

Sample County Reentry Coalition Bylaws

As a requirement of the County Reentry Coalitions Minimum Operating Standards, each County Reentry Coalition must have formally approved bylaws that will outline how the coalition will operate. Below are sample bylaws for County Reentry Coalitions. Please note, bolded portions are required for all counties.

Article I: Name

The name of the organization shall be PCCD County Reentry Coalition, referred to as “coalition.”

Article II: Mission and Vision

- A. Vision** – To be a state and national leader supporting programs and practices that promote the successful reentry of returning citizens.
- B. Mission** – To enhance the quality, coordination, and planning of reentrant services in Pennsylvania to support the reintegration of returning citizens into local communities, lower recidivism rates, reduce the number of victims of crime in the commonwealth, and increase the safety of our communities.

Article III: Membership

- A. Eligibility** – Membership shall be open to any organization, business, agency, or individual that supports the coalition’s mission and vision. Membership will align with the requirements of the PCCD County Reentry Coalitions Minimum Operating Standards. Membership is broadly defined to promote greater participation and inclusiveness of invested persons. Coalition meetings are open to the public.
 - Coalition Members: Core organizations and/or individuals (including reentrants) that align with and support the mission and vision of the coalition and are active voting members.
 - Community Visitors: Individuals or persons who attend meetings but are not coalition members. These visitors have no voting responsibility.
 - An Executive Committee will direct the activities of the coalition to uphold the mission and vision.

Article VI: Leadership Structure

- A. Chair** – The Chair shall be elected by members of the coalition.
- B. Vice Chair** – The Vice Chair will be appointed by the Chair.
- C. Executive Committee** – The Executive Committee of the Coalition will consist of the Chair, Vice Chair, Subcommittee Chairs, at minimum one reentrant, and members-at-large as appointed by the Chair. The Executive Committee will meet at the call of the Chair to act for the coalition when the full coalition cannot reasonably meet in a timely fashion and on a regular basis as determined by the Chair and Coalition Coordinator. The Executive Committee provides ongoing oversight and guidance to the coalition to ensure the strategic plan is being followed and that objectives are being met. General guidelines are as follows:

- Each committee member shall serve for a term of 3 years. The terms shall be staggered so 1/3 of the committee members will be on each three-year cycle. The number of Executive Committee members will vary depending on current needs for leadership.
 - Any Executive Committee member selected to fill an unexpired term will follow that term's cycle.
 - The Executive Committee may appoint new committee members prior to the beginning of the program year and at any time a vacancy occurs.
- D. Subcommittee Chairs – Subcommittees will be established to address the priorities of the coalition. Subcommittees will make recommendations on focus area needs and priorities; plan activities around priorities; research and secure funding for activities; and engage key stakeholders. Each subcommittee will have a Chair that will sit on the Executive Committee. Subcommittee Chairs will be appointed by the Coalition Chair. Minutes from subcommittee meetings should be provided to the Executive Committee in a timely manner. The subcommittees will decide on their respective name/title (as related to the coalition) and the time, date, location, and frequency of their meetings.
- E. Elections – Annual elections will take place to elect/reaffirm coalition leadership. Election guidelines are as follows:
- Any coalition member may make a nomination for the Executive Committee.
 - Nominations will be taken yearly or as needed.
 - Voting will be completed by consensus at last meeting of the calendar year for the upcoming year. If a consensus vote is not possible then paper voting will be completed by those present at the meeting. Votes will be tallied and reported.
 - There are no term limits for Executive Committee members or Chair positions.

