

# WASHINGTON STATEWIDE REENTRY COUNCIL

## BYLAWS

As Adopted on January 17, 2018

This Bylaw adopted the 16<sup>th</sup> day of June 2017 was made pursuant to express intentions of members present at the meeting of the Council as reflected in the resolution of the Council to have a governing regulation that will guide the governance of the Council, membership responsibilities, attendance and deliberations while incorporating the principles and directives of the enabling legislation [RCW 43.380](#).

### Article I

#### NAME OF ORGANIZATION

- 1-1 This organization shall be known as the Washington Statewide Reentry Council, hereinafter referred to as the Council.

### Article II

#### DEFINITIONS

- 2-1 The following definitions apply throughout this bylaw unless the context clearly requires otherwise.
- (1) "Council" means the Washington statewide reentry council.
  - (2) "Department" means the department of commerce.
  - (3) "Principles" means the Reentry Principles published by the Council.
  - (4) "Standing Committees" means a permanent committees as may be set up by the Council that meets regularly.
  - (5) "Subcommittee" means a committee composed of some members of a larger committee, and reporting to it for a specific purpose.

### Article III

#### PURPOSE

- 3-1 Pursuant to the findings by the Washington State legislature as enshrined in [RCW 43.380.030](#) that the high rate of recidivism results in more crimes, more victims, more prisons, and more trauma within families and communities and with the express desire to do better for the people of Washington the Council hereby states that its expressed purpose shall be to develop collaborative and cooperative relationships between the criminal justice system, victims and their families, impacted individuals and their families, and service providers, with the purpose of improving public safety and outcomes for people reentering

Italicized sections are copied from RCW 43.380.

the community from incarceration.

## Article IV

### EXECUTIVE DIRECTOR

- 4-1 The Council may select an Executive Director who shall be appointed and discharged by the Council, subject to confirmation by the Senate. If employed, the Executive Director shall manage the affairs of the Council according to the policies, principles, practices and budget authorized by the Council.
- 4-2 *Approval by a majority vote of members of the Council is required for any decisions regarding employment of the Executive Director.*
- 4-3 *The Executive Director may not be a member of the Council while serving as executive director.*
- 4-4 *Employment of the executive director terminates after a term of three years. At the end of a term, the Council may consider hiring the executive director for an additional three-year term or an extension of a specified period less than three years. The Council may fix the compensation of the executive director.*
- 4-5 The Executive Director shall be an employee of the Department of Commerce reporting to the Council.
- 4-6 The Executive Director shall be responsible for maintaining all records of the Council according to the Open Public Records Act.
- 4-7 The Executive Director shall consult with the co chairs to administer this by laws and any other resolutions of the Council.
- 4-2 The Executive Director of the Council shall function as Secretary to the Council
- 4-3 The Executive Director shall prepare the agenda for all meetings in consultation with the Co-Chairs, provide meeting notices, record proceedings of the Council, support committee and subcommittee tasks and keep such records.

## Article V

### MEMBERSHIP ([43.380.030](#))

- 5-1 *The membership of the Council shall be comprised of fifteen members including representatives of:*
- *the department of corrections*
  - *the juvenile rehabilitation administration*

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- *a statewide organization representing community and technical colleges*
- *a statewide organization representing law enforcement interests*
- *a statewide organization representing the interests of crime victims*
- *a statewide organization representing prosecutors*
- *a statewide organization representing public defenders*
- *a statewide or local organization representing businesses and employers*
- *housing providers*
- *faith-based organizations or communities*
- *at least two persons with experience reentering the community after incarceration*
- *and two other community leaders.*
- *at least one position for an invited person with a background in tribal affairs*

5-2 *All members will be appointed by the Governor.*

## **Article VI**

### **TERMS OF MEMBERSHIP ([43.380.040](#))**

- 6-1 *The governor shall make initial appointments to the council. Initial appointments are for staggered terms from the date of appointment according to the following: Four members have four-year terms; four members have three-year terms; and five members have two-year terms. The governor shall designate the appointees who will serve the staggered terms.*
- 6-2 *Except for initial appointments under subsection (1) of this section, all appointments are for two years from the date of appointment. Any member may be reappointed for additional terms. Any member of the council may be removed by the governor for misfeasance, malfeasance, or willful neglect of duty after notice and a public hearing, unless such notice and hearing is expressly waived in writing by the affected member. In the event of a vacancy due to death, resignation, or removal, or upon the expiration of a term, the governor shall appoint a successor for the remainder of the unexpired term according to the procedures in subsection (3) of this section. Vacancies must be filled within ninety days.*
- 6-3 *The council shall create a selection committee to recruit, review, and recommend future members. Prior to thirty days before the expiration of a term or within sixty days of a vacancy due to death, resignation, or removal, the selection committee shall submit a recommendation of possible appointees.*
- 6-4 *The Executive Director in consultations with the co-chairs shall forward the recommendations of the selection committee to the Governor's Office when making appointments.*

