

York County Reentry Coalition

BYLAWS

Adopted: March 13, 2019

1. Name & Authority

The name of this entity shall be the *York County Reentry Coalition (YCRC)*. The Board of this organization shall be the *York County Reentry Coalition Advisory Board (YCRC Advisory Board)*. The York County Criminal Justice Advisory Board established the York County Reentry Coalition and its Advisory Board on September 22, 2016.

2. Vision Statement, Mission Statement, & Roles

The vision of the *York County Reentry Coalition* is to help reentrants increase their quality of life by supporting their personal development, which will improve the York community by reducing recidivism, increasing public safety, and enhancing economic growth.

The mission of the *York County Reentry Coalition* is to develop partnerships with governmental agencies, the business community, faith-based entities, and service providers. This collaborative effort will support reentrants and their families through risk/needs identification, education, treatment, and ongoing skills development. The YCRC shall promote the use of evidence- and trauma-based assessments, practices, and interventions to help the reentrant internalize and engage in prosocial law-abiding behaviors to improve their quality of life, break the cycle of recidivism, and restore their dignity.

The YCRC is a collaborative body that works to address problems, challenges, and issues limiting successful reentry in York County. The YCRC Advisory Board comprises the leadership of the YCRC and establishes and directs the policies and priorities shaping the business and affairs of the YCRC.

3. Coalition Participation and Membership

- a. **Participation.** The Coalition aims to be a diverse and broad-based representation of the community. The participation of reentrants and their families shall be encouraged in all aspects of the YCRC's operation. Organizations or individuals with a mission, program, or other interest that relates to reentry are welcome to attend meetings and share information at any time.
- b. **Membership.** To become a voting member of the Coalition, the interested group, agency, or individual must make a request to the Managing Co-Chair/Supporting Co-Chair of the Advisory Board, designate a lead contact person, and provide a brief summary of their interest or role in reentry. The Advisory Board will vote on the membership request. In the case of a "no" vote from the Advisory Board, the full membership of the Coalition shall also vote on the membership request. The result of the full Coalition vote shall be binding.
- c. **Removal.** Membership in the Coalition may be revoked through a two-thirds majority vote of the Coalition's current membership roster. Such a vote must be called for by the Advisory Board.

- d. **Ethical Behavior.** The YCRC promotes evidence-based practices and trauma-informed care in all circumstances. To preserve the integrity of the Coalition and its mission, individuals or organizations who operate in an unethical or illegal manner, or who promote treatments that are clinically unsound and/or have been shown to cause harm, may be removed from membership through the process outlined above. For participants, any individuals or organizations so acting may be asked, at the discretion of the Advisory Board, to cease participation and discontinue any claims of partnership with or endorsement by the Coalition.

4. **Advisory Board**

- a. **Composition and Size.** The membership of the Advisory Board shall consist of eleven individuals, one to represent each of the following roles:
 - a. Reentrants and/or Family of Reentrants
 - b. Prison
 - c. State Probation
 - d. County Probation
 - e. Criminal Justice Systems
 - f. Housing
 - g. Drug & Alcohol Treatment
 - h. Mental Health
 - i. Physical Health
 - j. Education & Employment
 - k. Additional Reentry Partners (including but not limited to, ~~Healthcare~~, Legal Advocacy, Family Services, Transportation, Volunteers, and Subsistence Services)

The Board may expand to include additional defined roles when approved by a two-thirds majority of the Coalition membership; however, this should be done judiciously and in a manner that maintains an odd number of members. New Board positions created in this manner shall be filled by a vote of the full YCRC membership as outlined in Section 6 of these Bylaws, except as provided for in letter b. of this section.

Board Members may resign from the Advisory Board at any time by notifying the Advisory Board Managing Chair (or in the case of the Managing Chair, the Supporting Co-Chair). Any Board Member shall be deemed to have offered his or her resignation if he or she ceases to represent the group for whom that Board member was elected or designated as a representative. Resignations from the Advisory Board do not affect membership in the Coalition, unless the resignation as offered so states.