Article VI: Leadership Responsibilities

- A. Chair – The Chair will perform the following duties:
- Preside at all coalition meetings and Executive Committee meetings.
 - Shall serve a minimum of two (2) years, to be reaffirmed each year.
- B. Vice Chair – The Vice Chair will perform the following duties:
- Carrying out the powers, duties and responsibilities of the Chair in the absence of the Chair.
 - Other duties and responsibilities delegated to them by the Chair.
 - Shall serve a minimum of two (2) years, to be reaffirmed each year.
- C. Executive Committee – The Executive Committee shall act on behalf of the coalition and actively pursue its purposes and activities. It shall supervise and direct the affairs of the coalition within the limits of these "Bylaws," consistent with this document and applicable State and Federal laws, rules and regulations. Executive Committee members agree to all responsibilities listed below:
- Planning the agenda for coalition meetings.
 - Preparing a Strategic Plan and recommending periodic updates for the coalition's approval.
 - Working with the Lead County Agency to provide oversight of grants, grant applications, and budgets.
 - Developing a process to ensure ongoing input from coalition members.
 - Recommend policy and bylaws changes to the coalition, as needed.
 - Solicit reports on the coalition activities from subcommittees for annual reporting.

- Review annually the coalition work plan and make revisions as needed.
- D. Subcommittee Chairs – Subcommittee Chairs will agree to actively participate in the coalition in the following ways:
- Attend at least 50% of the coalition meetings per year;
 - Participate in electronic correspondence as deemed necessary;
 - Assist in the development of Strategic Plans;
 - Actively participate in the planning, development, and implementation of subcommittee activities and meetings;
 - Participate in a minimum of one coalition activity per year;

Article VI: Coordinator Responsibilities

The coordinator will be responsible for the following action items:

- Distributing meeting notices and agenda prior to full coalition meetings and Executive Committee meetings.
- Responsibility for taking minutes of all coalition meetings and Executive Committee meetings and distributing copies to all coalition members.
- Distribute additional pertinent information related to business or activities of coalition or members of the coalition via electronic means.
- Working closely with reentrants in the community.

Article IV: Meeting Logistics

A. Meeting Frequency

- **Coalition meetings will be held quarterly.** Meeting date/time/location is subject to change by consensus of the membership and Executive Committee. Interim coalition meetings may be called by members of the Executive Committee.
- Executive Committee meetings will be held quarterly the week prior to the full coalition meeting.
 - Dates and times of meetings will be posted.
 - Meetings will open to anyone and will start with public comment.
 - If there are any sensitive issues to discuss, an executive session will be held without the public present.
- Subcommittee meeting will be held at least quarterly.

B. Meeting Location

- Full coalition and Executive Committee meetings will be held at PCCD.
- Subcommittee meetings will be conducted via conference call or webinar.

C. Notice of meetings – Written and/or electronic notice of meetings and an agenda shall be sent to coalition members in advance of each meeting.

Article V: Decision Making/Voting

As outlined in these Bylaws, all coalition partners are eligible to vote for the following:

- Amendments to the coalition's Bylaws;

- Other guiding documents of the coalition including, but not limited to, binding contracts, and Requests for Proposals, etc.;
- All other issues that may come before the coalition.

A. Methods of Voting

- Voting will be completed by consensus at coalition meetings.
- If a consensus vote is not possible, paper voting at the meeting or electronic voting via email after the meeting will take place.
 - Paper voting will be completed by those present at the meeting. Votes will be tallied and reported.
 - Electronic voting will be completed via email at the conclusion of the meeting. Votes will be tallied and reported via email and at the subsequent meeting.
 - The Chair will determine whether paper voting or electronic voting will occur.

B. Quorum

- A majority of members present shall constitute a quorum.
- In the event a quorum is not met, official business may be conducted at the conclusion of the meeting via email.

Article VIII: Amendments to the Bylaws

This document may be reviewed on an on-going basis. Any coalition member may propose amendments to this document. Proposed amendments shall be presented to the Executive Committee no later than (2) weeks before a full coalition meeting in order to be considered. The Executive Committee will ensure that any proposed amendments are emailed to the coalition members before the same meeting. Amendments must receive a majority vote of all coalition members participating in the meeting or voting via email.

Article IX: Fiscal Responsibility

The identified Fiscal Agent will be the lead agency and therefore responsible for fiscal accountability.

Article X: Effective Date

The effective date of these guidelines is January 1, 2020.