



**11th Judicial District Community
Corrections Advisory Board**

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Commission and made available to the press and public

Name: _____

Home Address: _____

Occupation: _____

Business Address: _____

Home Telephone: _____

Business Telephone: _____

E-mail: _____

Are you a resident of Pittsburg? _____
If yes, how long have you lived in Pittsburg: _____

Current occupation (within last 12 months)

Previous Committee/Commission Experience:

Education/Experience: A resume may be attached containing this and any other information what would be helpful in evaluating your application.

Professional and/or community service activities:

Please explain your reasons for wishing to serve on this committee and how you feel that you may contribute:

Meetings are scheduled by the 11th Judicial District and are held at least quarterly.

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Signature of Applicant

Date

If you have any questions regarding the appointment procedure, please call the City Clerk at (620)230-5532.

Please plan to attend the September 24th, 2019, Pittsburg City Commission Meeting at 5:30 p.m. at the Law Enforcement Center (located at 201 North Pine) during which the appointment to the subject Board/Committee will be made.

Please return your completed application by Noon on Friday, September 13th, 2019, to:
City of Pittsburg
Attn: Tammy Nagel, City Clerk
PO Box 688
Pittsburg, KS 66762
tammy.nagel@pittks.org

11th JUDICIAL DISTRICT COMMUNITY CORRECTIONS ADVISORY BOARD BY-LAWS

ARTICLE I

NAME

Section 1.

The name of this board shall be the Eleventh Judicial District Community Corrections Advisory Board, herein after referred to as the Board.

ARTICLE II

PURPOSE

Section 1.

The purpose of the Board shall be to formulate a comprehensive plan for the development, implementation, and operation of community correctional services in Cherokee, Crawford, and Labette counties as mandated by the "Community Corrections Act", K.S.A- 75-5290 et seq.

MEETINGS

Section 1. Regular Meetings

- a. Regular meetings of the Board shall be held on a pre-announced schedule, at least quarterly, at such time and place as the Board shall determine and designate.
- b. All proceedings of the Board and any committee or subcommittee of the Board shall be open to the public in accordance with and subject to the provisions of the "Kansas Open Meetings Act", K.S.A. 75-4317 -et seq.

Section 2. Special Meetings

Special meetings shall be called by the chairperson or by a majority of the members of the Board, in writing, at least three (3) days prior to the date of the special meeting.

Section 3. Voting

Each permanent member of the Board shall have one (1) vote. The act of a majority of the Board present at any meeting at which there is a quorum shall be the act of the whole Board except as otherwise provided by these By-Laws. All votes of members of the Board shall be recorded and shall become matters of public record.

Section 4. Quorum

- a) No official business shall be conducted without a quorum. One half plus one of the currently appointed members of the board shall constitute a quorum.
- b) A quorum may be achieved by proxy when a currently appointed member of the board submits his or her vote via teleconference during the regular meeting and or in writing or by electronic communication devices, when the subject matter to be voted on has been provided or explained in writing, at least 3 days prior to the meeting and that the same explanation or writing has been provided to all board members.

Section 5. Written Appointment

No designee shall participate as a member unless the designee has been duly appointed in writing in accordance with the "Community Corrections Act".

ARTICLE III

BOARD COMPOSITION

Section 1. Board Members

The Board shall consist of no less than twelve (12) members who shall be appointed in accordance with K.S.A- 75-5297. The Board shall elect its own officers.

Section 2. Board Terms

Board members shall serve for terms of two (2) years, as per K.S.A. 75-5298, and shall remain as members until their successors are duly appointed.

Section 3. Absence

Absences shall be recorded by the Board Secretary. If a member has three (3) consecutive absences, the Chairperson may request the authority who appointed that member to revoke the appointment and to appoint a new member to the Board.

Section 4. Compensation

There shall be no compensation to any Board members except for Board approved expenses.

Section 5. Resignation

Member resignation from the Board shall be by written letter submitted to the Board Chairperson.

Section 6. Vacancies

Vacancies of the Board shall be reported to the appropriate appointing authority by the Board Chairperson.

ARTICLE IV

OFFICERS

Section 1. Elected Officers

The elected officers of the Board shall consist of, chairperson and vice-chairperson.

Section 2. Qualification

Elected officers shall be members of the Board.

Section 3. Term of Office

The term of office for officers shall be two (2) years following their election or until successors are duly elected.

Section 4. Resignation

Resignation from office shall be by written letter to be submitted to the Board.

Section 5. Vacancies

Vacancies of officers will be filled by a special election conducted by the Board for the remaining term of office.

ARTICLE VAUTHORITY AND DUTIES OF OFFICERSSection 1. Chairperson

The chairperson or their designee will preside at all Board Meetings, schedule meetings, and will create such committees, and make appointments to those committees as the chair deems necessary. The chairperson shall ensure the compliance with the "Kansas Open Meeting Act".

Section 2. Vice-Chairperson

The vice-chairperson will assume the duties of the chairperson in the absence of the chairperson, and will ensure that Board membership remains in compliance with the "Community Corrections Act".

ARTICLE VIPARLIAMENTARY AUTHORITYSection 1. Parliamentary Authority

Parliamentary authority shall be regulated by Robert's Rules of Order.

ARTICLE VIIAMENDMENTSSection 1. General

These by-laws may be adopted, amended, repealed, or added to by a two-thirds (2/3) vote of the Board at any regular or special meeting of the members, if notice of the proposed adoption, amendment, repeal, or addition is contained in the notice of the meeting.

Adopted this: 12th day of October, 2006



Chairperson