

Bylaws of the Alameda County Community Correction Partnership Executive Committee's COMMUNITY ADVISORY BOARD

ARTICLE 1: ESTABLISHMENT AND FORMATION

Section 1. Name

The name of this advisory board is the Alameda County Community Correction Partnership Executive Committee's Community Advisory Board (hereinafter referred to as the "CAB").

Section 2: Formation

The CAB is established by the Board of Supervisors for the County of Alameda (hereinafter "Board of Supervisors") to serve as an advisory body to the Community Corrections Partnership Executive Committee (CCPEC).

ARTICLE 2: CAB'S PURPOSE AND AUTHORITY

Section 1. CAB Purpose

The CAB is an advisory body to the Community Corrections Partnership Executive Committee (CCPEC). The CAB is established to ensure the community and those with lived experience have the opportunity to advise on decisions being made by the CCPEC and make reentry and Realignment recommendations to the CCPEC.

Section 2. CAB Authority

The CAB serves solely in an advisory capacity to the CCPEC. The CAB is not empowered by ordinance, establishing authority, or policy to render a decision on behalf of the County of Alameda (hereinafter "County"), its appointed or elected officials, or the CCPEC.

Section 3. CAB Duties & Responsibilities

3.1 CAB Duties

The CAB advises and makes recommendations to the CCPEC on community needs, assessment and implementation of the CCPEC's Realignment plan, community engagement strategies, Realignment and reentry planning, and assessment of Realignment and Reentry budget proposals.

3.2 CAB Responsibilities

The CCPEC is responsible for making decisions directly impacting the County's reentry and Realignment communities. When seeking advice from the CAB, the CCPEC will provide information to the CAB in a timely manner so that the CAB may agendaize, fully consider, and debate the information and determine whether or not, collectively, the CAB supports the recommendation(s) being considered by the CCPEC.

ARTICLE 3: CAB MEMBERSHIP

Section 1. CAB Membership

1.1 CAB Membership

The CAB consists of fifteen (15) members who reside or work in the County. The Supervisor for each of the five (5) Alameda County Board of Supervisorial Districts (hereinafter “District”) in the County may appoint up to three (3) CAB members at any given point in time to represent the Supervisor’s District.

1.2 Term of Membership

CAB members serve a one-year term, with the possibility of one-year renewals at the discretion of the members’ respective Supervisor for a maximum of six (6) years in total (i.e., no member may serve more than a total of six (6) years, at any point in time, whether collectively or consecutively).

Section 2. Appointment of New CAB Members

2.1 Member Eligibility

To serve on the CAB, a member must be (1) a resident of Alameda County or (2) work in Alameda County.

2.2 CAB Applicants

Individuals interested in being appointed to the CAB should complete a CAB application and submit it to the Board of Supervisors Office, which represents the District where the applicant lives or works. Online application submissions are sent directly to each District. Each District has its own independent review and selection process. The submission of a CAB application does not guarantee the applicant will be appointed, even if a seat is vacant. Each Supervisor retains the sole right to appoint the candidate they believe best represents the needs of their District and the CAB.

2.2.1 Diverse Experience and Expertise

CAB applicants should have a willingness to work collaboratively with Community Corrections Partnership stakeholders. Individuals from the following groups are encouraged to apply:

- 2.2.1.1** Expertise in areas impacting the reentry population, including, but not limited to, physical and mental health, education, employment, housing, family reunification and legal services.
- 2.2.1.2** Representatives of local community organizations.
- 2.2.1.3** Service providers working with the reentry population.
- 2.2.1.4** People with expertise in the criminal legal system, including advocates for alternative methods such as community courts and restorative justice.
- 2.2.1.5** Formerly incarcerated individuals and their family members.
- 2.2.1.6** Crime victims, survivors, and their family members.

2.2.1.7 Members of the business community, particularly those with expertise in reentry and employment.

2.2.1.8 Other interested community members.

2.3 Member Appointment

Members are appointed by the Supervisor representing the District where said members either reside or work.

2.3.1 Formerly Incarcerated CAB Members

At least one of the three CAB members a Supervisor may appoint to the CAB at any point in time to represent the Supervisor's District must be formerly incarcerated. To be considered formerly incarcerated, a member must have been incarcerated for at least 30 consecutive days; a criminal conviction is not required to be considered formerly incarcerated.

2.3.2 Cultural Diversity

The CAB membership should represent the County's gender, ethnic, racial, sexual orientation, religious, and geographic diversity.

