

**BYLAWS OF
SEDGWICK COUNTY JUVENILE CORRECTIONS
ADVISORY BOARD**

ARTICLE I

The Sedgwick County Board of County Commissioners (“County”) has established that the name of this juvenile corrections advisory board shall be “Team Justice.”

ARTICLE II

Purpose

Pursuant to K.S.A. 75-7038 through K.S.A. 75-7053, Team Justice was established by the County as a result of a comprehensive community planning effort related to juvenile justice. The Board will monitor delinquency prevention programs and services related to juvenile offenders, and will make recommendations on how such programs and services can best be delivered. The Board will make recommendations to the Board of County Commissioners on matters of juvenile justice, and will help to keep the needs of juvenile offenders in the hearts and minds of the legislators, government officials, and the entire community.

K.S.A. 75-7044a further requires advisory boards to annually consider the availability of treatment programs, programs that offer alternatives to incarceration for juvenile offenders , mental health treatment and the development of risk assessment tools (if they do not exist). In addition, the advisory board shall provide to the Kansas Department of Corrections annually, by October 1 of each year, information on costs of programs needed in the judicial district to reduce out of home placement of juvenile offenders and improve the rate of recidivism of juvenile offenders. K.S.A. 75-7046 requires juvenile corrections advisory boards to adhere to the goals of the juvenile justice code as provided in K.S.A. 2015 Supp. 38-2301, and amendments thereto, coordinate with the Kansas juvenile justice oversight committee, actively participate in the formulation of the comprehensive plan for the development, implementation and operation of the juvenile correctional services described in K.S.A. 75-7038, and amendments thereto, and shall make a formal recommendation to the Board of County Commissioners at least annually concerning the comprehensive plan and its implementation and operation during the ensuing year. The formal recommendation concerning the comprehensive plan shall include provisions to address racial, geographic and other biases that may exist in the juvenile justice system.

ARTICLE III

Membership

Section 1.

The members of the Team Justice will be appointed as provided by K.S.A. 75-7044. Additional members may be added as recommended by Team Justice and approved by the Board of County Commissioners.

Section 2.

Members of Team Justice shall serve a term of three years as designated by K.S.A. 75-7045.

Section 3.

All vacancies on Team Justice shall be filled for the unexpired term in the manner that the position was originally filled.

Section 4.

As provided by K.S.A. 75-7044 and Sedg. County Code sec. 16-73, the following members may appoint a person to serve on the board in their place:

- (1) The sheriff of Sedgwick County, Kansas;
- (2) The chief of police of the City of Wichita, Kansas;
- (3) The district attorney for the 18th Judicial District; and
- (4) The executive director of the Comprehensive Community Care of Sedgwick County.

These designations shall be made by written correspondence addressed to the Corrections liaison staff member for the Board. Designees may be changed only by notifying the Corrections liaison staff member in writing. An email, if preserved by the Corrections liaison staff member, is a sufficient writing.

ARTICLE IV
Officers

Section 1.

The officers of Team Justice shall be elected from among members of the Board and shall be the Chairperson, Vice-Chairperson, Secretary, one at-large appointment and such other officers as the Board may determine and elect.

Section 2.

The election of officers shall take place on or before the Board meeting in January of each year. All officers shall hold office for one year or until their successors have been elected and assume office.

Section 3.

The duties of the Team Justice officers shall be:

The Chairperson shall have such powers and duties as may be prescribed by custom or parliamentary law for office. The Chairperson shall, at the annual Board meeting to be held each January, submit a report of all activities of the Board.

The Vice-Chairperson, in the absence of the Chairperson, shall carry out the responsibilities of the Chairperson. The Vice-Chairperson shall assist the Chairperson as needed.

The Secretary shall monitor compliance with the state open meetings requirements. The Secretary shall, in the absence of the Chairperson and Vice-Chairperson, carry out the responsibilities of the Chairperson. The Secretary shall take, or cause to be taken, the minutes of each public meeting.

Section 4.

All vacancies of the Board officers shall be filled at the next regular meeting.

ARTICLE V
Meetings

Section 1.

A notice of each scheduled meeting of the Board shall be given orally or in writing by the Secretary, or designee, to each member of the Board not less than four days prior to the date set for the meeting.

Section 2.

The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Secretary and one at-large board member appointed by the Chairperson. The Executive Committee shall meet when convened by the Chairperson or any two of the four Executive Committee members.

Section 3.

Special meetings of the Board may be called by the Chairperson or by 2/3 vote of the Board members.

Section 4.

All meetings of the Board and any committee or subcommittee of the Board (including the Executive Committee) shall be open to the public in accordance with and subject to the provisions of K.S.A. 75-4317 to 75-4320. Notice of the date, time and place of any regular or

special meeting of the Board shall be furnished within a reasonable time prior to such meeting to any person requesting such notice. All votes of Board members and minutes of the meetings shall be recorded, shall become matters of public record, shall be maintained by Sedgwick County Department of Corrections, and shall be provided to the Board of County Commissioners and the Kansas Department of Corrections. Meeting agendas and minutes will be posted on the Sedgwick County web site at http://www.sedgwickcounty.org/corrections/advisory_boards.asp.

Section 5.

Board members may meet in Executive session, excluding the press and public, only as permitted by K.S.A. 75-4319 and only after consultation with the Sedgwick County Counselor's Office.

Section 6.

Nine members of the board shall constitute a quorum for the purpose of holding a meeting. A majority vote of the quorum shall be sufficient for the adoption of any motion, except to amend these bylaws, which requires a 2/3 majority vote. Board members (or the member's authorized designee as provided in Article III, Section 4) must be present to vote, either in person or by joining the meeting via teleconference. When a quorum does not exist and time sensitive decision is needed (as determined by a Board officer), the item may be presented to the Executive Committee after giving reasonable notice of such a meeting.

Section 7.

The annual meeting of the Board shall be held in January of each year.

Section 8.

In the event that any regular meeting falls on a legal holiday, the meeting will be held the following week.

Section 9.

The Board must meet in January each year and may hold other meetings at such dates and times it deems necessary, provided such meetings are held in accordance with these bylaws.

Section 10.

Actions of the Board in regular or special meetings shall be governed by the Robert's Rules of Order.

Section 11.

If a Board member (or the member's authorized designee as provided in Article III, Section 4) misses one-half of the regularly scheduled Board meetings in a 12 month period, the Chairperson

shall inform, in writing, the appointing authority and the Board member, and request that a replacement be named; however, nothing in this Section 11 is intended to expand, restrict or modify the appointing authority's rules and regulations.

ARTICLE VI
Bylaws

A copy of all proposed amendments to these bylaws shall be mailed by the Corrections liaison staff member to each member of the Board at least ten days prior to the date at which action is to be taken on the amendment.

Amended 10/042019