

# **OPERATING GUIDELINES**

**of**

## **ALAMEDA COUNTY COMMUNITY CORRECTIONS PARTNERSHIP (CCP) COMMUNITY ADVISORY BOARD (CAB)**

(Approved: April 22, 2014)

Revised: September 22, 2020

### **ARTICLE 1**

#### **Name of Advisory Board**

The name of the advisory board shall be the Alameda County Community Advisory Board (hereinafter referred to as the “CAB”).

### **ARTICLE 2**

#### **Duties and Powers**

##### **Section 1.**

The CAB shall advise and make recommendations to the Alameda County Community Corrections Partnership (CCP) Executive Committee (EC) by providing input on community needs; assessing implementation of the Realignment plan; reviewing data on Realignment outcomes; advising the CCPEC on community engagement strategies; offering recommendations for ongoing Realignment and reentry planning; reviewing all Realignment and reentry-related budget proposals and allocations; and encouraging outcomes that are consistent with the County’s Realignment and Reentry Plan.

##### **Section 2.**

The CAB members agree to participate in up to two meetings per month. These meetings include a monthly meeting of the CAB at a location as designated by the CAB, and the CAB members must make the effort to attend all of the CCPEC meetings held in Oakland, unless otherwise noticed. It is encouraged that the meeting locations rotate throughout the five districts of Alameda County. In addition to attending the CAB meetings, members must review materials related to the decisions before the CAB and participate in and complete projects for working groups designated by the CAB. CAB members may also choose to participate in the CCPEC Workgroups.

Section 3.

It is understood that the Alameda County Board of Supervisors is the final decision-making authority in regards to budget allocations relating to reentry and Realignment. The CAB may not, as a body, take positions on candidates for any public office.

Section 4.

Information relied on by the CCP EC in making Realignment or Reentry decisions shall be provided to the CAB in a timely manner in order to allow the CAB the opportunity to consider and make recommendations to the CCP EC. The recommendations of the CAB shall be placed on the agenda, fully considered and debated by the CCP EC.

**ARTICLE 3**

**Membership**

Section 1.

(1)The CAB membership shall represent the gender, ethnic, racial, sexual orientation, religious, and geographic diversity of Alameda County, and should include people who have been involved in the criminal justice system in Alameda County (hereinafter “formerly incarcerated”). The CAB shall consist of fifteen (15) members who shall be residents of or work in Alameda County. The CAB members shall be selected as follows: The CCPEC Process Committee will create and widely circulate an application for nominations (by self or other) to the CAB. Each member of the Alameda County Board of Supervisors will appoint one member to the CAB Selection Committee. This five-member CAB Selection Committee will review all CAB applications and from them select and appoint the initial fifteen (15) CAB members as follows: There shall be three (3) CAB members selected from each of the five (5) Alameda County Supervisorial Districts and at least one (1) of the three (3) must be formerly incarcerated.

(2) A minimum of five (5) CAB members shall be formerly incarcerated.

(3) With the goal of selecting a CAB that has the expertise necessary to make recommendations on issues related to reentry, the CAB Selection Committee shall consider and give priority to CAB nominees who have a willingness to work collaboratively with CCP stakeholders and meet the following criteria: Expertise in areas impacting the reentry population, including but not limited to physical and mental health, education, employment, housing, family reunification and legal services; representatives of community groups; service providers working with the reentry population; people with expertise about the criminal justice system including advocates for alternative methods such as community courts and restorative justice; formerly incarcerated individuals and their family members; crime victims and their family members; members of the business community with expertise on reentry and employment; members; members or leaders of

faith-based organizations that serve the reentry population; and other interested community individuals.

#### Section 2.

Members shall serve one (1) year terms with the possibility of one-year renewals, for a maximum term of six (6) years, at the Board's discretion.

#### Section 3.

Filling a CAB vacancy requires a 2/3 vote of the existing CAB members at any regular or specially noticed CAB meeting. Each member of the Alameda County Board of Supervisors will be able to accept applications and submit three candidates for each vacant CAB seat from their respective district. The Process and Evaluation work group of the CCPEC will be available to provide assistance with the application process if needed.

In filling any vacancy, the CAB will be guided by the criteria set forth in Article 3, Section 1: The CAB membership shall represent the gender, ethnic, racial, sexual orientation, religious, and geographic diversity of Alameda County, and should include people who have been involved in the criminal justice system in Alameda County (hereinafter "formerly incarcerated"). The CAB shall consist of fifteen (15) members who shall be residents of or work in Alameda County. There shall be three (3) CAB members selected from each of the five (5) Alameda County Supervisorial Districts and at least one (1) of the three (3) must be formerly incarcerated. The CAB will also ensure that the requisite balance is maintained with respect to (1) county-wide representation (2) and representation by members who are formerly incarcerated, (3) and reentry-related expertise.

#### Section 4.

The CAB members are required to attend all regularly scheduled CAB meetings. Members may miss up to three (3) meetings per year for any reason. Members who are absent from four (4) meetings will be removed from the CAB.

#### Section 5.

Any member may resign by written notice delivered to the Clerk of the Board and CAB Chair or Vice-Chair.

#### Section 6.

The CAB may recommend removal of any member for actions detrimental to the CAB or the Realignment initiative by a 2/3 majority vote of all the CAB members at any regularly or specially noticed CAB meeting. The recommendation will be forwarded to the Board of Supervisors for final action.

## **ARTICLE 4**

### **Officers**

#### Section 1.

The officers of the CAB shall be the Chair, Vice-Chair and Secretary.

#### Section 2.

The Chair shall conduct meetings, develop and distribute agendas in collaboration with the Reentry Coordinator, and convene any working groups or committees. The Chair shall serve on the CCPEC as the *ex officio* member, and attend all CCPEC meetings. The *ex officio* member is a non-voting member of the CCPEC.

#### Section 3.

The Vice-Chair shall act for the Chair in his or her absence.

## **ARTICLE 5**

### **Meetings and Notice**

#### Section 1.

Open public meetings shall be conducted in accordance with the provisions of the "Brown Act" (Government Code Secs. 54950 ff.).

#### Section 2.

The regular meetings of the CAB shall be accessible to the public and held monthly from January through December.

#### Section 3.

The regular meetings shall be held at a time and location to be determined by the CAB.

#### Section 4.

A quorum shall be fifty (50) percent of the total number of filled CAB positions. The CAB may only take action by a majority vote of the quorum.

#### Section 5.

Agendas for each meeting shall be emailed to the CAB members at least seventy-two (72) hours before each regular meeting.

#### Section 6.

The CAB shall hold special meetings, as necessary, to ensure timely and effective input on Realignment planning or for other urgent matters. Special meetings may be called by the Chair or by a majority of the CAB members, but a quorum is required for any action to be taken.

Section 7.

A regular meeting cannot be held without the Chair or Vice-Chair in attendance.

Section 8.

The CAB meetings shall be open to the public and include designated time for public comment.

**ARTICLE 6**

**Amendment to Operating Guidelines**

Section 1.

Any amendment to the Operating Guidelines shall be presented to and approved by the CCP EC and the Board of Supervisors.