2.4 Vacancies

When a member vacancy occurs, the CAB chair must contact the Board of Supervisor's office in which there is a vacancy to notify the Supervisor of the vacancy. The District must notify both the CAB Chair and the Alameda County Probation Department (ACPD) AB 109 Reentry Services Coordinator (hereinafter "RSC") of all new CAB appointments. When the CAB Chair receives notice from a District of a new CAB member appointment, the CAB Chair must ensure the new CAB member is introduced at the next CAB meeting. The introduction must include but is not limited to, stating on the record the member's name, the District the new member represents, and a brief description of their applicable background and experience. The CAB Chair must also allow the new CAB member the opportunity to briefly speak to the body.

Section 3. Requirements of Membership

3.1 Participation

CAB members must participate monthly in the regular monthly CAB meeting and should attend either a CCPEC meeting, a CCPEC workgroup meeting, a CCP meeting, or a CCP Subcommittee meeting.

3.2 Review Material Before Meetings

In addition to attending the required meetings, members must review in advance all meeting materials and documents related to any and all items on the meeting agenda.

3.3 District Representative

CAB Members must serve as a voice for and represent the interests of those in their respective District.

Section 4. CAB Members Code of Conduct

4.1 Code of Conduct

CAB members are expected to represent the highest level of professionalism, honor, integrity, ethical behavior, trust, fairness, and credibility; act in accordance with all laws and regulations; and strive to avoid the appearance of unethical or compromising practices in relationships, actions, and communications. A violation of a provision under Article 3, Section 4 may lead to the removal of the member from the CAB.

4.2 No Abusive Conduct

Sexual harassment, violent incidents, and/or the threat of violence by CAB members will not be tolerated. CAB members must refrain from abusive conduct and treat everyone with courtesy and respect. Abusive conduct means conduct with malice that a reasonable person would find hostile, offensive, and unrelated to a legitimate interest of the CAB or the County. The abusive conduct need not be tied to a protected characteristic such as race, national origin, gender, sexual orientation, gender identity, disability, or marital status. Abusive conduct may include, but is not limited to:

- 4.2.1** Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets,
- 4.2.2** Verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or
- 4.2.3** The gratuitous sabotage or undermining of a person's performance as a CAB member or of a person's performance of their profession.

4.3 Conflict of Interest

CAB members may not make, participate in making, or attempt to use their position to influence a decision in which the CAB member or their immediate family has a financial interest, either directly or indirectly. CAB members are prohibited from self-dealing.

4.3.1 Compliance with Laws & Regulations

CAB members must abide by all applicable requirements, rules, and prohibitions of Government Code section 1090, the California Political Reform Act, and any other applicable state or federal laws regarding conflict of interests or participating in making government contracts in which the CAB member has a financial interest.

4.3.2 When Conflicts Arise

If items are discussed by the CAB that pose a conflict of interest or the appearance of a conflict of interest for a CAB member, that member must disclose on the record the conflict and recuse themselves from discussing, acting, and otherwise participating in the matter. Recusal requires the CAB member to leave the room where the item is discussed and/or voted on.

4.4 No Gifts

No advisory committee or member thereof, including the CAB and its members, may request any group or person make a contribution of money, goods, services, or any other things of

value to the committee, community, or any person or organization within the community as a condition of receiving the favorable vote of the committee member.

CAB members may not solicit nor accept gratuities, favors, loans, or anything with a monetary value from County contractors or potential contractors, as such gifts may influence or appear to influence the CAB member's decisions.

4.5 Political Activity

Neither the CAB nor individuals acting in their capacity as a CAB member may endorse, support, or oppose any political activity or candidate for elective office. Political activity is defined as activity directed toward the success or failure of a political party, candidate for partisan political office, or partisan political group. No public funds may be spent or authorized to be expended to endorse, support, or oppose any political activity, candidate for elective office, or ballot measure. The CAB may engage in voter awareness and registration activities that are not targeted toward supporting or opposing any particular political office, party, candidate or ballot measure.

Section 5. Termination of CAB Membership

5.1 Resignation

Any CAB member may resign at any time by written notice to the CAB Chair or Vice-Chair as well as the Supervisor for the District the member represents.

5.2 No Longer Residing or Working in Alameda County

A CAB member must immediately notify the Chair and Vice Chair if said CAB member no longer resides or works in Alameda County. If at any time a CAB member is no longer a resident of or works in Alameda County, the CAB member is not eligible to serve on the CAB and will be automatically removed from the CAB. Within seven days of removal, the Chair must notify the CAB member, their Supervisor, and the RSC of the CAB member's removal due to a loss of eligibility. The removed CAB member may reapply to be a CAB member if eligibility is reestablished.

