolution 27-82 by the Montrose County Commissioners passed on June 8, 1982. The Board was reorganized in 1986 as a functional board under the auspices of a joint resolution passed by the six Boards of County Commissioners which comprise the Seventh Judicial District, to wit: Delta County, Gunnison County, Hinsdale County, Montrose County, Ouray County, and San Miguel County, signed as effective January 21, 1986. Said Joint Resolution was amended per requirements by the Colorado Attorney General’s office by the six boards on November 13, 1990.

**Section 3.** The Board will advise the Commissioners of all administrative and operational decisions. Minutes of all Board meetings shall be sent to all boards of county commissioners within the Seventh Judicial District, as well as the governing bodies of concerned municipalities upon request.

## ARTICLE IV

### Board

**Section 1.** The Board shall consist of not less than ten (10) nor more than fifteen (15) members and shall have an executive committee consisting of the following individuals, or their designee, who shall be named at the first regular meeting following June 30, each year.

1. Chief Judge of the Seventh Judicial District;
2. District Attorney for the Seventh Judicial District;
3. Deputy State Public Defender from the Seventh Judicial District;
4. Chief Probation Officer of Seventh Judicial District;
5. A Sheriff from the Seventh Judicial District, to be selected by vote of the Board;
6. A lay member, to be selected by vote of the Board; and
7. Board chairperson, to be selected by vote of the Board.

The remainder of the Board shall be selected from residents of all counties of the Seventh Judicial District to the extent possible pursuant to the Joint Resolution of the six counties.

**Section 2.** The purpose of the executive committee shall be to act on behalf of the Board in emergency situations.

**Section 3.** The executive committee shall have all powers of the Board between the meetings of the Board.

**Section 4.** A quorum of the executive committee shall consist of not less than four (4) members.

**Section 5.** All members will be appointed to a two-year term, with one-half of the membership being appointed each year. Members may be re-appointed for more than one term.

**Section 6.** In a meeting at least 90 days prior to the Annual Meeting, the Chairman of the Board shall give notice as provided in Article VI, Sec. 2 to the Board member of expiration of term. The Chairman shall give notice to the signatory Board of County Commissioners of the applicable county of the pending vacancy and member's intention to serve a successive term if applicable. The signatory board, if applicable, may require publication of vacancy following procedures set out in Article IV, Section 11, of the By-Laws, or may reappoint said member as allowed under Section 2 of the Joint Resolution.

**Section 7.** Three (3) consecutive unexcused absences by any member or absence from one-half of the Board meetings held during a fiscal year shall be grounds for termination from the Board. Unexcused absence is any absence in which the Board Chairperson was not notified prior to the Board meeting.

**Section 8.** Termination of Board members shall be for good cause upon written notice to all Board members. No member may be terminated without the concurrence of a majority of the Board through a vote taken at a regular meeting.

**Section 9.** Any member may resign at any time by giving written notice to the Board. Such resignation shall take effect at the time specified therein unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any vacancy occurring in the Board of such resignation shall be filled in accordance with Article IV, Section 11 of the By-laws. The appointments shall be for the duration of the resigner's term.

**Section 10.** No member, and no person from whom the program may receive any property or funds, shall receive, or be lawfully entitled to receive any pecuniary profit from the operations of the program, and in no event and under no circumstances shall any part of the assets, whether principal, income or accumulations be paid as salary or compensation to, or be distributed to, or inure to the benefit of any of the members or their successors, or any person or his heirs or personal representatives who shall contribute any money or other property to the program; provided, however, (a) that reasonable compensation may be paid to any officer, agent or employee of the program for services rendered in effecting one or more of the purposes of the program, and (b) that any member

may from time to time be reimbursed for his actual or reasonable expenses incurred in connection with the administration of the affairs of the program.

**Section 11.** Vacancies shall occur upon a resignation of a member, termination by Board action, or denial of reappointment by the signatory board.

Vacancies shall be filled in accordance with Section 4 of the Joint Resolution, to wit: if the vacancy is one a signatory board is responsible for filling, then the Board shall recommend to the signatory board the names of one or two persons who are qualified residents of the signatory board's county, but the signatory board may reject the Board's recommendation and appoint any other qualified resident of its county to fill the vacancy. If the signatory board fails to appoint such a person to fill said vacancy within forty (40) days after receipt of the Board's written recommendation, then the Board shall have authority to fill said vacancy by appointing a qualified resident of county of said signatory board, if such a person can be found to serve. However, if in the discretion of the Board, no such person is available, then the Board may appoint a qualified resident of the Seventh Judicial District to serve in said position.

Vacancies on the Community Corrections Board shall be advertised in a major newspaper within the affected county in the Seventh Judicial District. All interested individuals will be required to file a resume and reasons for wanting to serve with the Board of Community Corrections for the Seventh Judicial District. A member may succeed himself or herself if the appointing authority for said member's position so approves.

## ARTICLE V

### Officers

**Section 1.** Officers of the Board shall consist of a chairperson, vice-chairperson, and a secretary-treasurer. By a majority vote of the Board on an annual basis, secretary-treasurer duties may be delegated to the coordinator.

**Section 2.** Officers shall serve for one year, and be eligible for re-election.

**Section 3.** Officers shall be elected by a majority of the Board members at the first regular meeting after May 31 of each year.

**Section 4.** Officer vacancies due to termination or resignation shall be filled by majority vote of the Board at the next meeting following said resignation. The newly elected officer shall serve in that office only the remainder of the term of the terminated or resigned officer, but shall be eligible to then run for a full term in said office. A period of six months or more in office shall be considered a full term.

## ARTICLE VI

### Meetings

**Section 1.** Regular meetings will be held on a regularly scheduled date and time to be set by a majority vote of the Board at the annual meeting held on the second Tuesday of every June.

**Section 2.** Special meetings of the Board shall be held when called by the chairperson of the Board or upon request of three or more of the members. Notice of such special meeting may be by telephone, electronic mail, or by mail; telephonic or electronic mail notice shall be delivered not less than two (2) days before the date on which the special meeting is to be held; or notice by mail shall be posted at least seven (7) days prior to the day on which the meeting is to be held.

**Section 3.** A written agenda shall be provided to all members not less than two (2) days prior to regularly scheduled meetings, and upon arrival at special meetings. The agenda of regular meetings shall include, but not be limited to: 1) Approval of the minutes from the previous meeting; 2) roll call; 3) acknowledgment of public in attendance; 4) treasurer's report and committee reports; 5) old business; 6) new business.

**Section 4.** All meetings shall be held in accordance with C.R.S. 24-6-402, as amended.

## ARTICLE VII

### Rules of Procedure

**Section 1.** All meetings shall be conducted in accordance with Robert's Rules of Order.

**Section 2.** A majority of members of the Board shall constitute a quorum for the transaction of business at any regular or special meeting of the Board. The act of the majority of the members present shall be the act of the Board.

## ARTICLE VIII

### Committees

**Section 1.** The Board's chairperson may appoint ad hoc committees to formulate recommendations for immediate problems.

**Section 2.** All standing committees will be established by majority vote of the Board. Standing committee members will be appointed by the Board's chairperson and the chairperson shall designate the committee chairperson. All standing committees shall report to the Board at each regularly scheduled meeting.

**Section 3.** Standing committees shall include, but not be limited to:

- 1) Screening committee; and
- 2) Facility committee.

## ARTICLE IX

### By-laws

Board members shall be given a minimum of twenty (20) days written notice prior to any vote amending these By-laws. Amendments to these By-laws shall take effect when they have been approved by no fewer than two-thirds of the current Board members.