- b. **Terms.** Because representation from Prison, State Probation, and County Probation is necessarily limited to those specific entities, the director or head of each entity shall appoint a representative to the Advisory Board and no term shall be defined. For all other roles, Advisory Board members shall serve for no longer than three consecutive years. Terms of initial Advisory Board members may be staggered and extended beyond three years to prevent turnover of the entire Board at one time, but in no case should initial terms be longer than six years.
- c. **Vacancies and Elections.** If Advisory Board members complete their three-year term, or must step down or otherwise discontinue their participation in the Advisory Board, the full body of

the Coalition shall choose a new representative through the voting method in Section 6 of these Bylaws, except as provided for in letter b. of this section.

- d. **Removal.** Any Board member may be removed by a majority vote of Board members then in office. A Board member who is so removed shall not be granted any rights to a hearing or the right to appeal the removal. If a Board Member is removed from office, the Advisory Board shall report to the full Coalition on the action and the cause for the decision.
- e. **Leadership.**
- i. **Executive Officers.** Executive Officers. The members of the Board shall elect a Managing Co-Chair/Supporting Co-Chair, Treasurer, and Secretary. The Supporting Co-Chair of the Board shall carry out the duties of the Managing Co-Chair as the need arises. The Treasurer shall oversee the financial affairs of the Coalition, develop internal controls and financial management policies and recommend their adoption to the Board, and submit an annual report to the Board and membership regarding the fiscal health of the organization. The Secretary shall ensure that notes, or minutes, of all meetings are recorded and communicated to the full Coalition. The Secretary and Treasurer need not be members of the Advisory Board. The positions of Managing Co-Chair and Supporting Co-Chair shall transfer from one Advisory Board member to another at least once every three years; however, election of officers should occur annually.
- ii. **Other Agents.** The Advisory Board may elect other officers and appoint committees, employees, or other agents as the business of the YCRC may require. Persons appointed in this manner shall hold office as provided for in these Bylaws, or as the Advisory Board may determine.
- iii. **Coalition Executive Director**– The Coalition Executive Director will be responsible for the following action items. If the position is not filled the Managing Co-Chair and Supporting Co-Chair will share these responsibilities.
- Distributing meeting notices and agendas prior to full Coalition and Advisory Board meetings.
 - Distributing additional pertinent information related to business or activities of the Coalition via electronic means.
 - Duties delegated by the Managing Co-Chair and Supporting Co-Chair or the Advisory Board.
 - The Coalition Executive Director is not a voting member of the Advisory Board.
- iv. **Resignation & Removal.** Any officers, committee members, employees or other agents of the YCRC may resign from their position at any time by giving notice to the Managing Co-Chair/Supporting Co-Chair or the Secretary of the YCRC. Resigning from a leadership position does not end membership in the Coalition itself, unless that intention is specifically stated by the person resigning.

Any person in a leadership position may be removed by a simple majority vote of the Advisory Board whenever it is judged that the best interests of the YCRC will be served thereby.

- f. **Committees.** Committees shall consist of a Convener, at least one Board member, and other persons as needed to conduct the work of the Committee. Volunteers shall be sought to serve as Convener. Conveners are responsible for coordinating committee meetings, work, and reports to the Advisory Board. Committees shall submit written reports of activities to the Advisory Board Secretary no less than quarterly and provide verbal reports at YCRC Coalition and/or Board meetings, as needed.

5. Meetings

- a. **Advisory Board.** As a rule, regular meetings of the Board will take place at least once per quarter, on a schedule to be determined by the Board or by the Managing Co-Chair/Supporting Co-Chair.

Membership on the Board requires a bona fide effort by members to attend as many meetings as possible. If Board Members are unable to attend a meeting, they will designate a substitute to attend and vote in their stead. Unexcused absences and/or failures to appoint a designee are a cause for removal from the Board.