5.3 Change in District

5.3.1 A CAB member who continues to reside or work in Alameda County but who no longer resides or works in the District said CAB member was appointed to represent must immediately notify the Chair, Vice Chair and the Supervisor who appointed them about their change of District.

5.3.2 If at any time a CAB member is no longer a resident of or works in the District they were appointed to represent, they will be automatically removed from the CAB. Within seven days of removal, the CAB Chair must notify the removed CAB member, the District that appointed said member, and the RSC that the CAB member has been removed due to a change in District.

5.3.3 CAB members removed based on a change in their District may reapply to serve as a CAB member for their new District.

5.4 Absences

CAB members are required to attend all regularly scheduled CAB meetings. Members may miss up to three (3) meetings per calendar year for any reason. Members absent from four

(4) meetings in a single calendar year will be automatically removed from the CAB following the fourth missed meeting. The CAB Chair must notify the removed CAB member, their Supervisor, and the RSC that such CAB member has been removed due to missing four meetings in a single calendar year.

5.5 Removal

The appointing Supervisors, at their discretion, may remove their appointed CAB members without prior notice or written justification at any time. A Supervisor who removes one of their appointed CAB members should promptly direct the notification of their removal decision to the removed CAB member, the CAB Chair, and the RSC in writing. Supervisors may remove a CAB member on their own initiative or in response to concerns received from other CAB members, CCPEC members, or the public relating to behavior inconsistent with the CAB's duties and obligations. The CAB as a body may recommend the removal of any member for actions deemed to be detrimental to the CAB or the Realignment initiative by a two-thirds (2/3) majority vote of those CAB members that are present and voting at any regular or specially noticed CAB meeting.

ARTICLE 4: OFFICERS

Section 1. Officer Positions

The three (3) officer positions of the CAB are the Chair, Vice-Chair, and Secretary. No CAB member may hold more than one officer position at any point in time.

Section 2. Officer Duties and Responsibilities

2.1 Chair

- 2.1.1** The Chair conducts meetings, develops and distributes agendas in collaboration with the RSC, and establishes ad hoc committee members.
- 2.1.2** The Chair serves as an ex officio (honorary, non-voting) member of the CCPEC and must attend the CCPEC meetings.
- 2.1.3** The Chair is responsible for notifying Supervisors of CAB member vacancies.
- 2.1.4** The Chair may also set discussion time limits as appropriate.

2.2 Vice Chair

The Vice-Chair acts for the Chair in the Chair's absence for the duration of that absence.

2.3 Secretary

- 2.3.1** The Secretary must take or cause the minutes to be taken at all CAB meetings and submit the minutes for approval to the CAB at the following regular meeting.
- 2.3.2** The Secretary must also maintain a record of the minutes (a minute book) and ensure the current minute book, the CAB's Bylaws (hereinafter "Bylaws"), and CAB attendance records are available for reference at all meetings.
- 2.3.3** The Secretary must transfer all records to the new CAB Secretary within thirty days of the new Secretary's election or 72 hours before the next CAB meeting, whichever occurs earliest. If the Secretary resigns as a CAB member or the

Secretary's CAB membership otherwise expires or otherwise terminates, the Secretary must immediately transfer all records to the Chair or Vice Chair.

Section 3. Annual Election of Officers

The election of CAB officers must occur at the CAB's November meeting. Nominees for office will be voted on annually at the November meeting. Nominations from the floor will be taken during the November meeting. A majority vote of those present and voting is necessary for a nominee to be elected. Votes must be done by roll call. All records must be completed by the current officer and transferred to the newly elected officer within thirty days following the election.

Section 4. Term of Office

4.1 Term of Office

Officers elected during the annual election in November will assume their duties at the conclusion of the meeting. Each officer will serve a one-year term, unless the officer was elected to fill an officer vacancy. A member elected to fill an officer vacancy will assume their duties immediately following their election and serve in their respective role until the next annual election.

4.2 Number of Terms

No member may hold more than three (3) one-year terms in the same office. A partial term spent to fill a vacancy does not count towards the three (3) year maximum.

Section 5. Vacancies in Office

5.1 Office Vacancies

A member who resigns from the CAB or is otherwise no longer a member of the CAB also simultaneously resigns as or is otherwise no longer an officer. For clarity, an officer may resign or may be removed or otherwise disqualified from serving as an officer without resigning as a CAB member.