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## **Article VII**

### **CO-CHAIRS**

- 7-1 *The council shall elect Co-Chairs from among its membership. ([RCW 43.380.040](#))*
- 7-2 In electing the Co-Chairs the Council shall consider:
- (a) The racial and ethnic background of nominees to reflect the diversity of racial and ethnic backgrounds of all those who are incarcerated in the state;
  - (b) The gender of nominees in order for the membership to reflect the gender diversity of all those who are incarcerated in the state;
  - (c) The geographic location of all nominees in order for the chairs and Co-Chairs to represent the different geographic regions of the state; and
  - (d) The experiences and background of all nominees relating to the incarcerated population.
- 7-3 *Co-Chairs shall serve a term of two years from the date of election, which shall terminate upon selection of a successor.*
- 7-4 *Any former or current co-chair may be reelected for an additional term ([RCW 43.380.040](#)).*
- 7-5 Co-Chairs shall preside at all meetings, and consult with the executive director for the day to set agenda for Council meetings and manage the Council business.
- 7-6 Co-Chairs shall be responsible for conducting orientation for new members.
- 7-7 Co-Chairs shall perform such other duties as may be assigned by the Council, and may delegate authority as necessary to other Council members.
- 7-8 Co-chairs shall seek to inquire from any absentee council members the reason for such absences and convey same to the Council for further action.
- 7-9 Co-Chairs may be removed by a simple majority vote of all members present at a meeting with quorum.

## **Article VIII**

### **ATTENDANCE**

- 8-1 The purpose of the Council shall be the goal and interest of all members appointed to the council.

- 8-2 While the Council values the voice of each organization that nominated members to serve on the Council, members are expected to set aside their individual and organizational interest and dispassionately consider all matters before the Council and focus on the overriding purpose of the Council.
- 8-3 Members are expected to attend meetings regularly. When any member is absent without excuse the executive directors shall write to inquire for the reason for such absence.

### **Article IX**

#### **VOTING PROCEDURES**

- 9-1 No action shall be taken by less than a majority affirmative vote of present members.
- 9-2 *Seven members of the Council shall constitute a quorum. ([43.380.070](#))*
- 9-3 *All members has all of the same voting and other powers of other members ([43.380.030 \(2\)\(b\)](#)).*
- 9-4 Members may abstain from voting and abstention will be duly noted in the minutes.

### **Article X**

#### **COUNCIL MEETINGS**

- 10-1 The Council shall meet at least four times annually at such time and places as determined by the Co-Chairs and the Executive Director subject to availability of funds.
- 10-2 Subject to the availability of amounts appropriated by the legislature, at least one meeting per year will be held within a Washington State Corrections facility or juvenile rehabilitation center.
- 10-3 Prior notice of any meeting shall be furnished to members and the general public in accordance with the Open Public Meetings Act ([42.30](#)).
- 10-4 An agenda for each Council meeting, with the approval of the Co-Chairs, shall be mailed or electronically delivered to each Council member at least one week prior to the next scheduled meeting and posted online.
- 10-5 Meeting agendas may be revised or changed at the discretion of the Co-Chairs in consultation with the Executive Director.
- 10-6 Members of the Council or any committee designated by the Council may participate in a meeting by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

Italicized sections are copied from RCW 43.380.

[\(43.380.070\)](#)

- 10-7 Minutes of the Council will be sent to Council members at least one week prior to the next scheduled meeting.
- 10-8 The Council shall as a matter of policy seek to meet with a representative from Washington State Institute of Public Policy at least once a year to consider meta-analysis on the effectiveness of programs aimed at assisting offenders with reentering the community after incarceration.
- 10-9 Robert's Rules of Order, Newly Revised, shall serve as parliamentary authority for procedures not covered by these bylaws.