The Board Secretary is responsible for recording the minutes of all meetings of the Board.

- b. **Full Coalition.** Coalition meetings will take place at least once per quarter, and when feasible, shall be held in months alternate to the Advisory Board meetings.
- c. **Committees.** Committees shall meet as often as needed to complete assigned tasks, but no less than once per quarter. Full Coalition meetings may include time for committee work.
- d. **Special Meetings.** Special meetings and annual retreats may substitute for a regular meeting of the Board or Coalition in any given month.
- e. **Notice.** All Coalition members shall be given reasonable notice of both regular and special meetings by email. Proposed agenda items must be received by the YCRC Secretary at least one week prior to a scheduled meeting date. With the exception of extraordinary circumstances, tentative agendas should be sent out one week in advance of a meeting.
- f. **Agendas.** Advisory Board Meeting agendas shall include, generally, the following items, and other items as necessary: updates, approval of minutes, subcommittee reports, and items for Board action.

Full Coalition Meeting agendas shall include, generally, the following items, and other items as necessary: member agency presentations, subcommittee reports and working sessions, planning updates, Advisory Board updates, and items for Coalition action.

- g. **Conduct.** Members and participants agree to conduct themselves in a respectful and professional manner at all meetings and while conducting the work of the Coalition. If individuals fail to do so, the Advisory Board may ask for a new organizational representative, may ask a participant to cease attendance and affiliation, and/or membership may be revoked through the process stated previously in these Bylaws.

6. **Voting**

- a. **Representation.** For full Coalition votes, each member organization is entitled to one vote. For these purposes, distinct sub-entities of the same organization, who represent distinct interests, shall be entitled to one vote each. (For example, various departments within the County of York, or various programs or offices within the State of Pennsylvania.) For Advisory Board votes, members or their designees are entitled to one vote each.
- b. **Acting.** Unless specified differently elsewhere in these Bylaws, a simple majority vote taken in the presence of a quorum shall be sufficient for action.
- c. **Voting Procedure.** While in-person votes are preferred for the Advisory Board, in time sensitive circumstances, a vote on an action may be taken through email correspondence between the Managing Co-Chair/Supporting Co-Chair and the Advisory Board. In these cases, the Managing Co-Chair/Supporting Co-Chair must collect individual responses and ensure that vote results are recorded in the minutes of the next regular Advisory Board meeting.

Given the size of the Coalition's membership, online voting is the preferred method when a vote of the entire membership is needed. All communications regarding voting or elections shall be sent to the full membership by email, and voting shall occur online, with results of the vote available to the membership. The vote must be open for at least one week and make provisions for those who may not be able to be present at a meeting or access the website facilitating the vote.

In the case of Advisory Board elections, nominations must be open for a two-week period. Coalition members will then be eligible to vote among the nominated individuals according to the process outlined above.

- d. **Quorums.** Advisory Board: a quorum for the purpose of conducting general business or calling for a vote shall be a simple majority of the Advisory Board, excluding those membership slots that are vacant. Full Coalition: a quorum for the purpose of conducting general business or calling for a vote shall be a simple majority of the Coalition's current membership roster.

7. **Rules of Order**

The Board adopts the Modern Rules of Order for conducting its meetings.

8. **Strategic Planning and Performance**

The YCRC shall maintain a current strategic plan that defines its goals and objectives and the means by which it plans to achieve them. The YCRC shall maintain and disseminate information, statistical data, and other measures of performance to its membership and to the York County community.

9. **Amendments**

These bylaws may be amended or repealed, or new bylaws may be adopted by the vote of two-thirds (2/3) of the membership of the YCRC. Any proposed amendment, repeal or new bylaws, or a summary thereof, shall be distributed by email with a minimum of ten (10) business days' notice of the meeting (whether annual, regular or special) where such changes will be considered.