5.2 CAB Chair Vacancy

In the event the CAB Chair resigns from their office, is disqualified from serving during their term of office, or any event occurs that causes a CAB Chair vacancy, the Vice Chair will serve as the CAB Chair until the next annual election. In the event that there is no Vice Chair to serve as the CAB Chair, the CAB must hold an election to choose a Chair to fill the vacancy until the next annual election.

5.3 CAB Vice Chair or Secretary Vacancy

In the event either the CAB Vice Chair or Secretary resigns from their office, is disqualified from serving during their term of office, or any event occurs that causes there to be either a Vice Chair or Secretary vacancy, the CAB must hold an election to fill the vacancy until the next annual election.

Section 6. Removal from Office

An officer may be removed from office for cause by a two-thirds (2/3) majority vote of the CAB members present and voting. To remove an officer, the officer's removal must be placed on the

agenda as an action item. No CAB officer, including the CAB Chair, may block a request to put the removal of a CAB officer on the agenda.

ARTICLE 5: MEETINGS

Section 1. Open Meeting Requirement

All CAB meetings must be open, public, properly noticed, and conducted in accordance with the “Brown Act” (Government Code Section 54950 et seq.). No closed sessions are allowed. To ensure meeting locations meet both statutory and local requirements, the Chair of the CCPEC must approve of all meeting locations.

Section 2. Agenda

Agendas for each meeting must be publicly posted and emailed to the CAB members at least 72 hours before each regular meeting. The agenda must be approved by the CAB Chair or their designee and submitted to the RSC at least seven days before a regularly scheduled meeting to ensure adequate time for approval and posting in accordance with the Brown Act. If the agenda is not posted and emailed within the required timeframe, the meeting will be canceled. All agendas must include a designated agenda item for public comment.

Section 3. Minutes

The minutes must be an accurate summary of the discussion of each item on the agenda, including an accurate record of each action taken, and a record of how each CAB member voted. Meetings may be recorded for minute-taking purposes. Meeting recordings will be kept in accordance with the Brown Act. At a minimum, the minutes must contain the following:

- 3.1** The CAB's name
- 3.2** The date, time, and location of the meeting
- 3.3** The kind of meeting, e.g., regular, special
- 3.4** Who facilitated the meeting, Chair or Vice-Chair
- 3.5** What members were present at the meeting
- 3.6** Whether or not the minutes of the previous meeting were approved and if there were corrections
- 3.7** Each agenda item should be separately noted, and a summary of the discussion included
- 3.8** All motions that were made must be noted with the wording in which the motion was adopted or disposed of, the name of the member who made the motion and, if applicable, the member who seconded the motion, and a record of each member who voted, how they voted, the total number of votes for and against the motion and whether or not the motion passed
- 3.9** The time the meeting started and adjourned

Section 4. Quorum

A quorum is fifty percent of the total number of filled CAB positions. The CAB may only take action when a quorum is present. Members recused from participating due to a conflict of interest are not counted toward the quorum. Participation by teleconference is subject to applicable state laws and regulations.

Section 5. Voting

CAB may only take action when a quorum is present. A majority vote of the members present and voting is required for an action to be taken, unless these bylaws specify a two-thirds (2/3) vote is required. All CAB votes will be counted based on the CAB members present and voting. All votes must be done by roll call.

Section 6. Regular Meetings

The regular meetings of the CAB must be accessible to the public and held the first Tuesday of every month, January through December, from 6:15 p.m. to 8:15 p.m. The time and date of regular CAB meetings can be changed by the CCPEC, the CCPEC Chair or designee, or a majority vote of the CAB. The RSC is responsible for securing the meeting location.

Section 7. Special Meetings

The CAB can hold special meetings, as necessary, to ensure timely and effective input on Realignment planning or other urgent matters. Special meetings may be called by the CAB Chair or by written request of a majority of the CAB members. Agendas for special meetings must be publicly posted and emailed to CAB members at least 24 hours before the meeting.

Section 8. Required Officers

A meeting cannot be held without the Chair or Vice-Chair in attendance, unless both offices are vacant and the meeting includes an election to fill such vacancies.

Section 9. Meeting Cancellations

Meetings may be canceled by either the CAB Chair or the Chair of the CCPEC due to a lack of quorum, untimely agenda posting, emergency situations, significant disruptions, safety concerns, the absence of the required officers, or any other circumstance deemed sufficient. CAB members should be notified of canceled meetings as soon as possible. Notice of the cancellation will be given in the same manner as the notice for regular meetings is shared. If feasible, the meeting may be rescheduled to another date.