## **Article XI**

### **COMMITTEES**

- 11-1 *The Council may establish standing or subcommittees as are necessary from the members of the Council present at a scheduled meeting.*
- 11-2 The chair of each committee shall be appointed by the members of the Committee at their inaugural meeting and such individuals shall, in coordination with staff, determine the date, time, and place for meetings of the committee. Committee members shall be notified in writing, as early as possible, of any scheduled meeting.
- 11-3 Committees shall fulfill the responsibilities defined by State Council and submit timely reports and recommendations to the Council for disposition.
- 11-4 The Council in selecting Committee, Subcommittee and advisory groups of nonmembers shall consider:
  - (a) The racial and ethnic background of nominees to reflect the diversity of racial and ethnic backgrounds of all those who are incarcerated in the state;
  - (b) The gender of nominees in order for the membership to reflect the gender diversity of all those who are incarcerated in the state;
  - (c) The geographic location of all nominees in order for the chairs and Co-Chairs to represent the different geographic regions of the state; and
  - (d) The experiences and background of all nominees relating to the incarcerated population.
- 11-6 The Council shall create a standing committee to liaise with and consult with the two largest caucuses in the House of Representatives; and the two largest caucuses in the Senate shall be created by the Council and be known as Legislative Committee.
- 11-7 The Council shall create a standing committee *to recruit, review, and recommend future members of the Council.* [\(43.380.040\)](#)

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- 11-8 The Council shall create and consult with advisory groups of non members who shall be selected from stakeholders provided such advisory groups are not eligible for reimbursement under [43.380.060](#) except where a grant or foundation funding make such remuneration possible.
- 11-9 Pursuant to 11-1, the council shall create a legislative sub-committee in order to advance and oversee the execution of the Council’s purpose, strategy, and other related activities, including positions of support or concern on any proposed legislation. The sub-committee shall consist of at least three members and no more than six members. The sub-committee chair shall keep the council co-chairs, council members, and stakeholders informed of all sub-committee activities. As appropriate, and at the direction of the council co-chairs, the sub-committee chair shall convene stakeholders from time to time for feedback and input. The membership of the sub-committee shall be appointed annually, no later than August 31.

## **Article XII**

### **POLICY RECOMMENDATIONS**

- 12-1 The Council is empowered to advise the legislature and the governor on issues relating to reentry and reintegration of offenders.
- 12-2 The Council is also empowered to review, study, and make policy and funding recommendations on issues directly and indirectly related to reentry and reintegration of incarcerated individuals including, but not limited to correctional programming and other issues in state and local correctional facilities; housing; employment; education; treatment; and other issues contributing to recidivism.
- 12-3 The Council shall approve by a two-thirds majority of present voting members any action or position on legislation, including providing testimony.
- 12-4 Members of the Council and the executive director may only testify to the legislature on behalf of the Council with approval from the Council, the Council co-chairs, or the legislative sub-committee co-chairs.
- 12-5 In formulating any policy recommendations, the council shall solicit input and participation from stakeholders interested in reducing recidivism, promoting public safety, and improving community conditions for people reentering the community from incarceration. *The council shall consult: The two largest caucuses in the house of representatives; the two largest caucuses in the senate; the governor; local governments; educators; mental health and substance abuse providers; behavioral health organizations; managed care organizations; city and county jails; the department of corrections; specialty courts; persons with expertise in evidence-based and research-based reentry*

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*practices; and persons with criminal histories and their families. ([43.380.050](#))*

- 12-6 *The council shall submit to the governor and appropriate committees of the legislature a preliminary report of its activities and recommendations by December 1st of its first year of operation, and every two years thereafter. ([43.380.050](#))*

#### **Article XIIV**

#### **ADMINISTRATIVE AND FINANCIAL PROVISIONS**

- 13-1 *The Council may apply for, receive, use, and leverage public and private grants as well as specifically appropriated funds to establish, manage, and promote initiatives and programs related to successful reentry and reintegration of incarcerated individuals. ([43.380.050](#))*
- 13-2 The Department of Commerce shall manage grants and other funds received, used, and disbursed by the Council.
- 13-3 Members of the Council may be reimbursed for travel expenses as provided in RCW [43.03.050](#) and RCW [43.03.060](#).
- 13-4 *The Council shall consult with the Joint Legislative Audit and Review Committee of the State to conduct a performance audit of the council every six years. ([43.380.080](#))*

#### **Article XIV**

#### **PUBLIC ATTENDANCE**

- 14-1 All regular and special meetings of the State Council shall be open to the public according to the Open Public Meetings Act ([42.30](#)).
- 14-2 Any member of the public or group wishing to make a presentation to the Council may do so upon 7 days notice to the Executive Director and the Co-Chairs.
- 14-3 Such presentation shall be subject to approval by the presiding Co-Chair or at the discretion of the Council.

#### **Article XV**

#### **AMENDMENT OF THESE BYLAWS**

- 15-1 These bylaws may be amended at any regular meeting of the Council by a two-thirds affirmative vote of all present voters.

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15-2 A copy of this bylaw shall be posted on the Council website and copy provided to all new members at the beginning of their term on the Council.