ARTICLE 6: COMMITTEES

Ad hoc committees can be created by a majority vote of the CAB as needed to carry out a specified task, after which the ad hoc committee will automatically cease to exist. CAB members may choose which ad hoc committee they serve on or be appointed to an ad hoc committee by the CAB Chair. CAB members must participate in and complete projects for the ad hoc committee(s) they serve on. Ad hoc committees cannot be comprised of more than 50% of the total number of filled CAB positions minus one. The CAB does not have and may not establish standing committees.

ARTICLE 7: CAB STIPENDS AND EXPENSE REIMBURSEMENT

Section 1. CAB Meeting Attendance Stipend

- 1.1** Formerly incarcerated CAB members may receive a meeting stipend of \$100 per meeting for attending regularly scheduled monthly CAB meetings.
- 1.2** The CAB member must be present for at least 70% of the meeting to be eligible for the stipend.

- 1.3 Payment is not guaranteed. Payment of the CAB meeting stipend is contingent on the CCPEC and Board of Supervisors' annual approval and funding availability.
- 1.4 The stipend amount, frequency, requirements, and procedures are subject to change.
- 1.5 To receive a stipend payment, eligible CAB members must comply with all County procedures and submit the requisite documentation. Payment may be forfeited if proper documentation is not received within six months of meeting attendance.

Section 2. Formerly Incarcerated CAB Notetaker

- 2.1 A system-impacted individual who completes the meeting minutes for CAB meetings may receive \$100 per meeting for properly completing the minutes. The CAB must vote annually during the November meeting to choose a notetaker to take their meeting minutes.
- 2.2 To qualify for the \$100, the designated notetaker must be formerly incarcerated, complete the meeting minutes in a timely manner, and the completed minutes must accurately reflect the discussion and action that occurred during the meeting, meet the requirements of these Guidelines, and be approved by a majority vote of the CAB.
- 2.3 Payment is not guaranteed. Availability of funding for a CAB meeting notetaker is contingent on annual approval by the CCPEC and Board of Supervisors and funding availability.
- 2.4 The payment amount, frequency, requirements, and procedures are subject to change.
- 2.5 To receive a payment, eligible notetakers must comply with all County procedures and submit the requisite documentation. Payment may be forfeited if proper documentation is not received within six months of meeting attendance. If meeting minutes are not completed within three months of the meeting date, payment may be forfeited.

Section 3. CAB Meeting Parking

CAB members can be reimbursed up to \$10 per regular meeting (maximum 12 per year) for parking-related expenses. To be reimbursed, CAB members must provide proof of CAB meeting attendance and paid parking expenses at a location near the CAB meeting during the hours of the meeting. If free parking is available at the meeting location, reimbursement will not be allowed without adequate justification. Reimbursement will be limited to the amount spent, with a maximum reimbursement of \$10 per meeting for a maximum of 12 meetings per year. Reimbursement is not guaranteed. Availability of funding for a CAB meeting parking is contingent on annual approval by the CCPEC and Board of Supervisors and funding availability. The reimbursement amount, frequency, requirements, and procedures are subject to change. In order to receive reimbursement, CAB members must comply with all County procedures and submit the requisite documentation. If proper documentation is not received within six months of when the parking-related expense was incurred, payment may be forfeited.

ARTICLE 8: BYLAW AMENDMENTS

The Board of Supervisors retains the right to amend these Bylaws at any time and at the Board of Supervisors' discretion. Any amendment to the Bylaws proposed by the CAB or CCPEC must be presented to and approved by the CCPEC and the Board of Supervisors. Amendments recommended by the CAB require a two-thirds majority vote of the CAB at any regular meeting

of the CAB. CAB-initiated amendments will be moved forward to the CCPEC and then, if approved by the CCPEC, the Board of Supervisors.

ARTICLE 9: GOVERNING LAWS & PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Authority

[Rosenberg's Rules of Order](#) govern all applicable CAB matters not covered by or inconsistent with these Bylaws. If there are inconsistencies or conflicts between Rosenberg's Rules of Order and these Bylaws, these Bylaws govern.

Section 2. Brown Act

CAB business must be conducted in accordance with the provisions of the Brown Act (Government Code Section 54950 et seq). In the event of conflict or inconsistency between these Bylaws and the Brown Act, the Brown Act governs.

Section 3. Severability

If any part of these Bylaws is held to be invalid in a final decision by a court of competent jurisdiction, the invalid portion will be severed from the remaining sections, and the remaining portion will continue to be in effect.